

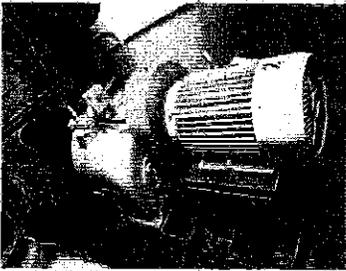


Related Experience

300 Engineering has also taken an additional step towards system integration. The PSIP built a web application that integrates all of the WASD's asset management systems involving pump station work. This web application, called Program Controls Management System (PCTS), is a central location where financial, operational, historical, and geospatial data about every single PSIP project can be found.

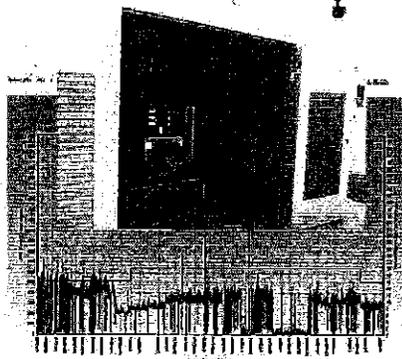
WASD's pump stations must to be certified as capable of meeting a nominal average pump operating time (NAPOT) of less than or equal to 10 hours per day and capable of meeting peak flows and peak pressures. Pump stations in moratorium do not allow new developments to connect to the sewer system until the Remedial Action Plan is implemented and completed.

300 is providing program management services including design management, construction management, infiltration/inflow management, cost estimates, inspection, pump station analysis, scheduling, document control, PCTS health and safety services, permitting, development coordination, value engineering and invoice processing.



Services

- Program Management
- Hydraulic Modeling Coordination
- Technical advising
- Document Control
- Standards Protocols and Procedures
- System engineering
- Compliance reporting
- Infiltration/inflow
- Permitting
- Public Relations/Development Coordination
- Presentation (Commissioners, Board Members, etc.)



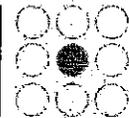
Relevant Highlights

- Program and Construction Management of \$103M in upgrades to the WCTS System

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MIAMI-DADE COUNTY – INTERNAL SERVICES DEPARTMENT (ISD)  
 ISD FORM NO. 11  
 EXPERIENCE & QUALIFICATION / PREFERENCE / REFERENCE FORM  
 PROJECT NO. 1

**APPLICABILITY TO EXPERIENCE & QUALIFICATION(S) / PREFERENCE(S)**

This project reference complies with the Experience and Qualification(s) and/or Preference(s) required under Section 1.2, Scope of Services, of the NTPC.  Yes OR  Not Applicable  
 If yes, please indicate which of the Experience and Qualification(s) and/or Preference(s) that is met with this project reference.

**REFERENCE PROJECT INFORMATION**

Firm Name: 300 Engineering Group, P.A.  
 Reference Project Name/Address Standard Operating Procedures (SOP) As-builts to GIS  
 Name(s) and Role(s) of Consultant Personnel Working on this Reference Project: Franklin A. Torrealba, PE/Principal-In-Charge, Omar J. Herrera, EI/Project Manager  
 Reference Project Description: Review, analyze, optimize and provide recommendations for the WASD business process from As-builts to GIS  
 Scope of Services Provided: Business Process Analysis and Redesign  
 Total Compensation for Services: \$53,813.00 Project Start Date: 07/2014 Project Completion Date: 1/2015  
 Project Construction Cost: \$ N/A Construction Start Date: N/A Construction Completion Date: N/A  
 Reference Company Name: WASD  
 Reference Contact Name: Dan Mathews  
 Reference Telephone Number: 786-268-5401 Facsimile Number: E-mail: DMATH@miamidade.gov

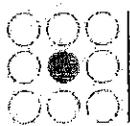
**EXPANDED DESCRIPTION OF SCOPE OF SERVICES**

300 Engineering Group, P.A. (300) has been selected by the Miami-Dade Water and Sewer Department (WASD) to provide assistance and engineering services to review, analyze, optimize and provide recommendations for the business process from As-builts to GIS. WASD needs assistance to optimize the business procedure from the reception or production of As-builts by WASD until they are digitized in a format that can be used in the Geographic Information System (GIS). The goal of this project is to improve the efficiency and productivity of the incorporation of existing As-builts into WASD's GIS.

Services provided under this task include, but are not limited to, procedure review, personnel interviews, procedure analysis, procedure redesign, generation of Flowchart Diagrams, resources study, staffing analysis projections, solutions and recommendations.

Current Procedure Review/Personnel Interviews

As part of the Current Business Procedure Analysis of the WASD As-built to GIS process, 300 Engineering Group, P.A. (300) conducted 26 Key Personnel Interviews to various WASD staff members. By means of these Personnel Interviews, 300 was able to produce a Current Business Procedure Flow Chart which depicts the actual process, from the reception of As-builts by the Department to the depiction of information in WASD's GIS system. 300 obtained critical information about WASD's As-built to GIS process 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. Furthermore, 300 assessed additional processes to the As-built to GIS Process, such as:

- The Active As-built Supplementary Information Layer (AISIS) process, in which discrepancies found in GIS are noted.
- The back and forth corrective process between WASD Inspectors and Surveyor with Contractors and Developers upstream of the reception of final As-builts.

The WASD interview respondents supplied 300 with valuable suggestions to improve the As-built to GIS process.

**Procedure Analysis and Redesign**

Based on the Personnel Interviews, 300 documented the current procedure by creating a "Business Procedure Flowchart (As-builts to GIS)" highlighting each step that is taken in order to transfer an As-built into GIS format, along with all the associated activities, constraints and cycle times of each step.

The identification of each step was categorized by three levels:

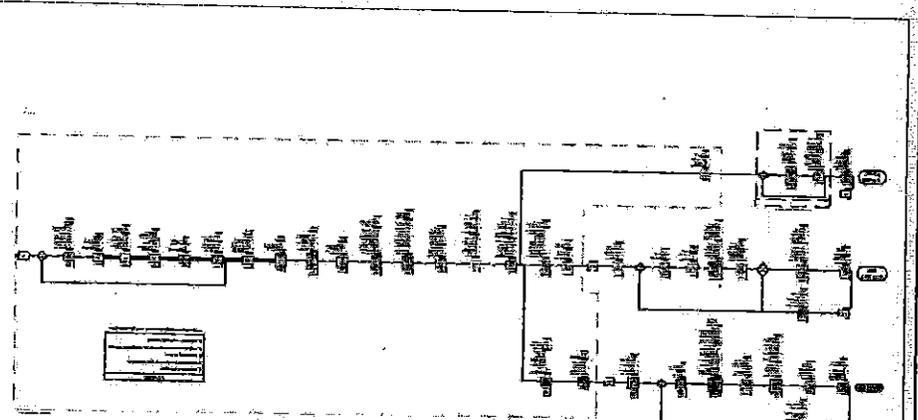
- The Organizational Level
- The Process Level
- The Job/Performer Level

300 utilized Lean Methodology tools in the analysis of the Current Business Procedure from As-builts to GIS. The following Lean tools were implemented in the analysis:

- Value Stream Mapping
- Pareto Diagrams
- Spaghetti Diagrams

By means of these Lean Analysis tools 300 was able to obtain critical 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.

First Process Level Procedure Flowchart (As-builts to GIS)



2 OF 2

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**MIAMI-DADE COUNTY -- INTERNAL SERVICES DEPARTMENT (ISD)  
ISD FORM NO. 11  
EXPERIENCE & QUALIFICATION / PREFERENCE / REFERENCE FORM  
PROJECT NO. 1**

**APPLICABILITY TO EXPERIENCE & QUALIFICATION(S) / PREFERENCE(S)**

This project reference complies with the Experience and Qualification(s) and/or Preference(s) required under Section 1.2, Scope of Services, of the NTPC.  Yes OR  Not Applicable

If yes, please indicate which of the Experience and Qualification(s) and/or Preference(s) that is met with this project reference.

**REFERENCE PROJECT INFORMATION**

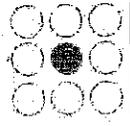
Firm Name: 300 Engineering Group, P.A.  
 Reference Project Name/Address Water GIS AASIS Projects, Miami, Florida  
 Name(s) and Role(s) of Consultant Personnel Working on this Reference Project: Franklin A. Torrealba, PE/Principal-in-charge, Omar J. Herrera, EY/Project Manager  
 Reference Project Description: Provided On-site GIS services and assistance to research and correct GIS reported problems  
 Scope of Services Provided: Project Management, GIS Modeling, Scheduling, As-built review and digitalization  
 Total Compensation for Services: \$200,000.00 Project Start Date: 10/2013 Project Completion Date: 8/2014  
 Project Construction Cost: \$ Construction Start Date: N/A Construction Completion Date: N/A  
 Reference Company Name: WASD  
 Reference Contact Name: Jose L. Lopez  
 Reference Telephone Number: 786-552-8334 Facsimile Number: 786-552-8632 E-mail: JLL@miamidade.gov

**EXPANDED DESCRIPTION OF SCOPE OF SERVICES**

300 Engineering Group, P.A. (300) was selected by Miami-Dade Water and Sewer Department (WASD) to provide On-site GIS services and assistance to research and correct reported problems in the GIS databases of Countywide Water Infrastructure, populating WASD's Integrated enterprise systems such as the Enterprise Asset Management System (EAMS), DOLFIN, Prolance Project Control and Tracking System (PCTS), Oracle Customer Care & Billing (CC&B) and other WASD's systems, through the extensive use of WASD's in-house GIS Atlas Maintenance System (GAMS).

WASD needed assistance with their Water Transmission and Distribution System Countywide to bring their backlog of over 2,000 Active As-built Supplemental Information System (AASIS) tickets up to date. This type of work required specialized and qualified on-site personnel with the required training and experience to evaluate and interpret information related to engineering drawing, perform research, and to be able to enter, manipulate, edit, and update WASD's GIS Geodatabase.

300 provided GIS personnel to be housed at WASD's offices in a full time position. 300 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). Personnel received training at WASD to use WASD's systems to research and resolve data inconsistencies in the GIS such as: GAMS, EAMS, DOLFIN, PCTS, CC&B, others.



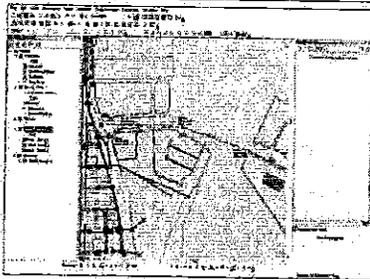
Related Experience



ISD FORM NO. 11 - PROJECT NO. 1- CONTINUED

300 is currently generating monthly progress reports which includes the following:

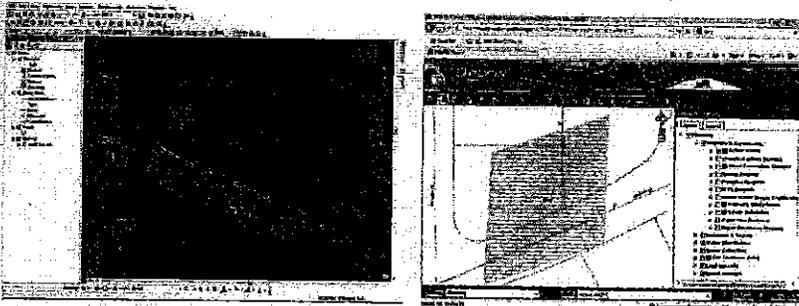
- Overall Project Status
- Project Progress
- Pending Items
- Estimated Completion of Tasks
- Current Challenges/Issues
- Problem resolution



300 has successfully helped WASD to bring their backlog of AASIS tickets up to date during the contract time. In addition, 300 has assured the quality of work completed prior to promoting to production.

Relevant Services performed by 300

- Reduced backlog of AASIS tickets
- In-house Training
- Project Management



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## Expertise in GIS

300 Engineering group is part of the PMCM Team that was selected by the Miami Dade Water and Sewer Department (WASD) to provide Program and Construction Management Services related to the Wastewater System Priority Projects. The WCTS Task is assisting the Department with the coordination and management of ninety-three (93) Force Main and Pump Station Projects, from conception to closure. Our 300 Engineering experts are responsible for managing all GIS and Data as it relates to the Consent Decree. Duties include consulting clients to ascertain project purpose, needs, information required, and answering queries. Our experts are also responsible for developing standards for GIS deployment and use, and maintain accurate client communication and project documentation.

Our experienced and dedicated GIS team has a long track record of municipal projects including wastewater support, web application development, and custom mapping. We specialize in spatial data compilation and custom application development utilizing industry leading platforms to give our municipal clients the tools they need to effectively deliver solutions to both their internal staff and their residents.

Our team of experts are extremely familiar with the systems used by the Village of Palmetto Bay, and can provide GIS solutions to enhance the current system. This will include but not be limited to the following:

- Upgrades to the ArcGIS Server Application
- Regular updates to the GIS database and software
- Create custom maps for Village staff
- Weekly updates to the system using Miami-Dade County property appraiser records
- Updates to the water and sewer data as needed using Miami-Dade County GIS data
- Update Village storm drainage inventory data using as-built drawings of newly installed systems
- Generate mailing labels for Village staff
- Ad-hoc generation of maps
- Update Mapping templates
- Print and laminate atlases for Village staff
- Administrative tasks for the functionality and availability of the GIS system software and hardware.
- GIS development services
  - Creation & maintenance of ArcGIS server web application that contains all capabilities of the current ArcIMS application
  - Provide an interface to Village historical zoning documents
- Development and planning of GIS projects (street tree, sidewalk, roadway, and traffic calming devices, etc.) based on the future needs of Village departments, as may be identified throughout the fiscal year by the Village and subject to funding
- Preparation of recommendations to the Village of additional software and hardware requirements
- Staff training for new applications

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Experience  
Zoning, Land use,  
Code Enforcement &  
Real Estate Transactions/  
Litigation

300's staff has experience in zoning and land use as our staff has served in the City of Miami Large Scale Development and Plat Committee and the Miami-Dade County Development Impact and Plat Committee. We are ready to assist the Village of Palmetto Bay regarding zoning and/or land use. In addition, Mr. Franklin A. Torrealba, PE (Project Director) is a registered realtor and has performed multiple real-estate transactions. 300 has a real-estate attorney on call in case any of the real estate transactions and/or litigation services are required.

Mr. Stanley David (MS Planning/MS GIS) worked in the Research, GIS, and Graphics division of the Tallahassee Leon County Planning Department. The Planning Department is responsible for processing all zoning applications, and maintains the zoning and future land use layers for the City and County. His responsibilities included working with applications for investigating zoning, land use policy, subdivision activity, aerial imagery, and many other features pertaining to land use within the communities of Leon County, FL. He also gathered, analyzed and interpreted development data relating to Leon's socio economic, population, land use, housing and industrial development. Stanley will be responsible for the GIS Development under this Contract.

Mr. Rafael Ballesteros was a member of the City of Miami Large Scale Development and Plat Committee and the Miami-Dade County Development Impact and Plat Committee where he provided recommendations to ensure compliance with Miami-Dade County standards. Mr. Ballesteros was also involved in the planning, land acquisition and development of the Miami Intermodal Center. For the MIC, he provided plan review, guidance and recommendations on the abandonment, relocation, and installation of new water and sewer main infrastructure, including pump stations, and water and sewer meters.

As part of WASD's Utility Development Division, Senior Professional Engineer, Head of Plans Review Section, Miami-Dade County, FL, he supervised professional, administrative and specialized personnel involved in the plans review process. Supervised the work performed of seven Engineers and eight draftsmen. Participated in high level negotiations with consultants, developers, engineers and attorneys in order to evaluate the Department's ability to adequately provide water and sewer service to various development projects. Activities included review of code requirements, contracts, and payment of fees, location of pipes, points of connection, easement requirements, and status of facilities being constructed. Maintained high level of coordination with various local agencies, providing timely and effective results as a key member of the overall land development permitting process. Coordinated sewer plan review with various WASD Divisions and consultants as required by settlement agreements entered into by the County with State (RER-DERM) and federal Government (USEPA). Responsible for the planning and preparation of the Section's 51.5 million capital, OEM and personnel budgets.

300 is available to assist the Village with the GIS integration, Implementation and/or planning of the Village of Palmetto Bay code enforcement process/actions. County enforces building activity that includes unsafe structures, work without existing or active permits, and more.

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Availability to Meet  
Scope of Services

The 300 Team will positively work with the Village staff by providing the best Project Manager and designated specialty staff. The Team has the required qualifications, experience technical/management), and correct attitude to work together with the Village to bring successful projects to completion. Our team brings the right staff in an extremely cost effective manner while providing quality services and products. In addition, our team members are easy to communicate with and work with. We are a local firm committed to do an excellent job for the Village. The 300 Team understands the importance of effective communications to positively work with the Village to deliver successful projects in an innovative manner. 300 Headquarters is very close to the Village, we will lead the work from our office located within a few minutes' drive (10 miles/15 minutes) of the Village's Offices which will facilitate quick turnaround of submittals, face-to-face meetings, and efficient management of on-site staff and high level of coordination. **We count with the depth of local resources required to complete any project requested by the Village in an expedited manner.**

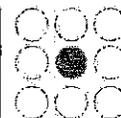
300 currently serves as a key consultant for multiple Miami Dade Water and Sewer Department (WASD) GIS projects. This has given our firm unmatched experience and knowledge in relation to as-builts verification, preparation of atlas sheets and GIS Integration. In addition, we have also developed for WASD the Standard Operating Procedures (SOP) that regulates the as-built to GIS Process using Lean Methodology. Our team members may assist the Village in analyzing and reviewing any business process in order to gain efficiencies by the implementation of "Lean Methodology". At the Village's request (only), 300 staff will work with staff who are familiar with the Village process and identify any "waste time" or areas for improvements. Our team members will work seamlessly with Village staff to ensure proper project execution. At the onset of each project, 300 Engineering prepares a Project Execution Plan that contains a communication's plan developed closely with Village staff that outlines the communications' protocol and individuals involved to ensure that all appropriate stakeholders are maintained informed throughout the project. Over the last thirty (30) years, our team members have communicated effectively with County staff at all levels including various departments (MDAD, MDRER, WASD, MDPWWMD, PortMiami and MDGSA), divisions, sections, attorney's office, public affairs, and commissioner offices. This experience will be brought to the Village's projects in order to properly coordinate with other agencies. In addition, 300 will also prepare for each project a detailed and customized QA/QC Plan to produce quality documents, minimize any errors during Design and/or Construction. Business solutions is one of the 300 Engineering's specialties. Our experienced and integrated perspective in engineering management and GIS processes has enabled us to develop innovative solutions to fit our client's needs.

Our goal is to provide practical tools which will solve information and document management problems to ensure project success. In addition, 300 Engineering Team has multiple years of experience in computer systems. Our Team members bring technical and professional expertise relating to technology advancement, training, application programming and development, data conversion and integration, technology research and development, and system security administration. The 300 Team ability to provide these services are proven by all of our successful projects, many of which were included earlier in this section. We respectfully encourage the Village to call our references to obtain first-hand information. The 300 Team has a long list of extremely satisfied clients with our services.

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experience +  
qualifications





**MIAMI-DADE COUNTY, FLORIDA**  
Capital Improvements Information System  
Water and Sewer  
Contractor / Consultant Evaluation

EDP Project: EDP-WS-190 Evaluation Type: Standard Evaluation  
Title: ENGINEERING AND GEOGRAPHIC INFORMATION SYSTEM (GIS)  
Contractor: 300 ENGINEERING GROUP, P.A. FEIN: 662612520  
Department Contact: PATTY DAVID 7865526040 Award Amount: \$200,000.00

Evaluator ID: JLL Date: 4/22/2015 Period: Project conclusion or closeout

Criteria	Rating *					N/A
	4	3	2	1		
1- Schedule - Quality of schedule & adherence to schedule resulting in timeliness and minimizing delay to the owner and community.	✓					
2- Cost effectiveness & efficiency - Budget compliance & value of work.	✓					
3- Vision - Design - Concepts or adherence to criteria.	✓					
4- Cooperation - Teamwork & relationship with owner, subs and suppliers.	✓					
5- Coordination - Ability to organize, schedule and complete tasks in adherence to the schedule.	✓					
6- Accuracy & Technical Skills - Cost estimating, scheduling, shop and other drawings, plans, manuals, project documentation and conflict resolution.	✓					
7- Completeness - Compliance with contract documents, permits, Codes & standards.	✓					
8- Responsiveness - Timely, clear & concise responses to owner comments and correspondence.	✓					
9- Commitment - Intangibles & contribution to project success.	✓					
10- Personnel - Quality and dedication of project staff.	✓					
11- Management - Leadership ability.	✓					
12- Quality - Work performed correctly the first time.	✓					

Overall Performance Average: 4.0

Documentation that supports this evaluation and Contractor's/Consultant's comments can be obtained by contacting:  
Jesse L. Lopez at Phone# 786-552-8334

Evaluation Reviewed by: Supervisor  Division Chief  Assistant Director  Director

The method of delivery of this evaluation to contractor/consultant: Certified Mail  Email  Fax  Hand

(Unresponsive Performance by contractor/consultant requires 2 delivery methods, one MUST be Certified Mail.)  
Evaluation delivered to: Patty David

**Rating Key**

4 Superior performance - Exemplary quality, no intervention required - project completed on time or early at or below budget

4/22/2015



**MIAMI-DADE COUNTY, FLORIDA**  
Capital Improvements Information System  
Water and Sewer  
Contractor / Consultant Evaluation

EDP Project: EDP-WS-197 Evaluation Type: Standard Evaluation  
Title: PIPELINE IMPROVEMENTS  
Contractor: 300 ENGINEERING GROUP, P.A. FEIN: 662612520  
Department Contact: PATTY DAVID 7865526040 Award Amount: \$44,451.00

Evaluator ID: JFERG Date: 4/28/2015 Period: Completion of study or design

Criteria	Rating *					N/A
	4	3	2	1		
1- Schedule - Quality of schedule & adherence to schedule resulting in timeliness and minimizing delay to the owner and community.	✓					
2- Cost effectiveness & efficiency - Budget compliance & value of work.	✓					
3- Vision - Design - Concepts or adherence to criteria.	✓					
4- Cooperation - Teamwork & relationship with owner, subs and suppliers.	✓					
5- Coordination - Ability to organize, schedule and complete tasks in adherence to the schedule.	✓					
6- Accuracy & Technical Skills - Cost estimating, scheduling, shop and other drawings, plans, manuals, project documentation and conflict resolution.	✓					
7- Completeness - Compliance with contract documents, permits, Codes & standards.	✓					
8- Responsiveness - Timely, clear & concise responses to owner comments and correspondence.	✓					
9- Commitment - Intangibles & contribution to project success.	✓					
10- Personnel - Quality and dedication of project staff.	✓					
11- Management - Leadership ability.	✓					
12- Quality - Work performed correctly the first time.	✓					

Overall Performance Average: 3.8

Documentation that supports this evaluation and Contractor's/Consultant's comments can be obtained by contacting:  
Jose Soto at Phone# 786-268-5270

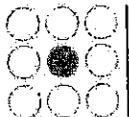
Evaluation Reviewed by: Supervisor  Division Chief  Assistant Director  Director

The method of delivery of this evaluation to contractor/consultant: Certified Mail  Email  Fax  Hand

(Unresponsive Performance by contractor/consultant requires 2 delivery methods, one MUST be Certified Mail.)  
Evaluation delivered to:

**Rating Key**

4 Superior performance - Exemplary quality, no intervention required - project completed on time or early at or below budget with no change orders or amendments other than owner requested changes  
3 Satisfactory performance - Minor errors noted, addressed with timely corrective action. No serious errors noted or corrective action needed.



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List of Clients

300 staff members have over thirty five (35) years of experience serving local municipalities, agencies and Departments. Since its inception in 2006, 300 has served the Miami Dade Water and Sewer Department on the following projects of similar nature:

Project Description	Client Name	Start Date	End Date	Contract Person	Phone Number
Water GIS AASIS Projects	WASD	8/1/14	Ongoing	Jose Lopez	786-552-8334
Standard Operating Procedures (SOP) As-built to GIS	WASD	10/1/13	8/1/14	Jose Lopez	786-552-8334
	WASD	7/1/14	1/1/15	Daniel Mathews	786-268-5401

Section B of this proposal contains detailed description of the projects above mentioned. We encourage the Village to reach our references. In addition, please refer to the performance evaluation forms completed by our clients. This shows the quality of work of our company. We will bring the same group of local professional to assist the Village as needed.

**MIAMI-DADE COUNTY, FLORIDA**  
**MIAMI-DADE COUNTY**  
 Capital Improvements Information System  
 Water and Sewer  
 Contractor / Consultant Evaluation

EDP Project: EDP-WAS-8-180 Evaluation Type: Standard Evaluation  
 Title: MULTIPLE WATER TRANSMISSION AND DISTRIBUTION PROJECTS  
 Contractor: 300 ENGINEERING GROUP, P.A. FEIN: 862813029  
 Department Contact: PATTY DAVID 7865526048 Award Amount: \$200,000.00

Evaluator ID: drath Date: 4/29/2015 Period: Interim

	Rating *					Criteria
	4	3	2	1	N/A	
1	✓					Schedule - Quality of schedule & adherence to schedule resulting in timeliness and minimizing delay to the owner and community.
2	✓					Cost effectiveness & efficiency - Budget compliance & value of work.
3	✓					Vision - Design - Concepts or adherence to criteria.
4	✓					Cooperation - Teamwork & relationship with owner, subs and suppliers.
5	✓					Coordination - Ability to organize, schedule and complete tasks in adherence to the schedule.
6	✓					Accuracy & Technical Skills - Cost estimating, scheduling, shop and other drawings, plans, manuals, project documentation and conflict resolution.
7	✓					Completeness - Compliance with contract documents, permits, codes & standards.
8	✓					Responsiveness - Timely, clear & concise responses to owner comments and correspondence.
9	✓					Commitment - Intangibles & contribution to project success.
10	✓					Personnel - Quality and dedication of project staff.
11	✓					Management - Leadership ability.
12	✓					Quality - Work performed correctly the first time.

Overall Performance Average: 4.0

Documentation that supports this evaluation and Contractor's/Consultant's comments can be obtained by contacting:  
 Dan Mathews at Phone# 786-268-5401

Evaluation Reviewed by: Supervisor  Division Chief  Assistant Director  Director

The method of delivery of this evaluation to contractor/consultant: Certified Mail  EMail  Fax  Hand

(Unresponsive Performance by contractor/consultant requires 2 delivery methods, one MUST be Certified Mail.)  
 Evaluation delivered to: Franklin Torrealba

\* Rating Key  
 4 Superior performance - Exemplary quality, no intervention required - project completed on time or early at or below budget with no change orders or amendments other than owner requested changes.

300  
 Engineering  
 Ranks with  
 Excellence  
 @ 4.0  
 or Above  
 Average!

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 FT \_\_\_\_\_



Efficient. Responsive. Innovative.

June 9, 2016

Ms. Litsy Pittser  
Village of Palmetto Bay  
8705 E. Hibiscus Street  
Palmetto Bay, FL 33157

Subject: Village of Palmetto Bay/RFP 1616-07-004/Work Compensation/GIS Maintenance

Ms. Pittser

As requested, below please find a table showing proposed compensation for Basic GIS Maintenance based on 10 hours per month:

Position	Hours	Burdon Rate	Total
Project Manager	1	\$150.00	\$150.00
GIS Technician	9	\$65.00	\$585.00
Total (Monthly)			\$735.00

Notes:

- Fee provided is for 10 hours per month. Additional work shall be compensated according to the hourly rate provided in the proposal
- 300 Engineering saves the right to provide a revised fee once a clear scope is negotiated with the Village
- Fee provided is for GIS Maintenance work only

If there are any questions, please do not hesitate to contact us.

Sincerely

Franklin A. Torrealba, PE  
Director

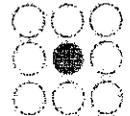
cc: Omar J. Herrera, EI/300  
Rodolfo E. Remon, MS/300  
Aracelis Uriela/300

Email: [info@300engineering.com](mailto:info@300engineering.com) PH: 305-763-0829 | Fax: (305) 675-2373 | 3850 Bird Road | Suite 601 | Miami, Florida 33146  
Web: [www.300engineering.com](http://www.300engineering.com)

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compensation  
for services





Efficient. Responsive. Innovative.

June 9, 2016

Ms. Litsy Pittser  
Village of Palmetto Bay  
9705 E. Hibiscus Street  
Palmetto Bay, FL 33157

Subject: Village of Palmetto Bay/RFP 1516-07-004/Work Compensation/GIS Development

Ms. Pittser

As requested, below please find a table showing proposed compensation for Basic GIS Development based on 10 hours per month:

Position	Hours	Burden Rate	Total
Project Manager	1	\$150.00	\$150.00
GIS Specialist	9	\$120.00	\$1080.00
Total (Monthly)			\$1230.00

Notes:

- Fee provided is for 10 hours per month. Additional work shall be compensated according to the hourly rate provided in the proposal
- 300 Engineering saves the right to provide a revised fee once a clear scope is negotiated with the Village.
- Fee provided is for GIS Development work only

If there are any questions, please do not hesitate to contact us.

Sincerely

Franklin A. Torrealba, PE  
Director

cc: Omar J. Herrera, EI/300  
Rodolfo E. Remon, MS/300  
Aracelis Urieta/300

Email: [Info@300engineering.com](mailto:Info@300engineering.com) PH: 305-783-9829 | Fax: (305) 675-2373 | 3850 Bird Road | Suite 801 | Miami, Florida 33146  
Web: [www.300engineering.com](http://www.300engineering.com)

ES \_\_\_\_\_

FT \_\_\_\_\_

After contract award, 300 will negotiate all task orders with the Village of Palmetto Bay. As requested in the RFP, below please find a breakdown of 300 burden rates per position.

Category	Hourly Rates
• Program Director	\$215.00
• Project Manager	\$150.00
• GIS Specialist	\$120.00
• GIS Technician	\$ 65.00
• Senior Engineer (P.E)	\$140.00
• Project Engineer	\$ 95.00
• Clerical	\$ 55.00

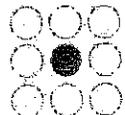
We are extremely familiar with time & material or lump sum compensation methods to provide the following services:

- a. Ongoing maintenance of the Village's GIS.
- b. Development of the GIS for additional Village departmental needs.

If there are any questions, or additional information is required, please feel free to contact us.

ES \_\_\_\_\_

FT \_\_\_\_\_



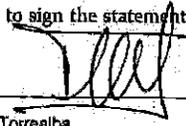
**SECTION 8.0: Required Bid Submittal Forms**

**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 the 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): Franklin A. Torrealba \_\_\_\_\_

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

Company: 300 Engineering Group, PA \_\_\_\_\_

Date: June 10, 2016 \_\_\_\_\_

ES \_\_\_\_\_

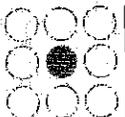
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**SUB-PROFESSIONALS LIST**

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

Classification of Work	Sub-Professional Name	Address	Telephone and FAX
n/a	n/a	n/a	n/a



## VILLAGE OF PALMETTO BAY • REFERENCE FORM



Solicitation Information: GEOGRAPHIC INFORMATION SYSTEMS (GIS) Professional Services  
Request for Proposal No. 1516-07-004

Name of Company: 300 Engineering Group, PA

To Whom It May Concern,

The above reference vendor is submitting on a proposal solicitation that has been issued by the Village of Palmetto Bay. We require that the consultant provide written references with their Bid submission and by providing you with this document the vendor is requesting that you provide the following reference information. We would appreciate you providing the information requested below as well as any other information you feel is pertinent:

### Contracted Services Information

Scope of Work: Standard Operating Procedures (SOP) As-builts to GIS Review, analyze, optimize and provide recommendations for the WASD business process from As-builts to GIS

Length of Contract: 6 months

Would you enter into a contract with the Company in the future?  Yes  No

Were the services provided acceptable and of quality standards?  Yes  No

Was the Company responsive to your requests and resourceful with the task?  Yes  No

Did the Company keep you fully informed of any updates and/or concerns related to the contracted services?  Yes  No

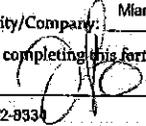
If you responded no to any of the above please provide details:

### Comments

300 completed the work on time and within the budget. Excellent managerial and technical skills. Work performed by 300 has resulted in large savings to MDWASD.

Name of Public Entity/Company: Miami Dade County Water and Sewer (MDWASD)

Name of Individual completing this form: Jose Lopez

Signature:  Title: Computer Services Manager

Telephone: 786-552-8334 Email: jl@mlamidade.gov

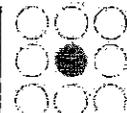
Thank you for your support in helping us evaluate our solicitation responses.

Sincerely, 22

Litsy C. Pittser, Procurement Specialist

ES \_\_\_\_\_

FT \_\_\_\_\_



## VILLAGE OF PALMETTO BAY • REFERENCE FORM



Solicitation Information: GEOGRAPHIC INFORMATION SYSTEMS (GIS) Professional Services  
Request for Proposal No. 1516-07-004

Name of Company: 300 Engineering Group, PA

To Whom It May Concern,

The above reference vendor is submitting on a proposal solicitation that has been issued by the Village of Palmetto Bay. We require that the consultant provide written references with their Bid submission and by providing you with this document the vendor is requesting that you provide the following reference information. We would appreciate you providing the information requested below as well as any other information you feel is pertinent:

### Contracted Services Information:

Scope of Work: WASD's Pump Station Improvement Program (PSIP), Program Management, Construction  
Management, GIS Mapping, Inspection, Document Control, Project Controls, Public Involvement,  
Permitting and Procurement Assistance

Length of Contract: 42 months

Would you enter into a contract with the Company in the future?  Yes \_\_\_ No

Were the services provided acceptable and of quality standards:  Yes \_\_\_ No

Was the Company responsive to your requests and resourceful with the task?  Yes \_\_\_ No

Did the Company keep you fully informed of any updates and/or concerns related to the contracted services?  Yes \_\_\_ No

If you responded no to any of the above please provide details:

### Comments:

300 has an excellent performance on this program. Staff is highly qualified, responsible and dedicated.  
Responsive 24/7 and accurate technical skills. Organize and manage the work efficiently.

Name of Public Entity/Company: Miami Dade County Water and Sewer (MDWASD)

Name of Individual completing this form: Rolando Roque, PE

Signature: Rolando Roque

Title: Senior Program Manager

Telephone: 780-552-8129

Email: RoqueR@miamidade.gov

Thank you for your support in helping us evaluate our solicitation responses.

Sincerely,

22

Litsy C. Pittser, Procurement Specialist

ES \_\_\_\_\_

FT \_\_\_\_\_

# VILLAGE OF PALMETTO BAY • REFERENCE FORM



Solicitation Information: GEOGRAPHIC INFORMATION SYSTEMS (GIS) Professional Services  
Request for Proposal No. 1516-07-004

Name of Company: 300 Engineering Group, PA

To Whom It May Concern,  
The above reference vendor is submitting on a proposal solicitation that has been issued by the Village of Palmetto Bay. We require that the consultant provide written references with their bid submission and by providing you with this document the vendor is requesting that you provide the following reference information. We would appreciate you providing the information requested below as well as any other information you feel is pertinent:

**Contracted Services Information:**

Scope of Work: Water GIS AASIS Projects, Provided On-site GIS services and assistance in research and  
correct GIS reported problems Services Included Project Management, GIS Modeling,  
Scheduling, As-buil review and digitalization

Length of Contract: 10 months

Would you enter into a contract with the Company in the future?  Yes \_\_\_ No  
Were the services provided acceptable and of quality standards:  Yes \_\_\_ No  
Was the Company responsive to your requests and resourceful with the task?  Yes \_\_\_ No  
Did the Company keep you fully informed of any updates and/or concerns related to the contracted services?  Yes \_\_\_ No  
If you responded no to any of the above please provide details:

**Comments:**

Completed all tasks in adherence to schedule, High quality and dedicated staff. Staff showed teamwork and great  
professional relationship with the owner (MDWASD)

Name of Public Entity/Company: Miami Dade County Water and Sewer (MDWASD)

Name of Individual completing this form: Alicia Grillo

Signature: *Alicia Grillo* Title: W&S GIS Quality Assurance Supervisor

Telephone: 786-552-8314 Email: Alicia.Grillo@miamidade.gov

Thank you for your support in helping us evaluate our solicitation responses.

Sincerely, \_\_\_\_\_ 22

Litsy C. Pittser, Procurement Specialist

ES \_\_\_\_\_

FT \_\_\_\_\_



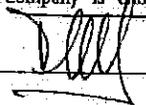
ACKNOWLEDGEMENT OF RECEIPT

**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.

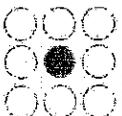
**E. CONTINGENCY FEE AND CODE OF ETHICS WARRANTY:**

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): Franklin A. Torresalva  
Title: Director  
Company Name: 300 Engineering Group, PA  
Date: June 10, 2016

ES \_\_\_\_\_

FT \_\_\_\_\_



**NON-COLLUSIVE AFFIDAVIT**

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

Franklin A. Torrealba being first duly sworn, deposes and says that:

- (1) He/she is the, (Owner, Partner, Officer, Representative or Agent) of: 300 Engineering Group, PA 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): Franklin A. Torrealba

Title: Director

Company Name: 300 Engineering Group, PA

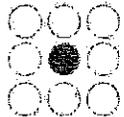
Date: 6/10/2016

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required forms  
affidavits



**ACKNOWLEDGMENT**

State of Florida

County of Miami-Dade

On this June 10th day of, 2016, before me, the undersigned Notary Public of the State of Florida personally appeared Franklin A. Torrealba 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

Aracelis Urieta  
NOTARY PUBLIC, STATE OF FLORIDA

NOTARY PUBLIC  
SEAL OF OFFICE:

Aracelis Urieta

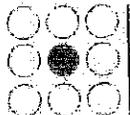
(Name of Notary Public: Print, Stamp or Type as commissioned.)

- Personally known to me, or
- Produced identification:



(Type of Identification Produced)

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



**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 Franklin A. Torrealba

For 300 Engineering Group, PA

Whose business address is: 3850 Bird Road, Suite 601 Miami, Florida 33146

And (if applicable) its Federal Employer Identification Number (FEIN) is:  
56-2612529

(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 States and involving antitrust fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation

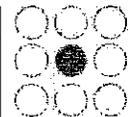
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment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

26

ES \_\_\_\_\_

FT \_\_\_\_\_



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 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 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): Franklin A. Torrealba

Title: Director

Company Name: 300 Engineering Group, PA

Date: 6/10/2016

CONTINUED ON FOLLOWING PAGE

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FT \_\_\_\_\_

**ACKNOWLEDGMENT**

State of Florida

County of Miami-Dade

On this June 10th day of 2016, before me, the undersigned Notary Public of the State of Florida personally appeared Franklin A. Torrealba 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

*Aracelis Urieta*  
NOTARY PUBLIC, STATE OF FLORIDA

NOTARY PUBLIC

SEAL OF OFFICE:

Aracelis Urieta

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

- Personally known to me, or
- Produced identification:

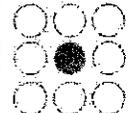


(Type of Identification Produced)

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

ES \_\_\_\_\_

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**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:  
Franklin A. Torrealba

(print individual's name and title)

for:  
300 Engineering Group, PA

(print name of entity submitting sworn statement)

whose business address  
is: 3850 Bird Road, Suite 601 Miami, Florida 33148

and (if applicable) its Federal Employer Identification Number (FEIN) is:  
56-2612529

(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): Franklin A. Torrealba

Title: Director

Company Name: 300 Engineering Group, PA

Date: June 10, 2016

**ACKNOWLEDGMENT**

State of Florida

County of Miami-Dade

On this June 10th day of, 2016, before me, the undersigned Notary Public of the State of Florida personally appeared Franklin A. Torrealba 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  
*Aracelis Urieta*  
NOTARY PUBLIC, STATE OF FLORIDA

NOTARY PUBLIC  
SEAL OF OFFICE:  
Aracelis Urieta  
(Name of Notary Public: Print, Stamp or  
Type as commissioned.)  
 Personally known to me, or  
 Produced identification:

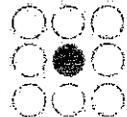


(Type of Identification Produced)  
 Did take an oath or  
 Did not take an oath.

ES \_\_\_\_\_

FT \_\_\_\_\_

required forms  
affidavits



**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, Franklin A. Torrealba 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)*

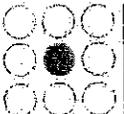
56-2612529

*Name of Entity, Individual, Partners or Corporation*

300 Engineering Group, PA

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

31



3850 Bird Road - Suite 601 Miami, Florida 33146

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	Address	Ownership
Franklin A. Torrealba	6700 SW 112 Street, Pinecrest, FL	100%
%		
%		
%		

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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

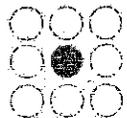
Name (typed): Franklin A. Torrealba

Title: Director

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FT \_\_\_\_\_

required forms  
affidavits

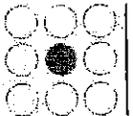


Company Name: 300 Engineering Group, PA

Date: June 10, 2016

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FT \_\_\_\_\_



**ACKNOWLEDGMENT**

State of Florida

County of Miami-Dade

On this June 10th day of, 2018, before me, the undersigned Notary Public of the State of Florida personally appeared Franklin A. Torresba 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

*Aracelis Urieta*  
NOTARY PUBLIC, STATE OF FLORIDA

NOTARY PUBLIC  
SEAL OF OFFICE:  
Aracelis Urieta  
(Name of Notary Public: Print, Stamp or Type as commissioned.)  
 Personally known to me, or  
 Produced identification;

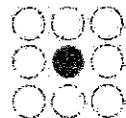


(Type of Identification Produced)  
 Did take an oath or  
 Did not take an oath.

ES \_\_\_\_\_

FT \_\_\_\_\_

required forms  
affidavits



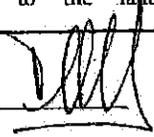
**ACKNOWLEDGMENT OF CONFORMANCE  
WITH OSHA STANDARDS**

To the Village of Palmetto Bay,

We, 300 Engineering Group, PA (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): Franklin A. Torrealba

Title: Director

Company Name: 300 Engineering Group, PA

Date: June 10, 2016

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

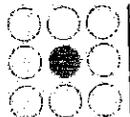
Print Name: \_\_\_\_\_

Josepfo Roman

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

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

Liz Givanan



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

STATE OF FLORIDA        )  
                                  )    SS:  
COUNTY OF MIAMI-DADE ]

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 300 Engineering Group, PA \_\_\_\_\_ 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): Franklin A. Torrealba

Title: Director

Company Name: 300 Engineering Group, PA

Date: June 10, 2016

**ACKNOWLEDGMENT**

State of Florida  
County of Miami-Dade

On this June 10th day of 2016, before me, the undersigned Notary Public of the State of Florida personally appeared Franklin A. Torrealba 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  
*Aracelis Urieta*  
NOTARY PUBLIC, STATE OF FLORIDA



CONTINUED ON NEXT PAGE

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



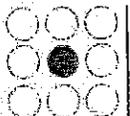
NOTARY PUBLIC  
SEAL OF OFFICE:  
Aracelis Uribe

(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.



**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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Executed on June 10th, 2016 at Miami-Dade  
under penalty of perjury of the laws of the State of Florida that the foregoing is true and correct.

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

Name (typed): Franklin A. Torrealba

Title: Director

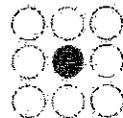
Company Name: 300 Engineering Group, PA

Date: June 10th, 2016

ES \_\_\_\_\_

FT \_\_\_\_\_

required forms  
affidavits





**Acknowledgement of  
Addendum of Solicitation**

**Amendment/Modification No.: 1**  
**Amendment of RFP 1516-07-004**  
**Title of RFP: GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

Name of Proposer 300 Engineering Group, PA

Date Addendum Received May 24, 2016

Total Pages of Addendum including Acknowledgement 3

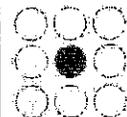
Signature 

***All other terms and conditions stipulated in the original Village of Palmetto Bay Request for Proposal shall remain in force. All addenda created will be incorporated into the final contract and must be acknowledged in all proposals. This acknowledgement form must be included in the response and failure to sign and submit this form may result in your proposal from being rejected.***

ES \_\_\_\_\_

FT \_\_\_\_\_

addenda  
received





Acknowledgement of

Addendum of Solicitation

Amendment/Modification No.: 2

Amendment of RFP 1516-07-004

Title of RFP: GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Name of Proposer 300 Engineering Group, PA

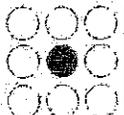
Date Addendum Received June 2, 2016

Total Pages of Addendum including Acknowledgement

4

Signature

**All other terms and conditions stipulated in the original Village of Palmetto Bay Request for Proposal shall remain in force. All addenda created will be incorporated into the final contract and must be acknowledged in all proposals. This acknowledgement form must be included in the response and failure to sign and submit this form may result in your proposal from being rejected.**



ES \_\_\_\_\_

FT \_\_\_\_\_