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To: Honorable Mayor and Village Council

Date: April 29, 2013

From: Ron E. Williams, Village Manager

Re: Recommendation for  
Approval to Negotiate  
RFP-2013-PZ-02

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**A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF  
THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO  
PLANNING AND ZONING; APPROVING THE VILLAGE  
MANAGER'S RECOMMENDATION OF ROSS GIS  
CONSULTING, INC., AS THE MOST RESPONSIVE PROPOSER  
IN PROVIDING PROFESSIONAL GEOGRAPHIC  
INFORMATION SYSTEM SERVICES UNDER RFP-2013-PZ-02;  
AND PROVIDING AN EFFECTIVE DATE.**

**BACKGROUND AND ANALYSIS:**

In 2008, under Village Resolution 08-74, the Village contracted for Professional Geographic Information System (GIS) Services. This GIS contract shall expire July 2013. In an effort to procure continuing GIS services for the Village, the Village issued RFP-2013-PZ-02, in accordance with established ordinances and guidelines in order to solicit the most responsive and cost-effective qualified proposer to provide the services delineated in the request for proposal. The selection committee unanimously ranked Ross GIS Consulting, Inc., as the most responsive and cost-effective proposed vendor. (See Exhibit A).

The Village's GIS program has become an essential tool in performing land use analysis, maintenance of public infrastructure inventory, and the development of informative maps and hearing documents in support of various Village functions. The GIS database includes zoning, land use, streets, addresses, flood zones, storm water drainage, street signs, light poles, and locations of water and sewer lines for all parcels within the Village. This active database and analysis tool requires ongoing development and maintenance to ensure the integrity of existing information and to allow for the continued use of the tool in the future as it relates to the Village's analysis capabilities.

It is recommended that the Village Manager be authorized to enter into negotiations with Ross GIS Consulting, Inc., as the most responsive proposer, and contingent upon successful negotiations, the Village Manager shall present the finalized draft contract to the Village Council for formal review and approval.

**FISCAL/BUDGETARY IMPACT:**

The proposal provides for a minimum monthly service charge of \$850 which includes the first 10 hours of services provided. Every hour thereafter is charged at \$85 an hour. Annual budgeting for the service is set at \$12,000 annually. For the first half of FY 2012-2013, \$4,500 has been charged and paid from the GIS account. Total expenditures FY 2011-2012 were \$9,675.

**RECOMMENDATION:**

Approval of this item is recommended.

EXHIBIT A

EVALUATION TABLE

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO PLANNING AND ZONING; APPROVING THE VILLAGE MANAGER'S RECOMMENDATION OF ROSS GIS CONSULTING, INC., AS THE MOST RESPONSIVE PROPOSER IN PROVIDING PROFESSIONAL GEOGRAPHIC INFORMATION SYSTEM SERVICES UNDER RFP-2013-PZ-02; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, ongoing development of the Village's GIS system created the capability of conducting geographic analysis and in producing high quality maps displaying property information at the parcel level to include such data as zoning, land use, streets, addresses, flood zones, storm water drainage, street signs, light poles, and locations of water and sewer lines for all parcels within the Village; and,

**WHEREAS**, The Village desires to continue the development and maintenance of the Village's GIS by securing an agreement with an individual or firm to provide GIS professional services to the Village; and,

**WHEREAS**, in an effort to procure these services, the Village issued RFP-2013-PZ-02 in accordance with established procurement guidelines and procedures; and,

**WHEREAS**, the Village desires to select the most responsive and cost-effective qualified proposer to provide services as delineated in the request for proposal; and,

**WHEREAS**, the selection committee unanimously ranked Ross GIS Consulting, Inc., as the most responsive and cost-effective qualified proposer; and,

**WHEREAS**, the Mayor and Village Council desire to approve the selection of Ross GIS Consulting, Inc., as the most responsive proposer and authorize the Village Manager to begin negotiations with Ross GIS Consulting, Inc., in order to come back to the Village Council with a negotiated draft contract for review and approval.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, AS FOLLOWS:**

**Section 1.** Ross GIS Consulting, Inc., is the most responsive proposer/vendor under RFP-2013-PZ-02. The Village Manager is hereby authorized to enter into contract negotiations with Ross GIS Consulting, Inc.

**Section 2.** Should said negotiations be successful, the Village Manager shall bring the negotiated contract to the Village Council for review and approval of the draft contract for GIS services.

Section 3. This Resolution shall become effective immediately.

PASSED AND ADOPTED this \_\_\_\_\_ day of May, 2013.

Attest: \_\_\_\_\_  
Meighan J. Alexander  
Village Clerk

\_\_\_\_\_  
Shelley Stanczyk  
Mayor

APPROVED AS TO FORM:

\_\_\_\_\_  
Eve A. Boutsis  
Village Attorney

FINAL VOTE AT ADOPTION:

Council Member Patrick Fiore \_\_\_\_\_

Council Member Tim Schaffer \_\_\_\_\_

Council Member Joan Lindsay \_\_\_\_\_

Vice-Mayor John DuBois \_\_\_\_\_

Mayor Shelley Stanczyk \_\_\_\_\_

# GIS PROFESSIONAL SERVICES

RFP #2013-PZ-02

## SELECTION COMMITTEE EVALUATION CRITERIA

	Points	Costal Planning Engineering	Langan Engineering	AMEC	Ross GIS Consulting, Inc.	The Corradino Group, Inc.	CALTRAN Engineering Group, Inc.	GSI	DBI Services	Calvin, Giordano & Associates
Qualifications of Respondent	20	90	91	96	97	88	82	73	86	93
Professional Expertise and Experience	20	95	94	96	94	90	91	82	94	95
Related Experience of individual(s) to be assigned work	20	95	92	96	97	85	93	78	94	92
Familiarity with Village Requirements & Future Development Needs	20	64	72	86	97	89	66	39	69	84
Proposed Compensation for Services	20	80	88	78	99	84	81	29	65	71
<b>Total</b>	100	424	437	452	484	436	413	301	408	435

**Rank**

6

3

2

1

4

7

9

8

5

# Village of Palmetto Bay, FL

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Response to Request for Proposal #2013-PZ-02  
GIS Professional Services



**Ross GIS**  
**Consulting, Inc.**

Matthew Ross, President  
Ross GIS Consulting, Inc.  
13615 S Dixie HWY Ste 114 PMB 423  
Miami, FL 33176  
Ph 305.934.7992  
rossgis@hotmail.com



## 4.02 – Cover Letter

March 17, 2013

Village of Palmetto Bay  
Attn: Meighan J. Alexander, Village Clerk  
9705 East Hibiscus Street  
Palmetto Bay, FL 33157

Re: GIS Professional Services RFP # 2013-PZ-02

Dear Mrs. Alexander,

Thank you for the opportunity to submit this proposal in response to Palmetto Bay's RFP for GIS Professional Services. I have enjoyed working with the Village of Palmetto Bay over the past 7 years and I hope to continue to offer new products and services in the future.

Ross Consulting has been providing professional GIS services to local governments in South Florida for the past seven years and has experience creating detailed and accurate GIS datasets and web interfaces. The GIS industry is one of the fastest changing technology sectors today. Ross Consulting recognizes the importance of keeping up with the latest technology trends and is continuously evolving its products and consulting services to meet client needs.

I am currently developing the third version of our Web GIS and mobile software which will be fast, user-friendly, and provide a large number of functions. This new interface will also include an interactive map gallery where users can pick which web map template to view.

Although it is very time consuming to create detailed and accurate datasets and develop high-end GIS web interfaces, Ross Consulting is able to provide these services at very reasonable costs.

Ross Consulting possesses the knowledge and skills necessary to continue to provide GIS services for the Village of Palmetto Bay. The enclosed proposal offers an enterprise GIS solution and GIS consulting services as requested by the RFP.

Please feel free to contact me at 305-934-7992 or via email at [rossgis@hotmail.com](mailto:rossgis@hotmail.com) should you have any questions.

Thank you very much for your time and consideration.

Sincerely,

Matthew Ross  
President  
Ross GIS Consulting, Inc.



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#### 4.02.d – Business Structure/Company Overview

Legal Name: Ross GIS Consulting, Inc.

Founded: 2006

Shareholders: Matthew Ross – President

Corporate Structure: S Corporation

State of Incorporation: Florida

Number of Employees: 1

Overview: Ross Consulting is a growing company that provides GIS services and geographic software solutions to local government.

Company Type: GIS consulting and web GIS software development.

Number of Clients under Contract: 4

Experience: With over 11 years of experience in the GIS industry, Ross Consulting has all of the necessary knowledge, skills, and experience to provide high quality GIS services to local governments. In addition to a Master's Degree in Geography, I have extensive professional training related to developing GIS solutions.

Market Focus: Local Government.

Certifications:

- Certificate in Geographic Information Systems and Spatial Analysis (2003).
- CompTIA A+ Hardware Certification (2011)
- CompTIA Network+ Certification (2011)
- Certified Virtualization Expert (2012)

#### 4.02.d - Contact information

Matthew Ross, President  
Ross GIS Consulting, Inc.  
13615 S Dixie HWY Ste 114 PMB 423  
Miami, FL 33176  
Ph 305-934-7992  
[rossgis@hotmail.com](mailto:rossgis@hotmail.com)

#### 4.02.b – Assigned professional staff

Since Ross Consulting, Inc. has 1 employee, Matthew Ross will be the assigned professional for Palmetto Bay.



## 4.02.b – Resume - Education

In addition to having a Master's Degree in Geography and Certification in Geographic Information Systems and Spatial Analysis, I have received hundreds of hours of instructor-led training to develop web applications using ESRI software. I am also versed in developing .NET applications and developing and maintaining databases with Microsoft SQL Server 2008.

Master of Arts  
Major: Geography  
Graduated 2003  
SUNY Albany, Albany, NY

Graduate Certificate in Geographic Information Systems and Spatial Analysis  
Received December 2003  
SUNY Albany, Albany, NY

Bachelor of Science  
Major: Ecology and Evolutionary Biology  
Graduated 2000  
University of Arizona, Tucson AZ

### ESRI Training

#### Instructor-led

- Customizing ArcIMS Using ArcXML
- Customizing ArcIMS Using Javascript
- Administering ArcIMS
- Introduction to ArcGIS Server
- Developing ArcGIS Server Applications Using the .NET Framework
- ArcGIS Server Enterprise Configuration and Tuning for SQL Server
- Building Geodatabases
- Multiuser Geodatabases

### Additional Training

#### Instructor-led

- Microsoft Active Directory
- Microsoft Windows Server 2008 Configuration
- VMware Virtualization Bootcamp
- Developing ASP.NET Web Applications
- Programming a Microsoft SQL Server 2000 Database
- Querying with Microsoft SQL Server
- Core Web Application Technologies with Microsoft Visual Studio 2005
- Core Data Access with Microsoft Visual Studio
- Advanced Web Application Technologies with Microsoft Visual Studio 2005

Ongoing training is vital in the technology industry and Ross Consulting is committed to staying up-to-date with the latest technology trends. In the past 12 months, I earned CompTIA's A+ Hardware and Network+ Certifications and I became a Certified Virtualization Expert in June 2012.



## 4.02.b – Resume - GIS Experience

### **Consultant, Ross GIS Consulting, Inc.**

Palmetto Bay, FL (2006 – Present)

As GIS Consultant for the Village of Palmetto Bay, I implemented a GIS for the Zoning Department. This system includes a web mapping application and desktop system which includes map templates for zoning, land use, water, sewer, storm drainage, group homes, and aerial photography, and more. I mapped all Village and historic resolutions and created a web interface to search resolutions and display attached documents associated with each resolution. I also recently mapped all storm drains and street name signs in the Village and including free of charge GIS layers of gated communities, speed bumps, speed tables, traffic chicanes, traffic circles, crosswalk structures, and storm water manholes.

Ross GIS was recently awarded an RFP to create and maintain a GIS system for the Town of Cutler Bay. The system is currently in development and will be completed within the next 2 months and will include a public interactive GIS interface and mobile software.

The City of Miami Springs contracted with Ross GIS Consulting in March of 2013 to create a Zoning map and several GIS layers.

Additional clients include the City of North Bay Village and the City of Opa-Locka.

### **GIS Specialist, Dial Cordy and Associates, Inc.**

Jacksonville, FL (2003 – 2004)

As GIS Specialist for Dial Cordy and Associates, I was responsible for the management of the GIS portion of many projects involving land use planning and environmental analysis. I created a GIS database for the US Army Corps of Engineers Savannah District and trained users how to perform analyses with the data. I also managed several large GIS projects for military installations involving land use planning.

### **GIS Assistant, New York State Department of Environmental Conservation**

Albany, NY (2001 - 2002)

While attending SUNY Albany, I received a graduate assistantship to work for the New York Department of Environmental Conservation. Some of my primary tasks were writing computer programs to automate the generation of kiosk maps and creating maps of all state forests and unique areas of western New York. I also scanned, enhanced, and orthorectified aerial photography.

### **Park Ranger – GIS, National Park Service, George Washington Memorial Parkway**

McLean, Virginia (2001)

As park Ranger for the national Park Service, I mapped all intakes into the Potomac River using GPS. I also processed and converted the data into ESRI shapefiles and created maps to display the data. In addition, I trained seasonal staff how to collect field data using GPS technology.

### **References**

- James Holland, City of Miami Springs (305-805-5000)
- Julian Perez, Village of Palmetto Bay (305-234-4262)
- Mike Rice, Dial Cordy and Associates (904-241-8821)



## 4.02.b – Resume - Implementation Experience

The purpose of implementing a GIS is to help clients manage their data through the use of visual tools that GIS technology provides. Ross Consulting has experience assessing the needs of clients to deliver a productive solution while keeping implementation and maintenance costs low.

### City of Opa-Locka

Ross Consulting created several maps and layers including a zoning map, congressional district map, annexation map, senate district map, and a county commissioner district map.

### Village of Palmetto Bay

Ross Consulting created a GIS solution for the zoning department at the Village of Palmetto Bay with the goal of creating a system that would allow the client to easily view property information such as zoning, land use, flood zones, water and sewer connection, storm drainage, and group homes, and resolutions. In addition, the system provides a series of map templates which can be used to quickly render custom maps. All resolutions are mapped and displayed on the GIS interface and the associated documents with each resolution can be viewed. In addition, I created a GIS database of storm drains, storm manholes, and street name signs and placed this data on the web GIS interface.

### Town of Cutler Bay

Ross GIS was recently awarded an RFP to create and maintain a GIS system for the Town of Cutler Bay for a period of 5 years. The system is currently in development and will be completed within the next 2 months and will include a public interactive GIS interface and mobile software.

### City of North Bay Village

Ross GIS developed a GIS system for the City of North Bay Village that includes a web interface and a series of map templates for Zoning, Future Land Use, and Utilities. A parcel search tool was created to display a photograph of the front each property when the user clicks on a parcel. The system is regularly maintained and has been very helpful in updating the changes in Zoning, Future Land Use, and the addition of new water lines and force mains.

### City of Miami Springs

Ross Consulting was recently given a contract to create a zoning map and GIS layers for the City of Miami Springs.

### Additional Experience

I also have experience outside the realm of local government which includes completing projects for the US Army Corps of Engineers and National Park Service. I created a comprehensive GIS database for the US Army Corps of Engineers Savannah District and trained users how to perform analyses with the data. I also managed several large GIS projects for military installations involving land use planning.

For the George Washington Memorial Parkway, I mapped all intakes into the Potomac River using GPS. I also created maps to display the data and trained staff on how to collect field data using GPS technology.



#### **4.02.b – Availability to carry out scope of work**

Ross Consulting is available whenever the Village of Palmetto Bay needs GIS services. I am dedicated to meeting the deadlines required of me by my clients. I am available on weekends and week nights. I am also available for emergency projects that require a fast turn-around.

#### **4.02.b – Scope of Work**

##### **a. Ongoing Maintenance Services**

Ongoing maintenance will include but is not limited to the following:

1. Upgrades to the ArcGIS Server Application.
2. Regular maintenance and updates to the GIS database and software.
3. Create custom maps when requested by Village staff.
4. Weekly updates to the system using the Miami-Dade County property appraiser records.
5. Update water and sewer data as needed using Miami-Dade GIS data.
6. Update Village storm drainage inventory data using as-built drawings of newly installed systems.
7. Generation of mailing labels upon request of Village staff.
8. Ad-hoc generation of maps, updating of mapping templates, printing and laminating of atlases upon request of Village staff.
9. Continued assessment and provision of miscellaneous administrative tasks required for the ongoing functionality and availability of the GIS software and hardware.

##### **b. GIS Development Services**

1. Creation/maintenance of ArcGIS Server web application which contains all the capabilities of the current ArcIMS application as listed in Section 2.01 of RFP #2013-PZ-02. The Respondent shall also provide an interface to the Village historical zoning documents.
2. Development and planning of GIS projects (street trees, 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 availability.
3. Preparation of recommendations to the Village of additional software and hardware requirements. Staff training for new applications.

### 4.02.c – Charge/Compensation for Services

#### Ongoing Monthly Maintenance Fee:

Ongoing monthly maintenance includes up to 10 hours per month. Any work performed over 10 hours in a month will be billed at a rate of \$85 per hour.

Year	Monthly Fee	Hourly Rate
Year 1 (FY 2013-14)	\$850	\$85
Year 2	\$850	\$85
Year 3	\$850	\$85
Year 4	\$850	\$85

#### GIS Development Services

- I. The Village's current ArcGIS Server website will be upgraded to ArcGIS Server 10.1. Also, a new ArcGIS server web application will be created which will eventually replace the current website. This service will be included as part of maintenance.
- II. All other development services, including large data creation projects will either be billed at \$85 per hour or on a negotiated basis per project.

#### Suggested Future Enhancements to Village GIS System

The following suggested enhancements will have to be discussed more in depth to negotiate a scope of work and cost.

- i. Create mobile GIS software for phones and tablets for Public and Village Staff.
- ii. Create mobile software application for the Village.
- iii. Download all PDFs for the historic Miami-Dade county zoning records and integrate the documents with our current GIS. This will eliminate the need for the \$1,000 yearly fee to Miami-Dade county.
- iv. Ross GIS is currently working on creating a website to view and manage capital projects.
- v. Ross GIS is reviewing the Lucity and Eden software to determine the best way to integrate GIS data into the system to allow users to edit data in the field and inspect storm drains.
- vi. The creation of layers for street trees, sidewalks, and storm drainage lines.



**4.02.e – Independent contractor statement**

Ross GIS Consulting, Inc. affirms that the Proposer will be an independent contractor of the Village of Palmetto Bay.

**4.02.g – Disciplinary action taken against the Proposer**

Ross GIS Consulting, Inc. has no disciplinary action or pending action taken by any state or federal agency or by any organization in the past 3 years, and has never had any disciplinary action taken against it.

**4.02.h – Pending litigation, disputes, or liens**

Ross GIS Consulting, Inc. has never been involved in any litigation, disputes, or liens nor is it involved in any pending litigation, disputes, or liens.

**4.02.i – Insurance requirement agreement**

Ross Consulting will meet the requirements for insurance and provide documentation as proof of compliance prior to execution of an agreement with the Village of Palmetto Bay.

**1.06 – Certification**

The signer, Matthew Ross, of this response to RFP # 2013-PZ-02 declares that this submittal is made without collusion with any person(s), company, or parties submitting qualifications; that the qualifications are in all respects fair and in good faith without fraud or collusion; and that the signer of the submittal has full authority to bind the principals.

**1.10 – Submission content agreement**

Ross GIS Consulting, Inc. agrees to include any information in a contract provided either in response to this RFP or received subsequently during the selection process.

**4.02.j – Respondent agreement to all terms and conditions in RFP**

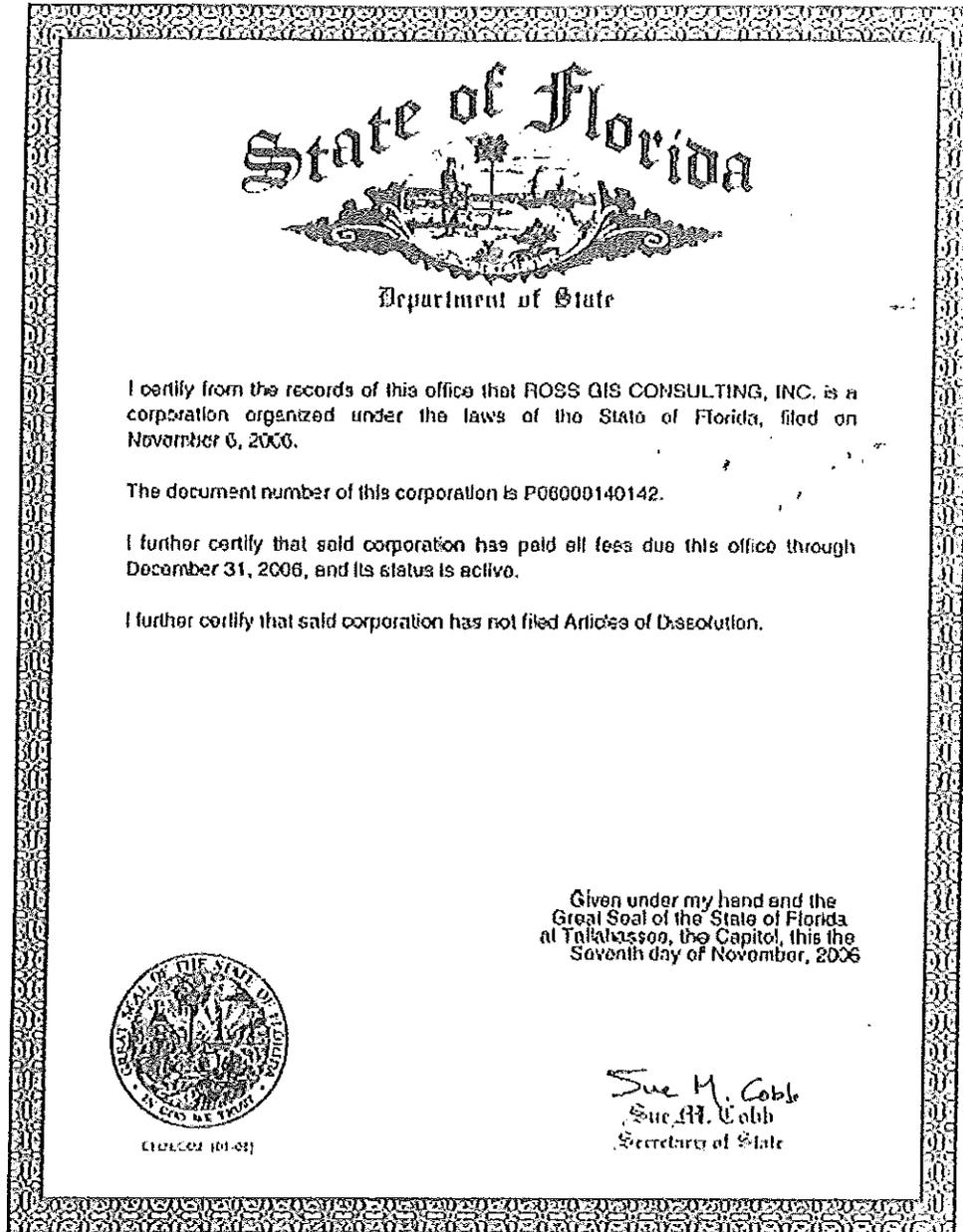
Ross GIS Consulting, Inc. acknowledges and warrants that Matthew Ross has read and agrees on behalf of Ross GIS Consulting, Inc. with all of the terms and conditions set forth in RFP #2013-PZ-02.

*Matthew M Ross*

Matthew Ross, President  
Ross GIS Consulting, Inc.



### 4.02.d – Additional documentation of business structure



### Sample graphics of past implementations

**North Bay Village GIS**

Search Results: 1 through 50 of 93

Folio	Address	Owner
2332090090090	1660 S TREASURE DR	ROSALINA BARREAL & ROUGER
2332090090100	1650 S TREASURE DR	FRANCIS L RODRIGUE & W HARLE
2332090090110	1640 S TREASURE DR	1615282 ONTARIO INC
2332090090120	1630 S TREASURE DR	ODETTE ABECASSI
2332090090130	1620 S TREASURE DR	SHARON S HARTLEY & THOMAS M

**Village of Palmetto Bay**

Search Results: 1 through 50 of 93

Legend:

- Zoning
- AU
- BO
- CO-1
- EU-1A
- EU-2
- EU-3
- EU-1
- EU-1C
- EU-3
- EU-4
- TEU-S
- CO
- LV
- MC
- PL
- RD
- RD-1
- EU-15A
- RU-1
- RU-2
- RU-3
- RU-3B
- RU-4A
- RU-1
- RU-5A

**Village of Palmetto Bay**

Search Results: 1 through 50 of 93

Selected Set (1)

Zone: RU-1

Zone Change: Single Family Residential

Zone Description: One unit per 7,500 net sq. ft.

**Village of Palmetto Bay**

Search Results: 1 through 50 of 93

Selected Set (1)

Zone: RU-1

Zone Change: Single Family Residential

Zone Description: One unit per 7,500 net sq. ft.

APPENDIX A

RESPONDENT WARRANTIES

- A. Respondent warrants that it is willing and able to comply with State of Florida laws with respect to foreign (non-State of Florida) corporations.
- B. Respondent warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the Village Manager.
- C. Respondent warrants that all information provided by it in connection with this submission is true and accurate.
- D. CONTINGENCY FEE AND CODE OF ETHICS WARRANTY:

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

Signature of Official: Matthew M Ross  
Name (typed): Matthew M Ross  
Title: President, Ross GIS Consulting, Inc.  
Respondent: Matthew M Ross  
Date: 4/1/2013

APPENDIX B

**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 by:

Matthew M Ross, President, Ross GIS Consulting, INC.  
[print individual's name and title]

for Ross GIS Consulting, INC.  
[print name of entity submitting sworn statement]

whose business address is 13615 S Dixie Hwy #114/423  
Miami, FL, 33176

and (if applicable) its Federal Employer Identification Number (FEIN) is 205908679 (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_).

2. I understand that a "public entity crime" as defined in Paragraph 287.133 (1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133 (1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133 (1)(a), Florida Statutes, means:
- A predecessor or successor of a person convicted of a public entity crime; or
  - An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public 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 any person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

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

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

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

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

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

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

Matthew M. Ross

Signature

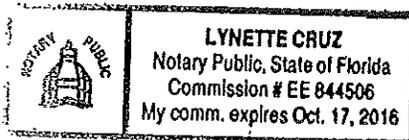
STATE OF FLORIDA ) )

COUNTY OF MIAMI-DADE )

On this the 1st day of APRIL, 20 13, before me, the undersigned Notary Public of the State of Florida, personally appeared (Name(s) of individual(s) who appeared before notary) MATHEW M ROSS 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:  
SEAL OF OFFICE:



Lynette Cruz

Notary Public, State of Florida

(Name of Notary Public: print, stamp or type as commissioned.)

- Personally known to me, or  
 Personal identification: FL DL  
1200-553-748-380-0  
(Type of Identification Produced)  
 Did take an oath, or  
 Did Not take an oath

APPENDIX C

NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA        )

)

COUNTY OF MIAMI-DADE )

Matthew M Ross being first duly sworn, deposes and  
says that:

- (1) He/She/They is/are the  
OWNER  
(Owner, Partner, Officer, Representative or Agent) of  
ROSS GIS Consulting, Inc.  
the Respondent that has submitted the attached submission;
- (2) He/She/They is/are fully informed respecting the preparation and contents of the attached submission and of all pertinent circumstances respecting such submission;
- (3) Such submission is genuine and is not a collusive or sham submission;
- (4) Neither the said Respondent 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 Respondent, firm, or person to submit a collusive or sham Respondent in connection with the Work for which the attached has been submitted; or to refrain from submitting in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Respondent, firm, or person to fix any overhead, profit, or cost elements of the submission or of any other submission, or to fix any overhead, profit, or cost elements of the submission or the submission of any other Respondent, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;
- (5) The price or prices quoted in the attached submission are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Respondent or any other of its agents, representatives, owners, employees or parties of interest, including this affiant.

Signed, sealed and delivered in the presence of:

Witness \_\_\_\_\_ By: Matthew M Ross  
Signature

Witness \_\_\_\_\_ Print Name and Title \_\_\_\_\_

STATE OF FLORIDA )

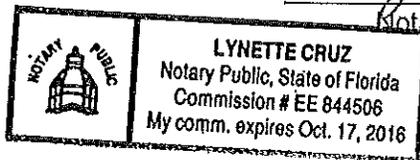
COUNTY OF MIAMI-DADE )

On this the 1<sup>st</sup> day of April, 20 13, before me, the undersigned Notary Public of the State of Florida, personally appeared (Name(s) of individual(s) who appeared before notary) Matthew M Ross and whose name(s) is/are subscribed to the within Affidavit of Non-Collusion, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal.

Lynette Cruz  
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

\_\_\_\_ Did take an oath, or

Personal identification: FLDL

\_\_\_\_ Did Not take an oath.

R-200-553-76-380  
Type of Identification Produced

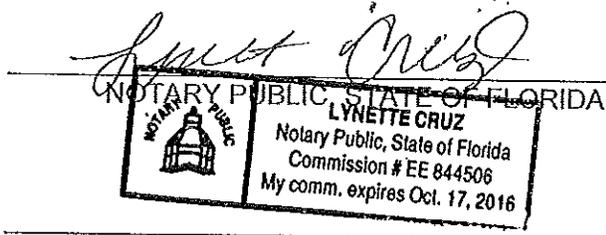
APPENDIX D  
**ACKNOWLEDGEMENT**

State of Florida  
County of MIAMI DADE

On this 1<sup>st</sup> day of APRIL, 20 13 before me, the undersigned  
Notary Public of the State of Florida personally appeared MATHEW M ROSS  
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  
SEAL OF OFFICE:



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

- Personally known to me, or  
 Produced identification:

FL DL- R200-553-76380-0  
(Type of Identification Produced)

- Did take an oath, or  
 Did not take an oath



---

To: Honorable Mayor and Village Council

Date: April 29, 2013

From: Ron E. Williams, Village Manager

Re: Recommendation for  
Approval to Negotiate  
RFQ-2013-PZ-01

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**A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF  
THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO  
PLANNING AND ZONING AND RFQ-2013-PZ-01; APPROVING  
THE APPOINTMENT OF MR. RICHARD L. DOODY, ESQ., PA,  
AS SPECIAL MASTER; AND PROVIDING AN EFFECTIVE DATE.**

**BACKGROUND AND ANALYSIS:**

Pursuant to the powers granted by the Florida Constitution and applicable sections of Chapter 166 of the Florida Statutes, the Mayor and Council adopted Ordinance No. 03-08 on June 2, 2003, creating Article VII, Sections 2-204 through 2-300 entitled, "Code Compliance Procedures." According to the rules and procedures set forth therein, the Mayor and Council have the power to appoint a Special Master to hear code compliance matters, provided, however, that certain qualifications are met. Previously, the Village issued a request for qualification and contracted for Special Master Services. The current contract was awarded in July of 2009, via Resolution 09-57, and is scheduled to expire in July 2013.

In an effort to once again procure special master services for the Village, the Village issued RFQ-2013-PZ-01 in accordance with established ordinances and guidelines in order to solicit the most responsive and cost-effective qualified proposer to provide the services delineated in the request for qualifications. Richard L. Doody, Esq., PA, was the most responsive and cost-effective proposed vendor (See Exhibit A). No other vendor submitted a proposal.

It is recommended that the Village Manager be authorized to enter into negotiations with Richard L. Doody, Esq., PA, as the most responsive, proposer. Contingent upon successful negotiations, the Village Manager shall present the Village Council with the draft negotiated contract for special master services at an upcoming council meeting.

**FISCAL/BUDGETARY IMPACT:**

The hourly rate for special master services is capped by ordinance at \$100. Annual funding for the program is \$9,000. Special Master charges to the Village and the Administrative fees

(hearing associated costs) collected by the Village for FY 2012-13 (October 2012 through March 2013) and for FY 2011-2012 are as follows:

	FY 2012-2013 (Oct 12' - Mar 13')	FY 2011-2012
SM Charges Paid by Village	\$3,250	\$7,375
Hearing Cost Fees Collected	\$4,275	\$5,850

**RECOMMENDATION:**

Approval of this item is recommended.

EXHIBIT A

EVALUATION TABLE

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO PLANNING AND ZONING AND RFQ-2013-PZ-01; APPROVING THE APPOINTMENT OF MR. RICHARD L. DOODY, ESQ., PA, AS SPECIAL MASTER; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, pursuant to the powers granted by the Florida constitution, and applicable sections of Chapter 1666 of the Florida Statutes, the Mayor and Council adopted Ordinance No. 03-08 on June 2, 2003, creating Article VII, Sections 2-204 through 2-300 entitled, "Code Compliance Procedures"; and,

**WHEREAS**, the Village requires the assistance of a qualified vendor to implement the "Code Compliance Special Master Services" program to ensure proper municipal adjudication of Village code compliance cases; and,

**WHEREAS**, according to the rules and procedures set forth in Ordinance No. 03-08, the Mayor and Council have the power to appoint a Special Master provided that certain qualifications are met; and,

**WHEREAS**, previously the Village issued a Request for Qualification for Special Master services, and that contract was awarded in July of 2009 via Resolution 09-57, and is scheduled to expire in July of this year; and,

**WHEREAS**, in an effort to once again obtain qualified special master services, the Village issued RFQ-2013-PZ-01, in accordance with established guidelines; and,

**WHEREAS**, the Village desires to select the most responsive and cost-effective qualified proposer to provide services as delineated in the request for qualifications; and,

**WHEREAS**, Richard L. Doody, Esq., PA, was determined to be the most responsive and cost-effective proposed vendor; and,

**WHEREAS**, the Mayor and Village Council desire to approve the selection of Richard L. Doody, Esq., PA, as the most responsive proposer and to authorize the Village Manager to begin negotiations with Mr. Doody and to bring the finalized contract to the Village Council at an upcoming meeting.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, AS FOLLOWS:**

**Section 1.** Richard L. Doody, Esq., PA, is the most responsive bidder. The Village Manager is hereby authorized to enter into contract negotiations with Richard L. Doody, Esq., PA.

**Section 2.** Should said negotiations be successful the Village Manager shall bring the negotiated contract to the Village Council for review and approval.

**Section 3.** This Resolution shall become effective immediately.

PASSED AND ADOPTED this \_\_\_\_\_ day of May, 2013.

Attest: \_\_\_\_\_  
Meighan J. Alexander  
Village Clerk

\_\_\_\_\_  
Shelley Stanczyk  
Mayor

APPROVED AS TO FORM:

\_\_\_\_\_  
Eve A. Boutsis  
Village Attorney

FINAL VOTE AT ADOPTION:

Council Member Patrick Fiore	_____
Council Member Tim Schaffer	_____
Council Member Joan Lindsay	_____
Vice-Mayor John DuBois	_____
Mayor Shelley Stanczyk	_____

**RICHARD L. DOODY, ESQ., P.A.**

*Mailing Address:*  
Richard L. Doody, Esq., P.A.  
P.O. Box 11511  
Fort Lauderdale, Fl 33339 - 1511  
rdoody@ix.netcom.com

*Office Address:*  
2787 East Oakland Park Boulevard  
East Landmark Building, Suite 314  
Fort Lauderdale, Fl 33306  
(954) 609 - 3486

Selection Committee  
c/o Village Clerk  
Village of Palmetto Bay  
9705 East Hibiscus Street  
Palmetto Bay, Fl 33157

March 18, 2013

Re: RFQ # 2013-PZ-01 Code Compliance Special Master Services

Dear Members of the Selection Committee:

Pursuant to recent Request for Qualifications # 2013-PZ-01, I understand that the Village of Palmetto Bay is accepting proposals to provide services as a Special Master for Code Enforcement. Enclosed please find an original and five (5) copies of my Proposal to Provide Services. I have served as the Village of Palmetto Bay's Special Master since March of 2005 and would like to be re-appointed to that position.

As set out in the attached resume, my professional work experience includes past positions as City Attorney for the City of Tamarac, Assistant County Attorney for Broward County, Assistant City Attorney for the City of Coral Springs and Assistant City Attorney for the City of Sunrise. In those positions I spent considerable time acting as counsel to either a city commission, local government zoning board, board of adjustment or code enforcement board.

My professional work experience in code enforcement includes current terms serving as a code enforcement special master for the City of Coconut Creek, City of North Lauderdale, City of Plantation and City of Coral Springs, (Please note: for some of those cities I serve each month, in others I serve on an occasional basis under a system that rotates the special master position monthly). I also teach an eight part, thirty hour seminar on the legal aspects of code enforcement for the Florida Atlantic University Institute of Government. The seminars are offered to local government code officers as part of a state wide certification program governed by the Florida Association of Code Enforcement. In 2001, at the request of the Palm Beach County Commission and in conjunction with the Florida Atlantic University Institute of Government, I conducted a comprehensive analysis of the operation and procedures of the Palm Beach County Code Enforcement Department. The Final Report for this study was formally submitted to the Palm Beach County Commission in November of 2001.

If appointed by the Village, my suggested billing rate would be One Hundred (\$100.00) Dollars an hour. The Village would receive itemized bills setting forth the date and time

spent so that the Village will always have the full opportunity to review and monitor my legal services.

Pursuant to the criteria set out in the Request of Qualifications I hereby provide the following declarations: I understand that the Special Master services will be conducted as an independent contractor. I am licensed to practice law in Florida and therefore qualified to perform the desired scope of services. I am not a resident of the Village of Palmetto Bay. I have no vested interest in any aspect of the Village of Palmetto Bay. I have no clients which would pose a conflict of interest were I to be appointed as a Special Master for the Village of Palmetto Bay. I am not now and have never been the subject of any disciplinary proceeding or action of any sort during my legal career. I do not have pending against me, now (or in the last five years), any litigation, major disputes, contract defaults or liens. My business structure for Richard L. Doody, Esq., P.A. is a professional services corporation incorporated by the State of Florida. I presently provide monthly legal services to the City of Hollywood (staff attorney for Community Development Department) and special magistrate services to the City of Coconut Creek (Glenn Sime, Director, 954- 956-1462), City of North Lauderdale (Jesus Valdez, Supervisor 954- 724-0878), City of Coral Springs (Jaci Foster Director, 954- 344-5936) and the Village of Palmetto Bay. The case load for the governmental clients I currently serve varies by city and from month to month, but in general the range is about 20 cases a month for the City of Coconut Creek to 70 cases a month for the City of North Lauderdale.

Thank you in advance for your consideration of the enclosed Proposal to Provide Services, please let me know if you have any questions. I can be reached at the telephone number, fax number or mailing address listed on the letterhead above.

Regards,

A handwritten signature in cursive script that reads "Richard L. Doody". The signature is written in black ink and is positioned above the typed name.

Richard L. Doody, Esq., P.A.

**RICHARD L. DOODY, ESQ., P.A.**

*Mailing Address:*

*Richard L. Doody, Esq  
P.O. Box 11511  
Fort Lauderdale, Fl 33339  
(954) 609 - 3486*

*Office Address:*

*2787 East Oakland Park Boulevard  
East Landmark Building, Suite 314  
Fort Lauderdale, Fl 33306  
rdoody@ix.netcom.com*

---

**PROFESSIONAL EXPERIENCE**

Richard L. Doody, Esq., P.A.  
(1999- Present)

Private law practice with an emphasis on  
governmental and administrative law

Tucker & Tighe P. A.  
(1992- 1999)

Private law practice with an emphasis  
on governmental and administrative law

City of Coral Springs, Fl  
Assistant City Attorney  
(1991)

Assist the City Attorney in advising City  
Commission and City Departments emphasis  
on land use and zoning matters

City of Tamarac, Fl  
City Attorney  
(1987-1990)

Legal Counsel to City Council and City  
Manager, City Departments

Broward County, Fl  
Assistant County Attorney  
(1982-1987)

Assist the County Attorney in providing legal  
advice to Board of County Commissioners

Adjunct Instructor  
(1992 - Present)

Florida Atlantic University, Institute of  
Government

(1992- 2005)

Barry University, 1<sup>st</sup> Amendment and Press  
Florida Atlantic University, Local Government,  
Judicial Process

**EDUCATION:**

Harvard University  
Kennedy School of Government  
Cambridge, Mass

Master of Public Administration (MPA)  
awarded 1991

Nova Southeastern University  
School of Law, Fort Lauderdale, Fl

Juris Doctor (JD) awarded 1980

Furman University, Greenville S.C.

Bachelor of Arts Awarded June 1975

Residential Address:

4808 NE 16th Avenue,  
Oakland Park, Fla 33334



June 10, 2008

FLORIDA DEPARTMENT OF STATE  
Division of Corporations

RICHARD L. DOODY, ESQ., P.A.  
800 E BROWARD BLVD SUITE 710  
FT LAUDERDALE, FL 33301

The Articles of Incorporation for RICHARD L. DOODY, ESQ., P.A. were filed on June 9, 2008, and assigned document number P08000056375. Please refer to this number whenever corresponding with this office.

This document was electronically received and filed under FAX audit number H08000147355.

A corporation annual report/uniform business report will be due this office between January 1 and May 1 of the year following the calendar year of the file/effective date. A Federal Employer Identification (FEI) number will be required before this report can be filed. Please apply NOW with the Internal Revenue Service by calling 1-800-829-4933 and requesting form SS-4 or by going to their website at [www.irs.ustreas.gov](http://www.irs.ustreas.gov).

Please be aware if the corporate address changes, it is the responsibility of the corporation to notify this office.

Should you have any questions regarding corporations, please contact this office at (850) 245-6929.

Sincerely,  
Justin M. Shivers  
Regulatory Specialist II  
New Filings Section  
Division of Corporations

Letter Number: 908A00035599

APPENDIX A

**RESPONDENT WARRANTIES**

- A. Respondent warrants that it is willing and able to comply with State of Florida laws with respect to foreign (non-State of Florida) corporations.
- B. Respondent warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the Council.
- C. Respondent warrants that all information provided by it in connection with this submission is true and accurate.
- D. **CONTINGENCY FEE AND CODE OF ETHICS WARRANTY:**

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

Signature of Official: Richard L. Doody  
Name (typed): Richard Doody  
Title: MGR.  
Respondent: Richard L. Doody ESQ P.A.  
Date: 3/25/2013

APPENDIX B

**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 by:

Richard L. Doody (MGR.)  
[print individual's name and title]

for Richard L. Doody ESQ P.A.  
[print name of entity submitting sworn statement]

whose business address is 2787 EAST OAKLAND PARK  
Boulevard Suite 314; Ft. Lauderdale FL 33306

and (if applicable) its Federal Employer Identification Number (FEIN) is 32-0251959 (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_).

2. I understand that a "public entity crime" as defined in Paragraph 287.133 (1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133 (1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133 (1)(a), Florida Statutes, means:
- a. A predecessor or successor of a person convicted of a public entity crime; or
  - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public 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 any person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

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

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

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

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

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

Special Master Services  
RFQ No. 2013-PZ-01  
Page 17 of 20

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

Richard L. Doody  
Signature

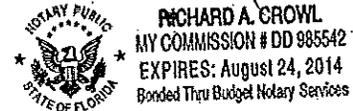
STATE OF FLORIDA        )        )  
  
COUNTY OF MIAMI-DADE    )

On this the 25 day of March, 20 13, before me, the undersigned Notary Public of the State of Florida, personally appeared (Name(s) of individual(s) who appeared before notary) Richard L. Doody 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.

Richard A. Crowl  
Notary Public, State of Florida

NOTARY PUBLIC:  
SEAL OF OFFICE:



Richard A. Crowl  
(Name of Notary Public: print, stamp or type as commissioned.)

- Personally known to me, or
- Personal identification:  
(Type of Identification Produced)
- Did take an oath, or
- Did Not take an oath

APPENDIX C

**NON-COLLUSION AFFIDAVIT**

STATE OF FLORIDA )

)

COUNTY OF MIAMI-DADE )

Richard L. Doody being first duly sworn, deposes and

says that:

- (1) He/She/They is/are the MBR  
(Owner, Partner, Officer, Representative or Agent) of  
Richard L. Doody ESQ P.A.  
the Respondent that has submitted the attached submission;
- (2) He/She/They is/are fully informed respecting the preparation and contents of the attached submission and of all pertinent circumstances respecting such submission;
- (3) Such submission is genuine and is not a collusive or sham submission;
- (4) Neither the said Respondent 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 Respondent, firm, or person to submit a collusive or sham Respondent in connection with the Work for which the attached has been submitted; or to refrain from submitting in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Respondent, firm, or person to fix any overhead, profit, or cost elements of the submission or of any other submission, or to fix any overhead, profit, or cost elements of the submission or the submission of any other Respondent, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;
- (5) The price or prices quoted in the attached submission are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Respondent or any other of its agents, representatives, owners, employees or parties of interest, including this affiant.

Signed, sealed and delivered in the presence of:

Kimberly Mayo  
Witness

By: R. L. Doody  
Signature

B. Westcott  
Witness

Richard L. Doody (mgr)  
Print Name and Title

STATE OF FLORIDA )

COUNTY OF MIAMI-DADE )

On this the 25 day of MARCH, 20 13, before me, the undersigned Notary Public of the State of Florida, personally appeared (Name(s) of individual(s) who appeared before notary) Richard L. Doody and whose name(s) is/are subscribed to the within Affidavit of Non-Collusion, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal.

Richard A. Crowl  
Notary Public, State of Florida

NOTARY PUBLIC:  
SEAL OF OFFICE:



RICHARD A. CROWL  
MY COMMISSION # DD 985642  
EXPIRES: August 24, 2014  
Bonded Thru Budget Notary Services

Richard A. Crowl  
(Name of Notary Public: print, stamp or type as commissioned)

Personally known to me, or

Did take an oath, or

Personal identification:

Did Not take an oath.

Type of Identification Produced

APPENDIX D

ACKNOWLEDGEMENT

State of Florida  
County of Broward

On this 25 day of MARCH, 2013 before me, the undersigned Notary Public of the State of Florida personally appeared Richard L. Dady and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledged that he/she/they executed it.

WITNESS my hand  
and official seal

[Signature]  
NOTARY PUBLIC, STATE OF FLORIDA

NOTARY PUBLIC  
SEAL OF OFFICE:



RICHARD A. CROWL  
MY COMMISSION # DD 985542  
EXPIRES: August 24, 2014  
Bonded Thru Budget Notary Services

Richard A Crowl  
(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



To: Honorable Mayor and Village Council

Date: April 29, 2013

From: Ron E. Williams, Village Manager

Re: Traffic Circle Support

**A RESOLUTION OF THE VILLAGE OF PALMETTO BAY,  
FLORIDA EXPRESSING SUPPORT FOR THE DESIGN AND  
CONSTRUCTION OF A TRAFFIC CIRCLE AT THE  
INTERSECTION OF HOWARD DRIVE/SW 136 ST AND OLD  
CUTLER ROAD; PROVIDING FOR AN EFFECTIVE DATE.**

**BACKGROUND AND ANALYSIS:**

The Village of Palmetto Bay contracted with the Engineering firm, The Corradino Group, Inc., to prepare a Transportation Master Plan (TMP) for the Village of Palmetto Bay in January 2004. The Corradino Group, Inc. developed a TMP to accommodate local mobility needs while enhancing the character of the community and improving the quality of life for residents. As a portion of the TMP the intersection of Old Cutler Road and SW 136<sup>TH</sup> Street/Howard Drive was evaluated to explore options to better manage traffic at this intersection. In this location, Old Cutler Road turns in an easterly direction and merges with SW 136<sup>TH</sup> Street at an angle. Immediately east of this is the intersection of SW 67<sup>TH</sup> Avenue. The proximity of the signals creates traffic congestion. In order to relieve this congestion the implementation of a traffic circle would not only enhance the aesthetics of the road but would facilitate movement and add character to the neighborhood as well as a gateway for both Village of Palmetto Bay and Village of Pinecrest.

In coordination with Miami-Dade County and the Village of Pinecrest, the Village of Palmetto Bay desires to enhance traffic flow at the intersection of Old Cutler Road and SW 136<sup>TH</sup> Street/Howard Drive through the provision of one (1) permanent Traffic Circle, in accordance with the Village of Palmetto Bay TMP. This device will enhance driver ability to move through the intersection by minimizing delay associated with the stop and go traffic that occurs in the peak hours. The Village of Palmetto Bay, the Village of Pinecrest and Miami-Dade County have met and discussed the possibility of constructing a traffic circle at the referenced intersection to improve the vehicle capacity in the intersection and provide some needed landscaping in the area. Miami-Dade County has provided the attached sketch illustrating where the traffic circle would be located.

Miami-Dade County, Traffic Engineering has agreed to fund the design phase of the traffic circle. Construction of the traffic circle will require a fifty percent (50%) funding commitment from the Village of Palmetto Bay and fifty percent (50%) funding commitment

from the Village of Pinecrest. The Village of Palmetto Bay will fund its 50% match from Special Revenue Funds, Citizens Independent Transportation Trust (CITT), Traffic Calming. Prior to the construction of the traffic circle and modification of the intersection the decision regarding moving forward with actual construction and funding commitment by the Village of Palmetto Bay will be brought to the Village Council for consideration at a future date.

It is recommended that the Village Council approve a resolution supporting the possibility of constructing a traffic circle at the intersection of Old Cutler Road and SW 136 ST/Howard Drive to improve vehicle capacity at that intersection.

**FISCAL IMPACT:**

There is no fiscal impact at this time.

**RECOMMENDATION:**

Approval of this item is recommended.

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE VILLAGE OF PALMETTO BAY, FLORIDA EXPRESSING SUPPORT FOR THE DESIGN AND CONSTRUCTION OF A TRAFFIC CIRCLE AT THE INTERSECTION OF HOWARD DRIVE/SW 136 ST AND OLD CUTLER ROAD; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Village of Palmetto Bay contracted with the Engineering firm, The Corradino Group, Inc., to prepare a Transportation Master Plan (TMP) for the Village of Palmetto Bay in January 2004; and

**WHEREAS**, as a portion of the TMP the intersection of Old Cutler Road and SW 136<sup>TH</sup> Street/Howard Drive was evaluated to explore options to better manage traffic at this intersection; and

**WHEREAS**, in this location, Old Cutler Road turns in an easterly direction and merges with SW 136<sup>TH</sup> Street at an angle; immediately east of this is the intersection of SW 67<sup>TH</sup> Avenue. The proximity of the signals creates traffic congestion; and

**WHEREAS**, in order to relieve this congestion, the implementation of a traffic circle would not only enhance the aesthetics of the road but would facilitate movement and add character to the neighborhood as well as a gateway for both Village of Palmetto Bay and Village of Pinecrest; and

**WHEREAS**, in coordination with Miami-Dade County and the Village of Pinecrest, the Village of Palmetto Bay desires to enhance traffic flow at the intersection of Old Cutler Road and SW 136<sup>TH</sup> Street/Howard Drive through the provision of one (1) permanent Traffic Circle, in accordance with the Village of Palmetto Bay TMP; and

**WHEREAS**, the Village of Palmetto Bay, the Village of Pinecrest and Miami-Dade County have met and discussed the possibility of constructing a traffic circle at the referenced intersection to improve the vehicle capacity in the intersection and provide some needed landscaping in the area; and

**WHEREAS**, Miami-Dade County, Traffic Engineering has agreed to fund the design phase of the traffic circle; construction of the traffic circle will require a fifty percent (50%) funding commitment from the Village of Palmetto Bay and fifty percent (50%) funding commitment from the Village of Pinecrest; and

**WHEREAS**, the Village of Palmetto Bay will fund its 50% match from Special Revenue Funds, Citizens Independent Transportation Trust (CITT), Traffic Calming; and

**WHEREAS**, prior to the construction of the traffic circle and modification of the intersection the decision regarding moving forward with actual construction and funding commitment by the Village of Palmetto Bay will be brought to the Village Council for consideration at a future date; and

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, AS FOLLOWS:**

**Section 1.** That the Village Council hereby expresses support for the design and construction of a traffic circle at the intersection of Old Cutler Road and SW 136 ST/Howard Drive.

**Section 2.** This Resolution shall become effective immediately.

PASSED AND ADOPTED this \_\_\_\_\_ day of May, 2013.

Attest: \_\_\_\_\_  
Meighan J. Alexander  
Village Clerk

\_\_\_\_\_  
Shelley Stanczyk  
Mayor

APPROVED AS TO FORM:

\_\_\_\_\_  
Eve A. Boutsis,  
FIGUEREDO & BOUTSIS, P.A., as Office  
of the Village Attorney

FINAL VOTE AT ADOPTION:

Council Member Patrick Fiore \_\_\_\_\_

Council Member Tim Schaffer \_\_\_\_\_

Council Member Joan Lindsay \_\_\_\_\_

Vice-Mayor John DuBois \_\_\_\_\_

Mayor Shelley Stanczyk \_\_\_\_\_

# Operational Assessment and Improvements 136th Street / Old Cutler Boulevard

*Master Plan ID No.: 9*  
*Project Category: Corridor*  
*Jurisdiction: Palmetto Bay / Miami*  
*Dade County*

## Project Description:

Evaluate the options to better manage traffic at this intersection.

ment and add character to the neighborhood as well as a gateway for both Palmetto Bay and Pinecrest.

## Project Need and Benefits:

In this location, Old Cutler Road turns in an easterly direction and merges with 136th Street at an angle. Immediately east of this intersection is the intersection of 67th Avenue. The proximity of the signals creates congestion. Relief of this congestion by implementing traffic devices such as a roundabout, similar to the one at Cocoplum Circle, would not only enhance the aesthetics of the road but facilitate move-

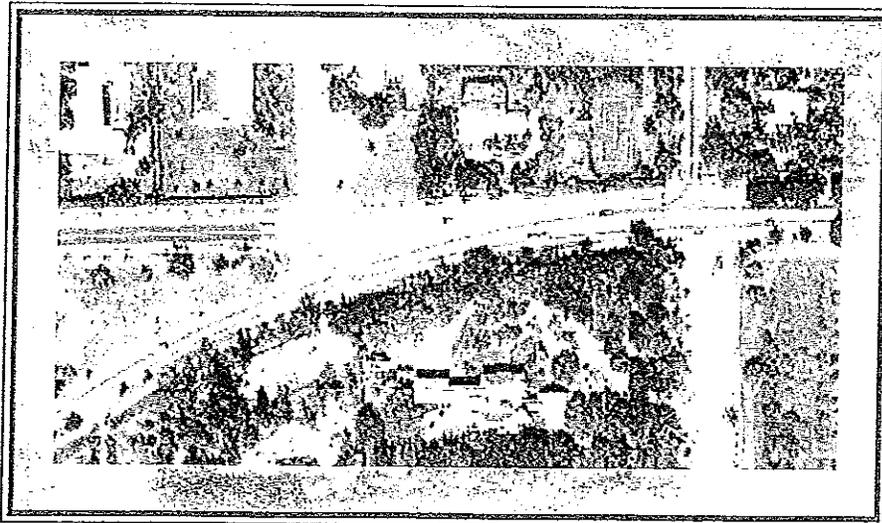
*Explore solutions such as the opportunities for a traffic circle*

## Project Requirements:

Work in coordination with MDCPW and the Village of Pinecrest to undertake an initial operational analysis to examine problems. Explore solutions such as the opportunities for a traffic circle. Hold public involvement, design a device, and construct a measure that will relive traffic congestion.

## Project Cost:

Planning	\$10,000 - \$20,000
Design	\$30,000 - \$60,000
Construction	\$100,000 - \$600,000



Projects

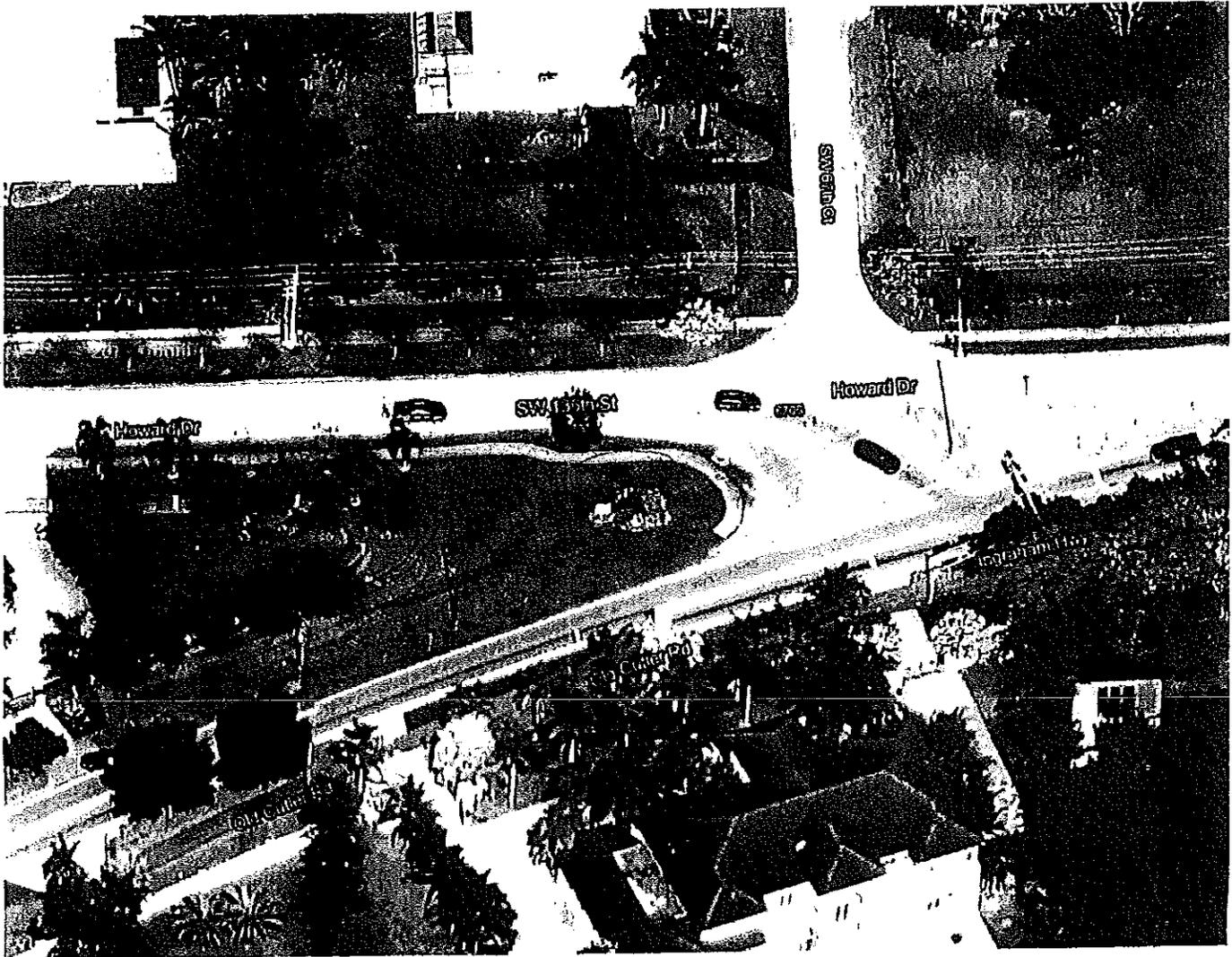
## Corrice Patterson

**From:** Shen, Joan (PWWM) <joans@miamidade.gov>  
**Sent:** Thursday, July 26, 2012 11:59 AM  
**To:** Corrice Patterson  
**Subject:** FW: Operational Assessment and Improvement 136th St. / Old Cutler Road  
**Attachments:** OCR & SW 136 ST EXISTING SIGNAL PLAN.pdf

FYI....please see below and attached.

**From:** Novakovic, Teresa (PWWM)  
**Sent:** Thursday, July 26, 2012 11:33 AM  
**To:** Shen, Joan (PWWM)  
**Subject:** RE: Operational Assessment and Improvement 136th St. / Old Cutler Road

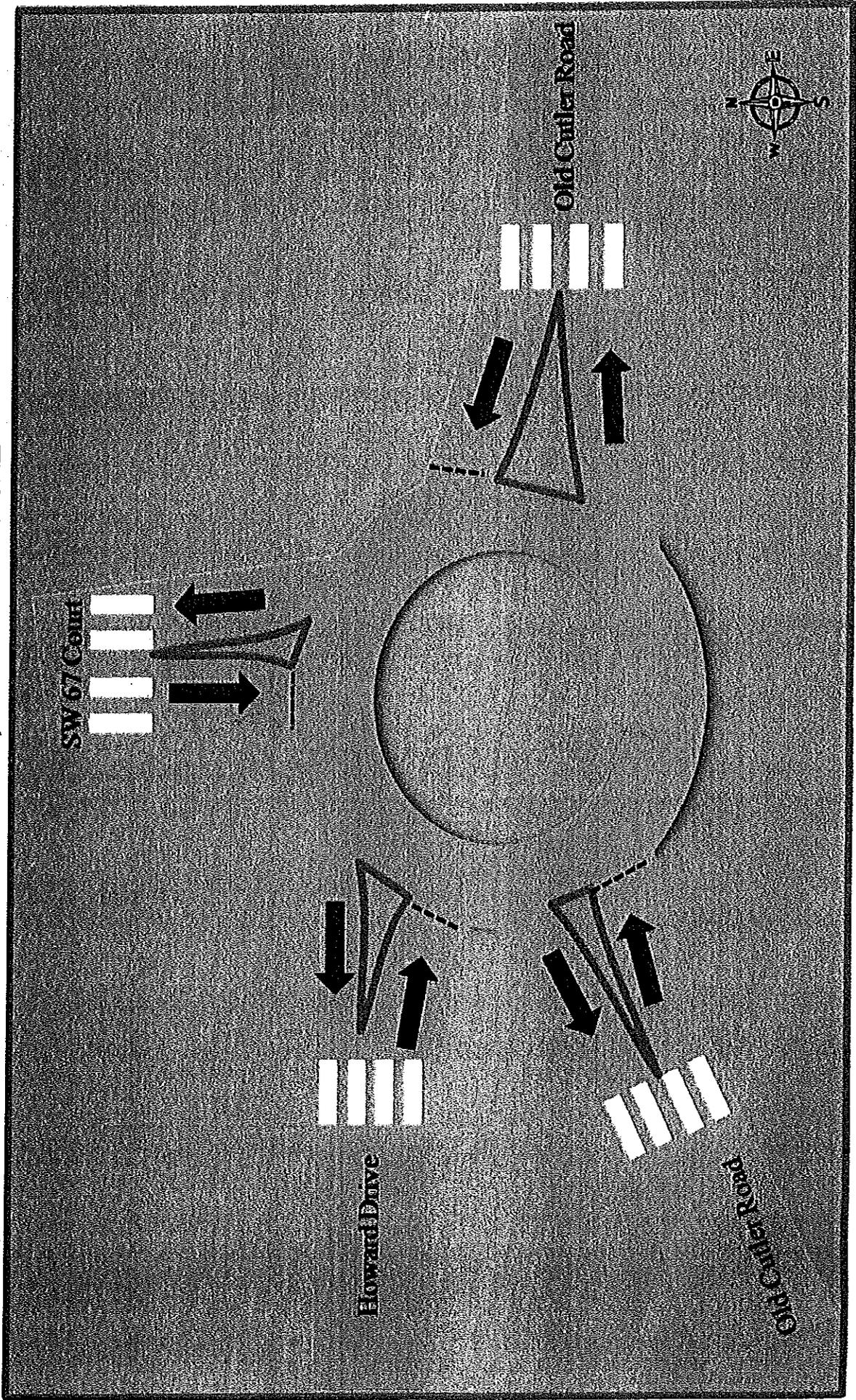
Dr. Shen, fyi, last week Ayman and Vishnu were at this site and the only comments/recommendations were for aesthetics such as converting existing concrete islands into sodded with landscape.



Teresa Novaković, P.E.  
Public Works and Waste Management Department



OPERATIONAL ASSESSMENT & IMPROVEMENTS  
SW 136<sup>TH</sup> STREET / OLD CUTLER ROAD





**COST ESTIMATE**

OLD CUTLER RD & SW 136 ST

2/13/2013

PAY ITEM NO	DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST	
101-1	MOBILIZATION 8%	LS	1.00	\$15,192.82	15,192.82	\$ 25,000.00
102-1	MOT 8%	LS	1.00	\$15,192.82	15,192.82	\$ 55,000.00
102-74-1	BARRICADES(TEMP-TYPE I,II, VP & DRUM)	ED	1.00	\$0.23	0.23	
102-75-PH2	CONSTRUCTION SIGNS (TEMP-POST MOUNTED)	ED	1.00	\$0.61	0.61	
102-76	FLASHING ARROW BOARD (TEMP-MULTIMODE)	ED	1.00	\$8.91	8.91	
110-1-1	CLEARING AND GRUBBING 8%	LS	1.00	\$15,192.82	15,192.82	\$ 7,500.00
110-3	INLET REMOVAL	EA	0.00	\$220.00	0.00	
110-3-2-1	REMOVAL OF DRAINAGE PIPE	LF	0.00	\$15.00	0.00	
110-4	REMOVAL OF EXISTING PAVEMENT	SY	945.00	\$4.48	4,233.60	
110-4-0	REMOVAL AND DISPOSAL OF EXISTING CURB	LF	0.00	\$12.07	0.00	
110-4-10B	REMOVAL AND DISPOSAL OF EXISTING SIDEWALK	SY	280.00	\$23.60	6,608.00	
119-01	DRIVEWAY RESTORATION	SY	0.00	\$72.50	0.00	
120-1	REGULAR EXCAVATION	CY	445.00	\$5.67	2,523.15	
120-8	SWALE REGRADING	SY	0.00	\$7.02	0.00	
160-4	TYPE B STAB 12" CBR 30	SY	670.00	\$3.01	2,016.70	\$ 8,000.00
200-1-10	LIME ROCK BASE 8" PRIMED	SY	200.00	\$19.62	3,924.00	\$ 12,000.00
327-70-01	MILLING 1"	SY	2550.00	\$7.17	18,283.50	\$ 4,500.00
331-2	ASPHALTIC CONCRETE S-1 (OVERBUILD)	TN	0.00	\$161.00	0.00	\$ 25,000.00
331-2-1	ASPHALTIC CONCRETE S-1 2"	TN	37.00	\$116.67	4,316.79	
331-72-10F	ASPHALT DRIVEWAY RESTORATION	SY	0.00	\$20.00	0.00	
337-2	ASPHALTIC CONCRETE FC-3 1"	TN	177.00	\$150.00	26,550.00	
351-2A	CURB RAMP DETECT. SURFACE	SF	0.00	\$42.73	0.00	
425-1-1	INLET TYPE D-3	EA	0.00	\$1,645.33	0.00	\$ 47,500.00
425-1-36	CURB INLET TYPE P-6	EA	0.00	\$2,953.00	0.00	
425-1-368	CURB INLET TYPE P-9	EA	0.00	\$4,415.00	0.00	
425-2-041	MANHOLE TYPE P-7	EA	0.00	\$2,933.00	0.00	
425-907	BAFFLES	EA	0.00	\$210.00	0.00	
430-1-124	PIPE CULVERT - 24" DIAMETER	LF	0.00	\$195.00	0.00	
430-1-125	PIPE CULVERT - 18" DIAMETER	LF	0.00	\$191.10	0.00	
443-70-4H	EXFILTRATION TRENCH (24"DIA)	LF	0.00	\$142.37	0.00	
520-1-10	CONC. CURB & GUTTER TYPE F	LF	1000.00	\$20.00	20,000.00	\$ 34,000.00
520	CONCRETE CURB ANY TYPE	LF	780.00	\$15.00	11,700.00	
520-3A	CON. VALLEY GUTTER	LF	200.00	\$31.33	6,266.00	
520-5-19	CONC T. SEPARATOR (VARIABLE WIDTH)	SY	0.00	\$150.00	0.00	
522-1	CONCRETE SIDEWALK 4"	SY	335.00	\$38.47	12,887.45	\$ 12,000.00
522-2	CONCRETE SIDEWALK 6"	SY	200.00	\$37.47	7,494.00	
526-70-2B	BRICK PAVERS	SY	200.00	\$40.00	8,000.00	\$ 8,500.00
536-1-1	GUARDRAIL	LF	0.00	\$49.17	0.00	
536-73	GUARDRAIL REMOVAL	LF	0.00	\$8.00	0.00	
536-85-22	GUARDRAIL END ANCHORAGE	EA	0.00	\$2,956.67	0.00	
575-1-1S	SODDING-BAHIA	SY	4400.00	\$5.00	22,000.00	\$ 1,050.00
580-322-2	TREE REMOVAL AND REPLACEMENT	EA	0.00	\$241.67	0.00	\$ 29,810.00
580-322-2A	TREE REMOVAL AND DISPOSAL	EA	0.00	\$200.00	0.00	
580-4-4E	PALM TREES	EA	0.00	\$1.00	0.00	
620-1-1	GROUNDING ELECTRODE	L.F.	0.00	\$17.62	\$0.00	\$ 20,000.00
630-1-12	CONDUIT 2" PVC UNDERGROUND	L.F.	0.00	\$20.00	\$0.00	
630-1-13	CONDUIT 2" PVC UNDER PAVEMENT	L.F.	0.00	\$34.00	\$0.00	

630-1-16	COUNDUIT 2" PVC INSTALLED IN OPEN TRENCH	L.F.	0.00	\$10.00	\$0.00	
632-7-1B	TRAFFIC CONTROL CABLE (4-7Conductors)	L.F.	0.00	\$9.00	\$0.00	
632-7-1A	TRAFFIC CONTROL CABLE (11-21Conductors)	L.F.	0.00	\$11.00	\$0.00	
635-1-11	PULL BOX METER TYPE-(polymer)	EA	0.00	\$650.00	\$0.00	
639-1-13	ELECTRICAL POWER SERVICE(INCLUDE METER)	AS	0.00	\$900.00	\$0.00	
639-2-1	SERVICE WIRE-#6 AWG with TWH insulation)(three conductor set) ( Black, White, and Green)	L.F.	0.00	\$5.00	\$0.00	
647-11-01	MAST ARM COMBINATION,STANDARD-INSTALLATION ONLY(Pole Single or dual mast arm,and anchor bolts furnished by MDC)	E.A.	0.00	\$4,500.00	\$0.00	
650-51-313	TRAFFIC SIGNAL,1 WAY,3 SECTIONS 12" STANDARD ALUMINUM-(Complete with Horizontal mounting Bracket and Lamps) (LED)	AS	0.00	\$940.00	\$0.00	
650-51-513	TRAFFIC SIGNAL,1 WAY,5 SECTIONS 12" STANDARD ALUMINUM-(Complete with Horizontal mounting Bracket and Lamps) (LED)	AS	0.00	\$1,400.00	\$0.00	
653-178	PEDRESTIAN SIGNAL (LED)	AS	0.00	\$750.00	\$0.00	
660-1-109	LOOP VEHICLE DETECTOR AMPLIFIER	EA	0.00	\$150.00	\$0.00	
660-2-101	LOOP ASSEMBLY	AS	0.00	\$863.00	\$0.00	
660-4-4A	LOOP LEAD-IN CABLE( No. 14 AWG)	LF	0.00	\$4.00	\$0.00	
665-11	PEDRESTIAN DETECTOR (Includes push botton sign)	EA	0.00	\$170.00	\$0.00	
672-1-3	INSTALL TRAFFIC CONTROLLER ASSEMBLY	AS	0.00	\$2,300.00	\$0.00	
685-120	SYSTEM AUXILIARIES(TELEMETRY TRANSCEIVER)	EA	0.00	\$750.00	\$0.00	
685-124	SYSTEM AUXILIARIES(UNIVERSAL ADAPTER)	EA	0.00	\$750.00	\$0.00	
690-10	REMOVE TRAFFIC SIGNAL HEAD ASSEMBLY	EA	9.00	\$100.00	\$900.00	
699-1-1A	RELOCATED SIGNAL HEAD ASSEMBLY (Mast arm or Span Wire mount,less than 15 S.F includes mount brackets and hardware)(ILUMINATED)	AS	0.00	\$250.00	\$0.00	
690-32-2	POLE REMOVAL (Shallow)(Bolt on attachment)	EA	3.00	\$500.00	\$1,500.00	
690-40	REMOVE MAST ARM ASSEMBLY	EA	3.00	\$500.00	\$1,500.00	
690-50	REMOVE CONTROLLER ASSEMBLY	EA	0.00	\$415.00	\$0.00	
690-51	REMOVE CONTROLLER FOUNDATION	EA	0.00	\$200.00	\$0.00	
690-70	REMOVE PEDESTRIAN DETECTOR ASSEMBLY	EA	0.00	\$40.00	\$0.00	
700-40-01	ROADSIDE SIGN (SINGLE POST)	AS	40.00	\$320.00	12,800.00	\$ 10,000.00
700-46-01	REMOVE EXISTING SIGN & POST	AS	0.00	\$60.00	0.00	
706- 1- 12	REFLECTIVE PAVEMENT MARKER PERMANENT (Mono-Directional, colorless )	EA.	400	4.56	1,824.00	
706-47	RELOCATE SIGN (single post , includes base posts and footings )	AS.	10	233.33	2,333.30	
700-48-60B	REMOVE SIGN PANEL	EA	4.00	\$35.00	140.00	
711-3	PAVEMENT MESSAGE, THERMOPLASTIC	EA	0.00	\$113.33	0.00	
711-4	DIRECTIONAL ARROWS, THERMOPLASTIC	EA	0.00	\$105.36	0.00	
711-33	SKIP TRAFFIC STRIPE, THERMO (6"WHITE,2'4')	LF	80.00	\$0.85	68.00	
711-35-61	SOLID TRAFFIC STRIPE, THERMO (6"WHITE)	LF	1200.00	\$1.52	1,824.00	
711-35-121	SOLID TRAFFIC STRIPE, THERMO (12"WHITE)	LF	180.00	\$2.24	403.20	
711-33A	SKIP TRAFFIC STRIPE 6" WHITE/YELLOW(10'-30' SKI	LF	0.00	\$0.85	0.00	
711-35-241	SOLID TRAFFIC STRIPE, THERMO (24"WHITE)	LF	80.00	\$5.92	473.60	
711-6-61B	SOLID TRAFFIC STRIPE, THERMO (6" DBL. YELLOW)	LF	600.00	\$1.09	654.00	
711-7	REMOVE EXISTING PAVEMENT MARKINGS	S.F	150.00	\$3.38	507.00	
710-27-181-1	SOLID TRAFFIC STRIPE, THERMO (18" YELLOW)	LF	200.00	\$1.00	200.00	
901	SAW CUT, REMOVAL DISPOSAL EXIST. PAV	SY	665.00	\$12.00	7,980.00	
					189,910.29	\$ 299,860.00

					Engineering, Geotechnical, and Survey Services for circle	\$ 36,950.00
					Obelisque including construction, design & permitting	\$ 101,700.00
SUBTOTAL						\$ 438,510.00
8% TOTALS					235,488.76	
	MISC. 10%				23,548.88	\$ 43,851.00
	Study, Design 15%				35,323.31	
	Construction PM 15%				35,323.31	\$ 65,776.50
	PERMITS 1%				2,354.89	\$ 4,385.10
	indep. Inspector General 1.25%				2,943.61	\$ 6,577.65
SUBTOTAL					334,982.76	\$ 559,100.25
999-02	CONTINGENCY 10%	LS	1.00		33,498.28	\$ 55,910.03
TOTAL					368,481.04	\$ 615,010.28

## VILLAGE OF PALMETTO BAY Department of Public Works

### PROJECT: OPERATIONAL ASSESSMENT AND TRAFFIC CALMING IMPROVEMENTS

PROJECT LOCATION: INTERSECTION OF OLD CUTLER RD, SW 136<sup>TH</sup> S/HOWARD DR AND SW 67<sup>TH</sup> CT, PALMETTO BAY, FL 33157

JURISDICTION: PALMETTO BAY, PINECREST AND MIAMI-DADE COUNTY

#### DEAR RESIDENTS:

PALMETTO BAY, PINECREST, AND MIAMI-DADE COUNTY ARE WORKING IN COORDINATION WITH EACH OTHER TO EXPLORE SOLUTIONS TO BETTER MANAGE TRAFFIC AT THE INTERSECTION OF OLD CUTLER RD, SW 136<sup>TH</sup> S/HOWARD DR AND SW 67<sup>TH</sup> CT. THE SIGNAL AT THIS INTERSECTION CREATES CONGESTION. RELIEF OF THIS CONGESTION BY IMPLEMENTING TRAFFIC DEVICES SUCH AS A TRAFFIC CIRCLE/ ROUNDABOUT, WOULD NOT ONLY ENHANCE THE AESTHETICS OF THE ROAD BUT FACILITATE MOVEMENT AND ADD CHARACTER TO THE AREA AND CREATE A GATEWAY FOR BOTH PALMETTO BAY AND PINECREST.

THIS ITEM WILL BE DISCUSSED AT THE COMMITTEE OF THE WHOLE (COW) MEETING ON WEDNESDAY, APRIL 17<sup>TH</sup>, 2013, AT 7:00 PM AT THE COUNCIL CHAMBERS LOCATED WITHIN VILLAGE HALL, 9705 EAST HIBISCUS STREET, PALMETTO BAY, FL 33157.

YOU ARE NOT REQUIRED TO RESPOND TO THIS NOTICE. However, objections or waivers of objection may be made in person at the hearing or filed in writing prior to the hearing date with the Department of Public Works. Any meeting may be opened and continued, and under such circumstances, additional legal notice would be provided. Any person may contact Village Hall at (305) 259-1234 for additional information. Please call the Village Clerk for ADA needs (or hearing impaired) no later than four (4) days prior to the proceedings.

## VILLAGE OF PALMETTO BAY Department of Public Works

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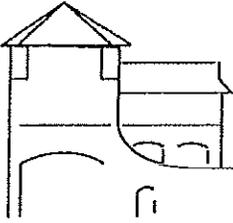
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PALMETTO BAY, PINECREST, AND MIAMI-DADE COUNTY ARE WORKING IN COORDINATION WITH EACH OTHER TO EXPLORE SOLUTIONS TO BETTER MANAGE TRAFFIC AT THE INTERSECTION OF OLD CUTLER RD, SW 136<sup>TH</sup> S/HOWARD DR AND SW 67<sup>TH</sup> CT. THE SIGNAL AT THIS INTERSECTION CREATES CONGESTION. RELIEF OF THIS CONGESTION BY IMPLEMENTING TRAFFIC DEVICES SUCH AS A TRAFFIC CIRCLE/ ROUNDABOUT, WOULD NOT ONLY ENHANCE THE AESTHETICS OF THE ROAD BUT FACILITATE MOVEMENT AND ADD CHARACTER TO THE AREA AND CREATE A GATEWAY FOR BOTH PALMETTO BAY AND PINECREST.

THIS ITEM WILL BE DISCUSSED AT THE COMMITTEE OF THE WHOLE (COW) MEETING ON WEDNESDAY, APRIL 17<sup>TH</sup>, 2013, AT 7:00 PM AT THE COUNCIL CHAMBERS LOCATED WITHIN VILLAGE HALL, 9705 EAST HIBISCUS STREET, PALMETTO BAY, FL 33157.

YOU ARE NOT REQUIRED TO RESPOND TO THIS NOTICE. However, objections or waivers of objection may be made in person at the hearing or filed in writing prior to the hearing date with the Department of Public Works. Any meeting may be opened and continued, and under such circumstances, additional legal notice would be provided. Any person may contact Village Hall at (305) 259-1234 for additional information. Please call the Village Clerk for ADA needs (or hearing impaired) no later than four (4) days prior to the proceedings.



# MEMORANDUM



OFFICE OF THE VILLAGE MANAGER

Yocelyn Galiano Gomez, ICMA-CM  
Village Manager

DATE: October 31, 2012

TO: The Honorable Mayor and Members of Village Council

FROM: Yocelyn Galiano Gomez, ICMA-CM, Village Manager 

RE: Resolution of Support for the Design and Construction of the Traffic Roundabout at the intersection of S.W. 136<sup>th</sup> Street (also known as "Howard Drive"), S.W. 67<sup>th</sup> Court, and Old Cutler Road

The Village of Palmetto Bay, the Village of Pinecrest and Miami-Dade County have met and discussed the possibility of constructing a roundabout at the referenced intersection to improve the vehicle capacity in the intersection and provide some needed landscaping in the area. The County has provided the attached sketch illustrating where the roundabout would be located and has requested that the affected municipalities pass a resolution of support to engage in the design of the roundabout.

Funding for the construction of the roundabout is still being discussed and will be identified prior to the construction and modification of the intersection. The decision regarding moving forward with actual construction and funding commitment by the Village will be brought to the Village Council for consideration at a future date.

Attachments

RESOLUTION NO. 2012-74

A RESOLUTION OF THE VILLAGE OF PINECREST, FLORIDA, EXPRESSING SUPPORT FOR THE DESIGN AND CONSTRUCTION OF A TRAFFIC ROUNDABOUT AT THE INTERSECTION OF HOWARD DRIVE AND OLD CUTLER ROAD; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Village of Pinecrest, the Village of Palmetto Bay and Miami-Dade County have discussed the possibility of constructing a roundabout at the intersection of Howard Drive and Old Cutler Road to improve vehicle capacity at that intersection;

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF PINECREST, FLORIDA, AS FOLLOWS:

Section 1. That the Village Council hereby expresses support for the design and construction of a roundabout at the intersection of Howard Drive and Old Cutler Road subject to approval of a funding source and actual construction to be determined at a future date.

Section 2. This Resolution shall take effect immediately upon adoption.

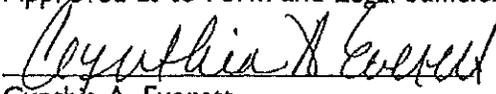
PASSED AND ADOPTED this 13th day of November, 2012.

  
Cindy Lerner, Mayor

Attest:

  
Guido H. Inguanzo, Jr., CMC  
Village Clerk

Approved as to Form and Legal Sufficiency

  
Cynthia A. Everett  
Village Attorney

Consent Agenda



sw 136th street and old cutler road, miami, florida - Google Maps



Images that are visible  
first link next

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO ATTORNEYS' FEES; APPROVING ATTORNEYS' FEES AND COSTS FOR FIGUEREDO & BOUTSIS, P.A. IN THE AMOUNT OF \$24,328.34; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Village Council of the Village of Palmetto Bay approved resolution no. 02-05, authorizing payment of Village Attorney non-retainer attorneys' fees and costs; and,

WHEREAS, FIGUEREDO & BOUTSIS, P.A., submitted its statements to the village for legal services rendered, and costs advanced, for the period ending April 25, 2013, in the amount of \$24,328.34; and,

WHEREAS, the amounts are reasonable and were necessarily incurred.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, AS FOLLOWS:

Section 1. The statements for attorneys' fees and costs received from FIGUEREDO & BOUTSIS, P.A., in the total amount of \$24,328.34, copies of which are attached, are approved for payment.

Section 2. This resolution shall take effect immediately upon approval.

PASSED and ADOPTED this \_\_\_\_\_ day of May, 2013.

Attest: \_\_\_\_\_  
Meighan Alexander  
Village Clerk

\_\_\_\_\_  
Shelley Stanczyk  
Mayor

APPROVED AS TO FORM:

\_\_\_\_\_  
Eve A. Boutsis,  
FIGUEREDO & BOUTSIS, P.A., as Office  
of the Village Attorney

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FINAL VOTE AT ADOPTION:

Council Member Patrick Fiore \_\_\_\_\_  
Council Member Tim Schaffer \_\_\_\_\_  
Council Member Joan Lindsay \_\_\_\_\_  
Vice-Mayor John DuBois \_\_\_\_\_  
Mayor Shelley Stanczyk. \_\_\_\_\_

# FIGUEREDO & BOUTSIS, P.A.

## Attorneys & Counselors

18001 Old Cutler Road - Fifth Floor

Telephone: (305) 235-9344

Miami, Florida 33157-6417

Facsimile: (305) 235-9372

April 26, 2013

Ron Williams, Village Manager  
Village of Palmetto Bay  
8950 SW 152nd Street  
Palmetto Bay, FL 33157

Re: STATEMENTS FOR PROFESSIONAL SERVICES  
The Village of Palmetto Bay

Dear Mr. Williams:

Enclosed are our invoices for professional services rendered and for costs advanced for the period ending April 25, 2013 in the amount of **\$24,328.34**. I have tabulated the amounts *currently due* on each individual file as follows:

<b>Please deduct from Village Attorney Account No. 5143110, General Legal.</b>			
0293-001	Non-Retainer Legal Services <i>Invoice No. 20533 dated 4/25/13</i>	Prof'l Services Disbursements <b>Total Due</b>	\$ 11,562.50 1,236.25 <b>12,798.75</b>
	<b>Total</b>		<b>\$ 12,798.95</b>
<b>Please deduct from Village Attorney Account No. 5143140, Code Enforcement.</b>			
0293-002	Zoning Application <i>Invoice No. 20534 dated 4/25/13</i>	Prof'l Services Disbursements <b>Total Due</b>	\$ 3,293.00 65.86 <b>3,358.86</b>
	<b>Total</b>		<b>\$ 3,358.86</b>
0293-004	Code Enforcement <i>Invoice No. 20535 dated 4/25/13</i>	Prof'l Services Disbursements <b>Total Due</b>	\$ 1,535.50 30.71 <b>1,566.21</b>

0293-027	<i>Palmer Trinity vs. VPB</i> <i>Invoice No. 20536 dated 4/25/13</i>	Prof'l Services	\$	925.00
		Disbursements		1,413.50
		<b>Total Due</b>		<b>2,338.50</b>
0293-060	<i>Shores of Palmetto Bay vs. VPB</i> <i>Invoice No. 20537 dated 4/25/13</i>	Prof'l Services	\$	2,849.00
		Disbursements		1,416.82
		<b>Total Due</b>		<b>4,265.82</b>
	<b>Grand Total</b>		\$	<b>24,328.34</b>

Do not hesitate to call me if you have any questions regarding these statements.

Very truly yours,

Eve A. Boutsis  
Office of the Village Attorney

EAB/lcm  
Enclosures  
cc: Mayor and Village Council

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO ATTORNEYS' FEES; APPROVING ATTORNEYS' FEES AND COSTS FOR FIGUEREDO & BOUTSIS, P.A. IN THE AMOUNT OF \$24,328.34; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Village Council of the Village of Palmetto Bay approved resolution no. 02-05, authorizing payment of Village Attorney non-retainer attorneys' fees and costs; and,

WHEREAS, FIGUEREDO & BOUTSIS, P.A., submitted its statements to the village for legal services rendered, and costs advanced, for the period ending April 25, 2013, in the amount of \$24,328.34; and,

WHEREAS, the amounts are reasonable and were necessarily incurred.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, AS FOLLOWS:

Section 1. The statements for attorneys' fees and costs received from FIGUEREDO & BOUTSIS, P.A., in the total amount of \$24,328.34, copies of which are attached, are approved for payment.

Section 2. This resolution shall take effect immediately upon approval.

PASSED and ADOPTED this \_\_\_\_\_ day of May, 2013.

Attest:

\_\_\_\_\_  
Meighan Alexander  
Village Clerk

\_\_\_\_\_  
Shelley Stanczyk  
Mayor

APPROVED AS TO FORM:

\_\_\_\_\_  
Eve A. Boutsis,  
FIGUEREDO & BOUTSIS, P.A., as Office  
of the Village Attorney

FINAL VOTE AT ADOPTION:

Council Member Patrick Fiore \_\_\_\_\_

Council Member Tim Schaffer \_\_\_\_\_

Council Member Joan Lindsay \_\_\_\_\_

Vice-Mayor John DuBois \_\_\_\_\_

Mayor Shelley Stanczyk \_\_\_\_\_

**FIGUEREDO & BOUTSIS, P.A.**  
**ATTORNEYS & COUNSELORS**

18001 Old Cutler Road, Suite 533, Miami, Florida 33157

Telephone No.: (305) 235-9344

Facsimile: (305) 235-9372

Shelley Stanczyk  
 Village of Palmetto Bay  
 9705 E. Hibiscus Street  
 Palmetto Bay, Florida 33157

April 26, 2013  
 Matter ID: 0293-001  
 General Municipal-VPB  
 Invoice Number 20533

			Hours	Amount
3/20/2013	EAB	Telephone conference with CP Joan Lindsay; telephone conference with Mr. Darby Delsalle on COW agenda and application of same; telephone conference with Mrs. Meighan Alexander regarding COW agenda and street naming item; and telephone conference with Mr. Ron Williams regarding agenda items.	1.00	185.00
3/20/2013	EAB	Attended Committee of the Whole meeting.	4.60	851.00
3/21/2013	EAB	Telephone conference with Mrs. Alexander on finalizing agenda items.	0.40	74.00
3/21/2013	EAB	Provided direction to VM John DuBois on quasi-judicial process and disclosures; and telephone conference with CP Patrick Flore.	0.10	18.50
3/22/2013	EAB	Telephone conference with Mr. Delsalle; telephone conference with CP Tim Schaffer; communications with Mrs. Alexander regarding same; and attention to new business item.	0.70	129.50
3/22/2013	EAB	Attention to Quality Paving.	0.20	37.00
3/22/2013	EAB	Attention to FPL.	0.10	18.50
3/25/2013	EAB	Attention to personnel policy revisions; and provided comments on same to HR.	0.60	111.00
3/25/2013	EAB	Telephone conference with Mr. Delsalle on driveway ordinance and AIPP funds.	0.20	37.00
3/25/2013	EAB	Finalized agenda items with Ms. Channelle Costa.	0.30	55.50
3/26/2013	EAB	Telephone conference with Mr. Delsalle; and reviewed and revised driveway ordinance for first reading.	0.70	129.50
3/26/2013	EAB	Continued to draft ethics opinion.	1.00	185.00
3/26/2013	EAB	Communications with Mr. Joe Centorino on pending inquiry and telephone conference with Mr. Mike Murawski of MDCCEPT.	0.50	92.50
3/27/2013	EAB	Attention to Roberts Rules.	0.20	37.00

Payment is due upon receipt. Please notify us within 10 days of any questions you have regarding this invoice. Interest at a rate of 1.5% per month will be charged if payment is not received within 30 days.

## CONFIDENTIAL - ATTORNEY/CLIENT PRIVILEGE

3/27/2013	EAB	Telephone conference with Mayor Shelley Stanczyk.	0.30	55.50
3/27/2013	EAB	Attention to public record request and communications with Mrs. Alexander regarding same.	0.10	18.50
3/27/2013	EAB	Revised insurance resolution sponsored by CP Fiore; and communication with Mrs. Alexander regarding same.	0.10	18.50
3/27/2013	EAB	Attention to FPL Turkey Points Project Site Certification Application.	0.10	18.50
3/27/2013	EAB	Telephone conference with Mr. Williams on pending items.	0.20	37.00
3/28/2013	EAB	Final edits and published letter to Ms. Victoria Frigo (initially drafted for Miriam Ramos) at MDCCEPT.	1.00	185.00
3/28/2013	EAB	Attention to FPL - notice of submittal to amendment to FPL application.	0.10	18.50
3/29/2013	EAB	Follow up on Quality Paving litigation.	0.20	37.00
4/1/2013	EAB	Telephone conference with Ms. Jerry Hammond from the Florida Attorney General's Office.	0.30	55.50
4/1/2013	EAB	Communications with Ms. Frigo at MDCCEPT; telephone conference with Ms. Frigo; reviewed opinion received from Ms. Frigo; and provided update to Village Council.	0.50	92.50
4/1/2013	EAB	Telephone conference with Mr. Ed Silva relating to Building Dept matters.	0.30	55.50
4/1/2013	EAB	Attention to driveway ordinance and revisions by PW.	0.10	18.50
4/1/2013	EAB	Attention to Attorney General response to second public records inquiry; provided same to Mr. Williams, Mrs. Alexander and Council; and telephone conference with Mr. Williams regarding same.	0.40	74.00
4/1/2013	EAB	Telephone conference with Mayor Stanczyk on pending items.	0.40	74.00
4/1/2013	EAB	Prepared for and attended council meeting.	3.50	647.50
4/1/2013	EAB	Telephone conference with Mr. Williams on pending items.	0.20	37.00
4/2/2013	EAB	Telephone conference with Mrs. Alexander regarding upcoming agenda items.	0.20	37.00
4/2/2013	EAB	Research relating to nonconforming uses as it relates to direction of council; and telephone conference with Mr. Delsalle.	1.40	259.00
4/2/2013	EAB	Attention to recent public record lawsuits relating to sign in sheets at PD and disclosure of same; and communications with Commander Greg Trullt as to update on this issue.	0.20	37.00
4/2/2013	EAB	Communications with Ms. Frigo; and reviewed analyzed facts further revised draft memorandum to MDCCEPT and provided input on same.	1.30	240.50
4/3/2013	EAB	Attention to Thalatta FPL easement; and communications with	0.30	55.50

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## CONFIDENTIAL - ATTORNEY/CLIENT PRIVILEGE

Mrs. Fanny Carmona-Gonzalez regarding same.

4/3/2013	EAB	Attention to public record request by Mr. David Singer.	0.10	18.50
4/3/2013	EAB	Telephone conference with Mr. Silva; and drafted construction contract for Thalatta.	7.00	1,295.00
4/3/2013	EAB	Follow up with Ms. Corrice Patterson regarding Quality Paving.	0.10	18.50
4/4/2013	EAB	Communications with Ms. Frigo on draft ethics opinion.	0.40	74.00
4/4/2013	EAB	Provided direction to Mrs. Alexander on inquiry.	0.20	37.00
4/4/2013	EAB	Attention to inquiry on new public record request with Mrs. Alexander.	0.10	18.50
4/4/2013	EAB	Attention to site certification and responses of Coral Gables to Expert Witness Interrogatories; and as well as letter to Judge Alexander regarding upcoming hearings.	0.30	55.50
4/4/2013	EAB	Telephone conference with Mrs. Carmona-Gonzalez and attention to edits to Contract for Thalatta.	0.40	74.00
4/5/2013	EAB	Revised/edited Thalatta contract; communications with Mr. Silva and Ms. Carmona-Gonzalez regarding same; and communications with Mr. Kirk Hearin as to specifics in contract and proposed revisions and drafted revisions.	1.00	185.00
4/8/2013	EAB	Follow up with Mrs. Carmona-Gonzalez regarding legal description of the easement area for FPL/Thalatta site; telephone conference with Mrs. Carmona-Gonzalez regarding draft Thalatta contract; and completed edits and forwarded same to Mrs. Carmona-Gonzalez.	0.30	55.50
4/8/2013	EAB	Attention to miscellaneous FPL filings and letter to Judge for upcoming hearings.	0.10	18.50
4/8/2013	EAB	Attention to municipal notices on MDC ordinances that could affect Village; and forwarded same to staff and council for their information (8 ordinances, several relating to code compliance, others to Ethics).	0.30	55.50
4/8/2013	EAB	Communication with Mayor Stanczyk as to E.C.C.	0.10	18.50
4/8/2013	EAB	Follow up on the Ertel matter.	0.10	18.50
4/8/2013	EAB	Research continued as to nonconforming uses and grandfather clauses and relation to our code.	2.00	370.00
4/9/2013	EAB	Telephone conference with Mr. Silva on Thalatta contract and pending assignments.	0.30	55.50
4/9/2013	EAB	Reviewed, edited and revised the cover memorandum relating to GIS services.	0.40	74.00
4/9/2013	EAB	Meeting with Mr. Delsalle on pending assignments - RFP, RFQ, AIPP items.	0.30	55.50
4/9/2013	EAB	Telephone conference with Mrs. Alexander and Mrs. Patterson as to RFQ interview process and sunshine meetings; provided	0.20	37.00

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## CONFIDENTIAL - ATTORNEY/CLIENT PRIVILEGE

direction as to same.

4/9/2013	EAB	Telephone conference with Mrs. Alexander and Ms. Patterson regarding sunshine and RFQ interviews.	0.20	37.00
4/10/2013	EAB	Follow up on FPL hearing notices, pleadings, actions of "interested parties" filing to participate in matter (Pinecrest, Coral Gables, County); and provided update to Village Council.	0.30	55.50
4/10/2013	EAB	Follow up on Ertel claim - slip and fall - with staff and insurance.	0.10	18.50
4/10/2013	EAB	Telephone conference with Mayor Stanczyk and research relating to parks, signage and banners - use of; and communications with Mr. Delsalle and Mrs. Carmona-Gonzalez regarding same.	0.40	74.00
4/10/2013	EAB	Attention to public records inquiry by Mr. Singer.	0.10	18.50
4/10/2013	EAB	Follow up with Ms. Frigo regarding hearing before the MDCCEPT.	0.10	18.50
4/11/2013	EAB	Attended MDCCEPT meeting.	2.30	425.50
4/11/2013	EAB	Attention to Mr. Singer's public record request.	0.20	37.00
4/11/2013	EAB	Telephone conferences with CP Schaffer on pending items.	0.90	166.50
4/11/2013	EAB	Telephone conference with Mr. Williams; and follow up on pending items.	1.00	185.00
4/11/2013	EAB	Discussion with CP Fiore on NPO revisions and Christ Fellowship memorandum.	0.10	18.50
4/11/2013	EAB	Discussion with Mr. Williams and Mr. Desmond Chin on pending matters.	0.30	55.50
4/12/2013	EAB	Fire Station - Meeting with Mr. Carlos Heredia; telephone conference with Mr. Williams; and discussion with Mr. Scott Silver.	0.70	129.50
4/12/2013	EAB	Attention to pending items and analyzed documents relating to pending items.	1.00	185.00
4/12/2013	EAB	Attention to Christ Fellowship memorandum in relationship to NPO request of CP Fiore.	0.40	74.00
4/12/2013	EAB	Attention to Mr. Eugene Flinn public record request.	0.10	18.50
4/15/2013	EAB	Revised cover memorandum and resolution as it relates to GIS services.	0.40	74.00
4/15/2013	EAB	Revised, reviewed and edited special master services resolution and cover memorandum.	0.40	74.00
4/16/2013	EAB	Attention to AGO 2012-32; communications with Mr. Stanley Price; Clay County Attorney and Mr. Tucker Gibbs; legal research relating to same; drafted communication to manager and council regarding same; communication with Mr. Jerry Proctor regarding same issue; and communications with VM DuBois regarding same.	5.10	943.50
4/17/2013	EAB	Attention to FDA property and Federal lobbyists.	0.10	18.50

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## CONFIDENTIAL - ATTORNEY/CLIENT PRIVILEGE

4/17/2013	EAB	Attention to Holiday Leave Policy and provided direction to HR on same.	0.30	55.50
4/17/2013	EAB	Revised and updated cover memorandum on driveways.	0.50	92.50
4/17/2013	EAB	Telephone conference with Mayor Stanczyk.	0.30	55.50
4/17/2013	EAB	Attention to FPL matter.	0.10	18.50
4/17/2013	EAB	Telephone conference with Mrs. Alexander on Public Records matter.	0.10	18.50
4/17/2013	EAB	Prepared utility easement for recording regarding Thalatta.	0.60	111.00
4/17/2013	EAB	Attendance at Committee of the Whole.	2.00	370.00
4/18/2013	EAB	Communications with Mr. Proctor - Alexander Montessori.	0.40	74.00
4/19/2013	EAB	Attention to various FPL filings.	0.30	55.50
4/22/2013	EAB	Telephone conference with CP Schaffer; and communications with Mr. Tom David.	0.30	55.50
4/22/2013	EAB	Attended agenda review.	1.00	185.00
4/22/2013	EAB	Attention to Mr. Singer inquiries.	0.20	37.00
4/22/2013	EAB	Reviewed parks master plan report and revised same.	0.20	37.00
4/22/2013	EAB	Telephone conference with Ms. Gerry Hammond.	0.30	55.50
4/22/2013	EAB	Reviewed and revised AIPP memorandum and resolution.	0.50	92.50
4/22/2013	EAB	Prepared Village Attorney May update.	1.00	185.00
4/22/2013	EAB	Telephone conference with Mr. Williams.	0.30	55.50
4/23/2013	EAB	Telephone conference with Mr. Delsalle and attention to pending agenda items.	0.30	55.50
4/23/2013	EAB	Revised memorandum and resolution regarding Thalatta contract.	0.40	74.00
4/23/2013	EAB	Revised and edited Thalatta contract resolution and memorandum for Parks Dept.	0.60	111.00
4/24/2013	EAB	Reviewed final draft for agenda.	1.00	185.00
4/24/2013	EAB	Communications with Mr. Heredia; and telephone conference with Mr. Williams.	0.40	74.00
4/24/2013	EAB	Telephone conference with Mayor Stanczyk.	0.30	55.50
4/25/2013	EAB	Telephone conference with Mrs. Carmona-Gonzalez; and finalized resolution on Thalatta.	0.20	37.00
4/25/2013	EAB	Revised Thalatta contract based upon edits proposed by Burke Construction Group, Inc.	0.70	129.50
4/25/2013	EAB	Telephone conference with Mayor Stanczyk.	0.20	37.00
4/25/2013	EAB	Attention to FPL filings and provided same to Village Council.	0.10	18.50

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CONFIDENTIAL - ATTORNEY/CLIENT PRIVILEGE

4/25/2013	EAB	Attention to new public records request by Mr. Singer.	0.20	37.00
				<hr/>
			Total Professional Services	11,562.50

**Rate Summary**

Eve A. Boutsis	62.50 hours at \$185.00/hr	11,562.50
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Total hours:	<hr/> 62.50	<hr/> 11,562.50
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**Disbursements**

3/31/2013	Database Legal research on Alexander Montessorri School.	1,005.00
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4/26/2013	Disbursements incurred - 2.0%	231.25
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**Payments and Credits**

4/11/2013	Check No.: 16994	7,094.35
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Sub-total Payments:	<hr/> 7,094.35
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For Professional Services	11,562.50
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For Disbursements Incurred	1,236.25
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Current Balance:	<hr/> 12,798.75
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Previous Balance:	7,094.35
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Payments - Thank you	7,094.35
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<b>Total Due</b>	<hr/> <b>12,798.75</b>
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To be properly credited, please indicate Invoice Number on your remittance check.

**FIGUEREDO & BOUTSIS, P.A.**  
**ATTORNEYS & COUNSELORS**

18001 Old Cutler Road, Suite 533, Miami, Florida 33157

Telephone No.: (305) 235-9344

Facsimile: (305) 235-9372

Shelley Stanczyk  
 Village of Palmetto Bay  
 9705 E. Hibiscus Street  
 Palmetto Bay, Florida 33157

April 26, 2013  
 Matter ID: 0293-002  
 Zoning Applications  
 Invoice Number 20534

			Hours	Amount
3/20/2013	EAB	Telephone conference with Mrs. Meighan Alexander on coordination of mail in ballot - Alexander School.	0.30	55.50
3/21/2013	EAB	Alexander School; telephone conference with Mrs. Alexander regarding Elections Dept; communications with Mr. Jerry Proctor regarding same; and telephone conference with Mr. Proctor.	0.40	74.00
3/22/2013	EAB	Communications with Mr. Proctor on scheduling.	0.20	37.00
3/24/2013	EAB	Communications with Mr. Simon Ferro regarding KLA resolution and document finalization.	0.20	37.00
3/25/2013	EAB	Review of correspondence from Mr. Proctor; and analyzed 2000 plans submitted to MDC - Alexander School.	0.40	74.00
3/26/2013	EAB	Communications with Mr. Ferro regarding KLA - name change to The Falls Preschool LLC and prepared revisions to resolution and covenant to reflect name change; and communication with Mr. Efren Nunez, Mrs. Meighan Alexander and Mr. Darby Delsalle regarding same.	0.30	55.50
3/26/2013	EAB	Telephone conference with Mr. Delsalle regarding pump station application and deadlines (.1); and attention to Alexander School deadlines (.1).	0.20	37.00
3/28/2013	EAB	Alexander Montessori: Attention to correspondence by Mr. Proctor; and communications with Mr. Proctor.	0.40	74.00
4/1/2013	EAB	Telephone conference with Mr. Delsalle regarding agenda items.	0.20	37.00
4/2/2013	EAB	Communication with Mr. Proctor - Alexander School and Mr. Delsalle; and telephone conference with Mr. Proctor.	0.30	55.50
4/2/2013	EAB	Telephone conference with Mr. Delsalle regarding upcoming assignments.	0.20	37.00
4/2/2013	EAB	Attention to PBP master plan item with staff.	0.20	37.00
4/8/2013	EAB	Attention to and analyzed zoning letter issued by Mr. Proctor - Alexander School.	0.50	92.50

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4/9/2013	EAB	Discussion with Mr. Delsalle on four pending zoning requests and assignments for upcoming council meeting.	0.30	55.50
4/9/2013	EAB	Alexander School - Communications with Mr. Proctor and Mrs. Alexander on election costs, and procedures.	0.20	37.00
4/9/2013	EAB	Telephone conference with Mr. Simon Ferro regarding South Motors BMW.	0.30	55.50
4/9/2013	EAB	Reviewed and edits zoning notice.	0.20	37.00
4/11/2013	EAB	KLA school - Communications with Mr. Ferro and Mr. Delsalle; analyzed corporate filings relating to substitution of school principals; and provided direction on revising the Dec of Restrictions accordingly; and provided direction to Mr. Nunez.	0.30	55.50
4/11/2013	EAB	Westminster- Communications with Mr. Proctor and Mr. Delsalle; research relating to same; drafted response; and telephone conference with Mr. Delsalle.	0.50	92.50
4/11/2013	EAB	Communications with Mr. Efren Nunez and Mr. Delsalle regarding finalizing zoning advertisement; and provided direction regarding same.	0.10	18.50
4/11/2013	EAB	Telephone conference with Mr. Proctor - Alexander School.	0.30	55.50
4/11/2013	EAB	Alexander School - follow up as to election date, ballot question and resolution with Mr. Proctor.	0.10	18.50
4/12/2013	EAB	Follow up with Staff, Mr. Ferro and Mrs. Amy Huber relating to covenants.	0.10	18.50
4/15/2013	EAB	Attended meeting with Mr. Delsalle and Mr. Nunez - Alexander School.	0.80	148.00
4/15/2013	EAB	Attention to South Motors; telephone conference with CP Patrick Fiore; and research of property records.	0.30	55.50
4/15/2013	EAB	Telephone conference with Mr. Proctor - Alexander School.	0.30	55.50
4/15/2013	EAB	Submerged lands issues relating to variance, and analysis of SFWMD rules.	1.00	185.00
4/15/2013	EAB	Attention to pending agenda items.	0.40	74.00
4/16/2013	EAB	South Motors - telephone conference with Mr. Ferro.	0.20	37.00
4/16/2013	EAB	Alexander School - telephone conference with Mr. Proctor.	0.30	55.50
4/17/2013	EAB	Follow up with Mr. Delsalle and Mr. Proctor on Alexander School matter; telephone conference with Mr. Proctor; and telephone conference with Mrs. Alexander regarding Dept. of Elections.	0.30	55.50
4/19/2013	EAB	Communications with Mrs. Alexander and Mr. Proctor.	0.20	37.00
4/22/2013	EAB	Meeting with Mr. Delsalle; finalized resolution on Alexander School election; and communications with Mr. Proctor regarding same.	0.50	92.50
4/22/2013	EAB	Revised Sezuaga planning agenda item.	0.40	74.00

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4/22/2013	EAB	Revised plat item.	0.30	55.50
4/22/2013	EAB	Analysis of and revision to Infinity hearing item; telephone conference with Mr. Delsalle; and continued edits to same.	1.80	333.00
4/22/2013	EAB	South Motors BMW - telephone conference with Mr. Simon Ferro and Mr. Delsalle.	0.40	74.00
4/22/2013	EAB	Attention to KLA covenant.	0.10	18.50
4/23/2013	EAB	Communication with Mr. Proctor regarding special election date.	0.20	37.00
4/24/2013	EAB	Telephone conference with Mr. Proctor regarding Alexander Montesorri school.	0.30	55.50
4/24/2013	EAB	Telephone conference with Mr. Ferro on South Motors.	0.30	55.50
4/25/2013	EAB	Alexander Montessori School - Prepared legal memorandum; and finalized same.	3.00	555.00
4/25/2013	EAB	Attention to South Motors; and telephone conference with Mr. Delsalle regarding same.	0.20	37.00
4/26/2013	EAB	Reviewed and revised the Bass Carport zoning variance resolution.	0.30	55.50
				3,293.00
Total Professional Services				3,293.00

**Rate Summary**

Eve A. Boutsis	17.80 hours at \$185.00/hr	3,293.00
	Total hours: 17.80	3,293.00

4/26/2013 Disbursements incurred - 2.0% 65.86

**Payments and Credits**

4/11/2013	Check No.: 16994	4,434.45
Sub-total Payments:		4,434.45

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CONFIDENTIAL - ATTORNEY/CLIENT PRIVILEGE

For Professional Services	3,293.00
For Disbursements Incurred	65.86
Current Balance:	<u>3,358.86</u>
Previous Balance:	4,434.45
Payments - Thank you	4,434.45
<b>Total Due</b>	<u><b>3,358.86</b></u>

To be properly credited, please indicate Invoice Number on your remittance check.

**FIGUERO & BOUTSIS, P.A.**  
**ATTORNEYS & COUNSELORS**

18001 Old Cutler Road, Suite 533, Miami, Florida 33157

Telephone No.: (305) 235-9344

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Shelley Stanczyk  
 Village of Palmetto Bay  
 9705 E. Hibiscus Street  
 Palmetto Bay, Florida 33157

April 26, 2013  
 Matter ID: 0293-004  
 Code Enforcement  
 Invoice Number 20535

			Hours	Amount
3/20/2013	EAB	Attention to new foreclosure/lien matter Bank of NY v. Nuñez.	0.30	55.50
3/20/2013	EAB	Attention to Ms. Dominica Frasca communications and close out of same; and communications with Code Compliance regarding same.	0.30	55.50
3/21/2013	EAB	Attention to Malagon liens in preparation for preparing answer to lien foreclosure action.	0.30	55.50
3/26/2013	EAB	Attention to concerned citizen anonymous complaint; telephone conference with Mr. Darby Delsalle regarding same; and attention to property appraiser information on 13650 SW 70 Avenue.	0.30	55.50
3/26/2013	EAB	Attention to motion for protective order Aurora Loan Services LLC v. Veronica James.	0.30	55.50
3/27/2013	EAB	Attention to hearing on Bank of America v. Hernandez.	0.30	55.50
3/27/2013	EAB	Attention to litigation update on CitiMortgage v. Gomez.	0.10	18.50
3/28/2013	EAB	Aurora Loan v. Veronica James - review pleadings relating to trial in foreclosure/lien matter.	0.10	18.50
3/28/2013	EAB	Bank of NY v. Nuno: Drafted answer and affirmative defenses to foreclosure action as to 3 special assessment liens of village and one lot clearing notice/fine.	1.50	277.50
4/1/2013	EAB	Attention to pleadings in US Bank National v. McCormack -foreclosure trial.	0.20	37.00
4/3/2013	EAB	Attention to JP Morgan v. Garcia foreclosure.	0.20	37.00
4/8/2013	EAB	Follow up with Regions Bank on 6991 SW 144 Street.	0.20	37.00
4/10/2013	EAB	Attention to new foreclosure action and follow up with staff on liens as it relates to JP Morgan v. Joly.	0.40	74.00
4/10/2013	EAB	Attention to motion and hearing in Aurora Loan v. V. James foreclosure and lien action; and as well as deposition of Nation Star Mortgage, LLC.	0.30	55.50

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## CONFIDENTIAL - ATTORNEY/CLIENT PRIVILEGE

4/10/2013	EAB	Deutsche Bank v. Malagon - Attention to new foreclosure action and follow up with staff on liens.	0.40	74.00
4/11/2013	EAB	Provided direction to Ms. Vanessa Bencomo on Rodolfo Rodriguez vs. Citizens Property.	0.10	18.50
4/15/2013	EAB	Prepared answer to foreclosure complaint on JP Morgan vs. Erick Joly, et al.	1.40	259.00
4/15/2013	EAB	Prepared answer to foreclosure complaint on Deutsche Bank vs. Laura Malagon, et. al.	1.40	259.00
4/25/2013	EAB	Attention to payoff letter request by Corlan Kane, Avenue 365 Lender Services.	0.20	37.00
Total Professional Services				1,535.50

**Rate Summary**

Eve A. Boutsis	8.30 hours at \$185.00/hr	1,535.50
Total hours:	8.30	1,535.50

4/26/2013	Disbursements Incurred - 2.0%	30.71
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**Payments and Credits**

4/11/2013	Check No.: 16994	792.54
Sub-total Payments:		792.54

For Professional Services	1,535.50
For Disbursements Incurred	30.71
Current Balance:	1,566.21
Previous Balance:	792.54
Payments - Thank you	792.54
<b>Total Due</b>	<b>1,566.21</b>

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**FIGUEREDO & BOUTSIS, P.A.**  
**ATTORNEYS & COUNSELORS**

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Shelley Stanczyk  
 Village of Palmetto Bay  
 9705 E. Hibiscus Street  
 Palmetto Bay, Florida 33157

April 26, 2013  
 Matter ID: 0293-027  
 Palmer Trinity Private School,  
 Invoice Number 20536

			Hours	Amount
3/26/2013	EAB	Telephone conference with Mr. Tucker Gibbs on settlement discussions; attention to PT docket - order of recusal and reassignment; attention to Division 04, Judge Beth Bloom information - provided update to Council; and communications with Mr. Jeff Hochman.	0.50	92.50
3/28/2013	EAB	Reviewed order of recusal and transfer and reviewed court registry to confirm new judge as Beth Bloom; and advised counsel of same.	0.20	37.00
4/2/2013	EAB	Telephone conference with Mr. Gibbs and communications with Mr. Hochman regarding Judge Herb Stettin and mediation.	0.30	55.50
4/4/2013	EAB	Telephone conference with and follow up with Mr. Gibbs on mediator matter and other counsel for parties regarding same.	0.30	55.50
4/11/2013	EAB	Communications with all council regarding settlement; and communications with Mr. Stanley Price.	0.30	55.50
4/15/2013	EAB	Communications with Mr. Sean Cleary and other counsel regarding scheduling motion to dismiss.	0.30	55.50
4/16/2013	EAB	Attention to hearing coordination.	0.20	37.00
4/22/2013	EAB	Attention to motion to compel; coordinated hearing on same; and forwarded information to Council regarding same.	1.00	185.00
4/24/2013	EAB	Communications with Mr. Price, Mr. Ben Kuhnue, and Mr. Gibbs.	0.30	55.50
4/25/2013	EAB	Telephone conference with Mr. Gibbs.	0.20	37.00
4/25/2013	EAB	Telephone conference with Mr. Hochman; communications with Council regarding same; follow up with CP John DuBois regarding same; and telephone conference with Mr. Ron Williams.	1.00	185.00
4/25/2013	EAB	Telephone conference with CP Tim Schaffer regarding this matter.	0.30	55.50
4/26/2013	EAB	Communication with Mr. Price.	0.10	18.50

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Total Professional Services	925.00
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**Rate Summary**

Eve A. Boutsis	5.00 hours at \$185.00/hr	925.00
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	Total hours: 5.00	925.00
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**Disbursements**

3/6/2013	Court reporter attendance at Shade Session of 3/6/2013.	1,395.00
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4/26/2013	Disbursements incurred - 2.0%	18.50
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**Payments and Credits**

4/11/2013	Check No.: 16994	1,622.82
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Sub-total Payments:	1,622.82
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For Professional Services	925.00
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For Disbursements Incurred	1,413.50
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Current Balance:	2,338.50
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Previous Balance:	1,622.82
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Payments - Thank you	1,622.82
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<b>Total Due</b>	<b>2,338.50</b>
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**ATTORNEYS & COUNSELORS**

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Shelley Stanczyk  
 Village of Palmetto Bay  
 9705 E. Hibiscus Street  
 Palmetto Bay, Florida 33157

April 26, 2013  
 Matter ID: 0293-060  
 Shores at Palmetto Bay vs. VPB  
 Invoice Number 20537

			Hours	Amount
3/20/2013	EAB	Telephone conference with Mr. JC Planas; telephone conference with Mr. Ron Williams; telephone conference with Mr. Darby Delsalle; and further communications with Mr. Planas.	0.50	92.50
3/26/2013	EAB	Began review of first draft of settlement agreement; and communications with Mr. Planas.	1.00	185.00
3/28/2013	EAB	Reviewed and revised proposed draft settlement agreement prepared by Mr. Planas.	3.00	555.00
3/29/2013	EAB	Communications with Mr. Planas.	0.30	55.50
4/1/2013	EAB	Reviewed and revised draft 4 of settlement agreement and comments by Mr. Planas; telephone conferences with Mr. Planas; reviewed Mr. Wayne Rosen's edits to draft 3; created draft 5 and provided to Mr. Planas; telephone conference with Mr. Planas as to new edits and comments; and revised agreement to create draft 6; telephone conference with Mr. Williams; and telephone conference with Quinlivan Appraisers.	3.10	573.50
4/1/2013	EAB	Attended shade session.	1.00	185.00
4/2/2013	EAB	Revised settlement agreement; and provided Mr. Planas with revisions and explanation regarding same; and communications with P&Z regarding same.	2.00	370.00
4/9/2013	EAB	Follow up with Mr. Planas.	0.10	18.50
4/9/2013	EAB	Follow up with Mr. Planas.	0.20	37.00
4/10/2013	EAB	Review of provision provided by Mr. Rosen; analyzed same; and provided update to Village Council.	0.40	74.00
4/10/2013	EAB	Telephone conference with CP Tim Schaffer.	0.30	55.50
4/11/2013	EAB	Communications with Mr. Planas.	0.10	18.50
4/11/2013	EAB	Follow up with and telephone conference with Mr. Tom Magenheimer, Appraiser.	0.10	18.50

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4/12/2013	EAB	Follow up with Mr. Planas on settlement and coordinating discussion for next week.	0.10	18.50
4/12/2013	EAB	Attention to appraisal.	0.20	37.00
4/15/2013	EAB	Communications with Mr. Planas.	0.20	37.00
4/16/2013	EAB	Follow up with Mr. Planas and attention to comments by P&Z on draft agreement; provided same to Mr. Planas.	0.40	74.00
4/17/2013	EAB	Follow up as to appraisal.	0.10	18.50
4/18/2013	EAB	Attention to Charter School matter; communications with Mr. Planas.	0.20	37.00
4/23/2013	EAB	Telephone conference with Mr. Planas.	0.20	37.00
4/24/2013	EAB	Telephone conference with Mr. Planas.	0.30	55.50
4/24/2013	EAB	Follow up on Court filing requirement; and communications with Mr. Planas.	0.20	37.00
4/25/2013	EAB	Drafted motion for continuation of stay for 60 days; communications with Council regarding same; and communication with Mr. Planas regarding same.	0.60	111.00
4/25/2013	EAB	Telephone conference with CP Schaffer regarding this matter.	0.30	55.50
4/25/2013	EAB	Attention to Marsha Madson letter on conditions; and communication with Mr. Planas regarding same.	0.30	55.50
4/25/2013	EAB	Telephone conference with Mr. Planas.	0.20	37.00
				2,849.00
			Total Professional Services	2,849.00

**Rate Summary**

Eve A. Boutsis	15.40 hours at \$185.00/hr	2,849.00
	Total hours: 15.40	2,849.00

**Disbursements**

2/13/2013	Parking Charge.	12.00
2/13/2013	Mileage.	15.84
3/4/2013	Court reporter.	753.00
4/1/2013	Court reporter services for Shade Session on 4/1/2013.	579.00
4/26/2013	Disbursements incurred - 2.0%	56.98

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CONFIDENTIAL - ATTORNEY/CLIENT PRIVILEGE

**Payments and Credits**

4/11/2013      Check No.: 16994      1,843.79

Sub-total Payments:      1,843.79

For Professional Services      2,849.00

For Disbursements Incurred      1,416.82

Current Balance:      4,265.82

Previous Balance:      1,843.79

Payments - Thank you      1,843.79

**Total Due**      **4,265.82**

To be properly credited, please indicate Invoice Number on your remittance check.