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RESOLUTION NO. 2016-115

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, APPROVING THE NEGOTIATED CONTRACT WITH 300 ENGINEERING GROUP, INC., TO PROVIDE PROFESSIONAL GEOGRAPHIC INFORMATION SYSTEM SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE.
(Sponsored by Administration)

WHEREAS, on June 14, 2016, the Village Procurement Division opened sealed bids solicited under Request for Proposals (RFP) Number 1516-07-004 for Geographic Information System (GIS) – Professional Services; and

WHEREAS, a selection committee reviewed the applications and found 300 Engineering Group, Inc., to be responsive to that RFP in providing the documents required for consideration; and

WHEREAS, the Village Manager finds 300 Engineering Group, Inc., as the most responsive and cost-effective qualified proposer; and

WHEREAS, on September 12, 2016, the Village Council authorized the village manager to enter negotiations with 300 Engineering Group, Inc., and those negotiations are now complete; and

WHEREAS, the Mayor and Village Council desire to approve the contract with 300 Engineering Group, Inc.

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

Section 1. The Village of Palmetto Bay Mayor and Council hereby approves the contract between the Village and 300 Engineering Group, Inc., to provide professional geographic information system services. A copy of the contract is attached hereto as Exhibit A.

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

PASSED AND ADOPTED this 7th day of November, 2016.

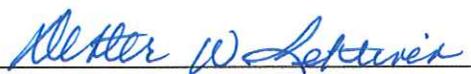
Attest:


Missy Arocha
Village Clerk


Eugene Flinn
Mayor

1 APPROVED AS TO FORM AND LEGAL SUFFICIENCY FOR THE
2 USE AND RELIANCE OF THE VILLAGE OF PALMETTO BAY ONLY:

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Dexter W. Lehtinen
Village Attorney

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FINAL VOTE AT ADOPTION:
Council Member Karyn Cunningham YES
Council Member Tim Schaffer YES
Council Member Larissa Siegel Lara YES
Vice-Mayor John DuBois YES
Mayor Eugene Flinn YES

AGREEMENT

VILLAGE OF PALMETTO BAY

Geographic Information Systems (GIS) Professional Services

THIS AGREEMENT is made and entered into this ____ day of _____, 2016, by and between the Village of Palmetto Bay, a Florida municipal corporation (hereinafter referred to as "Village"), and 300 Engineering Group, Inc. authorized to do business in the State of Florida, (hereinafter referred to as "Company" and jointly referred to as the Parties.

WITNESSETH:

WHEREAS, the Village advertised an Request for Proposal ("RFP") on May 13th 2016, and

WHEREAS, Company submitted a Bid dated June 14th 2016 in response to the Village's request, and

WHEREAS, at a meeting held on September 12th 2016, the Village Council awarded the Company and agreed to enter into an Agreement with said Company to perform the services described in the RFP and Company's Bid submitted in response to the RFP ("Services"),

NOW THEREFORE, in consideration of the promises and the mutual covenants herein named, the parties hereto agree as follows:

Article 1 Incorporation by Reference.

The following documents are hereby incorporated by reference and made part of this Agreement.

- (i) Specifications and Bid Documents prepared by the Village for Geographic Information Systems (GIS) Professional Services (Exhibit 1) and attachments.
- (ii) Proposal for the Village of Palmetto Bay prepared by Company dated. (Exhibit 2).

All exhibits may also be collectively referred to as the "Documents". In the event of any conflict between the Documents or any ambiguity or missing specifications or instructions, the following priority is established:

A. This Agreement

B. Exhibit 1

C. Exhibit 2

Article 2 Scope of Work

A. Company agrees to provide the Services (hereinafter inclusively referred to as the "Services") as specifically described, and under the terms and conditions set forth in Exhibit 1.

B. Company represents and warrants to the Village that: (i) it possesses all qualifications, licenses and expertise required for the performance of the Services to produce the professional service; (ii) it is not delinquent in the payment of any sums due the Village; (iii) all personnel assigned to perform the Services are and shall be, at all times during the term hereof, fully qualified and trained to perform the tasks assigned and (iv) the Goods will be performed in the manner described in Exhibit 2.

Article 3 Qualifications

The Company and the individual executing this Agreement on behalf of the Company warrant to the Village that the Company is a corporation duly constituted and authorized to do business in the State of Florida, is in good standing and that Company possesses all of the required licenses and certificates of competency required by the State of Florida, Miami Dade County, and the Village to perform the work herein described. Company acknowledges that due to the nature of this contract, that the Company must take all necessary precautions to avoid accidents and shall comply with all local, state and federal regulations that apply. The Company shall be solely responsible for the payment of any fines or penalties incurred as a result of its actions.

Article 4 Payment and/or Fees

The Company shall submit invoices detailing total cost of their services. Please note that failure to provide a detailed invoice could result in delay of payment and include termination of any agreement.

Invoices, unless otherwise indicated, must show purchase order numbers and shall be submitted in DUPLICATE to the Village of Palmetto Bay, Planning and Zoning Department, 9705 E. Hibiscus Street, Palmetto Bay, FL 33157.

Article 5 Reports

For the purposes of the administration of this Agreement, the following shall apply: The Village Manager or his designee is hereby designated as the Contract Administrator for this Agreement. Reports and information as the Village may reasonably require regarding the administration of this Contract should be addressed to Mr. Darby Del Salle, Director of Planning and Zoning.

Article 6 Termination

A. Termination/Cancellation of Contract Without Cause

Either Party may terminate this Contract without cause upon thirty (30) days prior written notice to the other party. Termination or cancellation of the contract will not relieve the Company of any deliverables and work product due prior to the termination of the Contract (this will include but not be limited to reports, statements of accounts, payments due the Village and any other records requested by the Village prior to the termination of the Contract, or after termination in the Village's discretion if needed for a post contract audit of money due on Company's performance). Termination or cancellation of the contract will not relieve the Company of any obligations or liabilities resulting from any acts committed by the Company prior to the termination of the contract.

B. Termination Because of Default

Without waiving the right to terminate without cause on thirty (30) days' notice, a party may issue a written notice to the other claiming that the other party is in breach of contract and giving the other party ten (10) calendar days to cure the default. If the alleged breach of contract is not cured, then the party serving the notice may terminate the Contract and be excused from further performance following termination. However, termination of the Contract will not relieve the Company of any deliverables and work product due prior to the termination of the Contract (this will include but not be limited to reports, statements of accounts, payments due the Village and any other records requested by the Village prior to the termination of the Contract.)

Article 7 Hold Harmless and Indemnification of the Village

The Village shall not be liable for any damages or claims of any type including but not limited to lost profits, special damages, consequential damages or business interruption on account of the Village's decision to terminate this Contract. Additionally, the Company agrees that in the event this Contract is terminated for the Village's breach, the damages that the Company may have against the Village shall be limited to actual damages for a period of thirty (30) days given the fact that this Contract may be terminated by the Village without cause on thirty (30) days' notice.

Article 7 Term

The commencement date of the contract will be the date all signatures are executed on the contract. Work shall proceed in substantial compliance with the schedule of services contained under RFP# 1516-07-004.

An agreement is contemplated for two (2) years. Providing the successful Company will agree to maintain the same terms and conditions of the current contract, this contract could be extended for two (2) additional one (1) year terms not to exceed a total contract term of four (4) years, if mutually agreed upon by the Company and the Village Manager as the Village's Contracting Officer.

Article 8 Federal and State Tax

The Village is exempt from payment of Florida State Sales and Use Taxes. The Village will sign an exemption certificate submitted by the Company. The Company shall not be exempted from paying sales tax to its suppliers for materials used to fulfill contractual obligations with the Village, nor is the Company authorized to use the Village's Tax Exemption Number in securing such materials.

The Company shall be responsible for payment of its own and its share of its employee taxes and Social Security benefits.

Article 9 Indemnification

Company shall indemnify and hold harmless the Village and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the Village or its officers, employees, agents or instrumentalities may incur as a result of claims,

demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the Company or its employees, agents, servants, partners, principals or Sub-Contractors. Company shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the Village, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. The Company expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the Company shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Village or its officers, employees, agents and instrumentalities as herein provided. 1% of the contract amount shall represent the consideration to be provided for this indemnification. Nothing contained herein shall be deemed a waiver of sovereign immunity.

Article 10 Insurance

Award of this Contract is contingent upon the receipt of the insurance documents, as required, within ten (10) calendar days after Village notification to Company. Certificates of Insurance must be submitted to the Procurement Division, Certificates of Insurance that indicate that insurance coverage has been obtained which meets the requirements as outlined below:

- Comprehensive General Liability - \$1,000,000 combined single limit for each occurrence for bodily injury and property damage – designating the Village as Additional Insured
- Workers Compensation - Statutory Limits
- Automobile Liability - \$1,000,000 per occurrence for all claims arising out of bodily injuries or death and property damages.
- errors and omissions or Company liability insurance - \$1,000,000

All insurance policies must be issued by companies authorized to do business under the laws of the State of Florida. The companies must be rated no less than "B+" as to management and no less than "Class V" as to strength by the latest edition of Best's Insurance guide, published by A.M. Best Company, Olwick, New Jersey, or its equivalent, or the companies must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to do Business in Florida," issued by the State of Florida Department of Insurance and are members of the Florida Guaranty Fund.

Certificates of Insurance must indicate that for any cancellation of coverage before the expiration date, the issuing insurance carrier will endeavor to mail thirty (30) day written advance notice to the certificate holder. In addition, the Company hereby agrees not to modify the insurance coverage without thirty (30) days written advance notice to the Village.

Compliance with the foregoing requirements shall not relieve the Company of this liability and obligation under this section or under any other section in the Agreement.

If the insurance certificate is received within the specified time frame but not in the manner prescribed in the Agreement, the Company shall be verbally notified of such deficiency and shall have an additional five (5) calendar days to submit a corrected certificate to the Village. If the Company fails to submit the required insurance documents in the manner prescribed in the Agreement within fifteen (15) calendar days after Village notification to comply, the Company shall be in default of the contractual terms and conditions and award of the Contract will be rescinded, unless such time frame for submission has been extended by the Village.

Article 11 Modification/Amendment

This writing and exhibits contains the entire Agreement of the parties. No representations were made or relied upon by either party, other than those that are expressly set forth herein. No agent, employee, or other representative of either party is empowered to modify and amend the terms of this Agreement, unless executed in writing with the same formality as this Document. No waiver of any provision of this Agreement shall be valid or enforceable unless such waiver is in writing and signed by the party granting such waiver.

Article 12 Severability

If any term or provision of this Agreement shall to any extent be held invalid or illegal by a court of competent jurisdiction, the remainder of this Agreement shall not be affected thereby, and each term and provision of this agreement shall be valid and be enforced to the fullest extent permitted by law.

Article 13 Governing Law

This Agreement shall be construed in accordance with and governing by the laws of the State of Florida. Exclusive venue for any litigation shall be in Miami-Dade County, Florida.

Article 14 Waiver

The failure of either party to this Agreement to object to or to take affirmative action with respect to any conduct of the other which is in violation of the terms of this Agreement shall not be construed as a waiver of the violation or breach, or of any future violation, breach or wrongful conduct. No waiver by the Village of any provision of this Agreement shall be deemed to be a waiver of any other provisions hereof or of any subsequent breach by the Company of the same, or any other provision or the enforcement thereof. The Village's consent to or approval of any act by Company requiring the Village's consent or approval shall not be deemed to render unnecessary the obtaining of the Village's consent to or approval of any subsequent consent or approval of Company, whether or not similar to the act so consented to or approved.

Article 16 Notices/Authorized Representatives

Any notices required or permitted by this Agreement shall be in writing and shall be deemed to have been properly given if transmitted by hand-delivery, by registered mail with postage prepaid return receipt delivery, by registered or certified mail with postage prepaid return receipt requested, or by Federal Express addressed to the parties at the following address:

Village:

Darby Delsalle, Director
Planning and Zoning Department
Village of Palmetto Bay
9705 E. Hibiscus Street
Palmetto Bay, FL 33157

Company:

Mr. Franklin A. Torrealba, P.E.
Project Director
300 Engineering Group, Inc.
3850 Bird Road, Suite 601
Miami, Florida 33157

Either party shall have the right to change its address for notice purposes by sending written notice of such change of address to the other party in accordance with the provisions herein.

Article 17 Assignment

The Company shall not assign, transfer, convey, sublet or otherwise dispose of this Contract, including any or all of its right, title or interest therein, or his or its power to execute such Contract to any person, company or corporation without prior written consent of the Village. The Company shall not assign, transfer or pledge any interest in this contract without the prior written consent of the Village; provided, however, that claims for money by the Company from the Village under this Contract may be assigned, transferred or pledged to a bank, trust company, or other financial institution without the Village's approval. Written notice of any assignment, transfer or pledge of funds shall be furnished within 10 days by the Company to the Village. None of the work or services under this Contract shall be sub-contracted unless the Company obtains prior written consent from the Village. Approved sub-contractors shall be subject to each provision of this Contract and the Company shall be responsible and indemnify the Village for all sub-contractors' acts, errors or omissions.

Article 18 Prohibition Against Contingent Fees

Company warrants that it has no employees or retained any Company or person, other than a bona fide employee working solely for the Company, to solicit or secure this Agreement, and that it has not paid or agreed to pay any person(s), Company, corporation, individual or Company, other than a bona fide employee working solely for Company, any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award or making of this Agreement.

Article 19 Attorneys Fees

Should any dispute arise hereunder, the Village shall be entitled to recover against the Company all costs, expenses and attorney's fees incurred by the Village in such dispute, whether or not suit be brought, and such right shall include all of such costs, expenses and attorney's fees through all appeals or other actions. Neither party shall be entitled to prejudgment interest.

Article 20 Conflict of Interest

Company agrees to adhere to and be governed by the Village's Conflict of Interest Ordinance 2-121, et seq, which is incorporated by reference herein as if fully set forth herein, in connection with the Agreement conditions hereunder.

Article 21 Binding Effect

All of the terms and provisions of this Agreement shall be binding upon and inure to the benefit of the parties hereto, their respective assigns, successors, legal representatives, heirs and beneficiaries, as applicable.

Article 22 Entire Agreement

No statements, representations, warranties, either written or oral, from whatever source arising, except as expressly stated in this Agreement, shall have any legal validity between the parties or be binding upon any of them. The parties acknowledge that this Agreement contains the entire understanding and agreement of the parties. No modifications hereof shall be effective unless made in writing and executed by the parties hereto with the same formalities as this Agreement is executed.

Article 23 Captions and Paragraph Headings

Captions and paragraph headings contained in this Agreement are for convenience and reference only and in no way define, describe, extend or limit the scope and intent of this Agreement, nor the intent of any provisions hereof.

Article 24 Joint Preparation

The preparation of this Agreement has been a joint effort of the parties, and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other. It is the parties' further intention that this Agreement be construed liberally to achieve its intent.

Article 25 Counterparts

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same agreement.

Article 26 Exhibits are Inclusionary

All exhibits attached hereto or mentioned herein which contain additional terms shall be deemed incorporated herein by reference. Typewritten or handwritten provisions inserted in this form or attached hereto shall control all printed provisions in conflict therewith.

Article 27 Jurisdiction And Venue

For the purposes of this contract, Florida law shall govern the terms of this contract. Venue shall be in Miami-Dade County, Florida.

Article 28 Sovereign Immunity And Attorney's Fees.

The Village does not waive sovereign immunity under 768.28, Florida Statutes, for any claim for breach of contract or for an award of prejudgment interest; provided, however, that in any action arising out of or to enforce this contract, the prevailing party shall be entitled to its reasonable attorney's fees and costs in any state or federal administrative, circuit court and appellate court proceedings. In the event of any litigation arising out of this agreement or project agreement, each party hereby knowingly, irrevocably, voluntarily, and intentionally waives its right to trial by jury.

Article 29 Permits, Licenses and Filing Fees

The Company shall procure all permits and licenses, pay all charges and fees, and file all notices as they pertain to the completion of the Company's work when applicable.

Article 30 Safety Provisions

The Company shall conform to the rules and regulations pertaining to safety established by OSHA and the California Division of Industrial Safety.

Article 31 Public and Employee Safety

Whenever the Company operations create a condition hazardous to the public or Village employees, it shall, at its expense and without cost to the Village, furnish, erect and maintain such fences, temporary railings, barricades, lights, signs and other devices and take such other protective measures as are necessary to prevent accidents or damage or injury to the public and employees. If applicable, to the scope.

Article 32 Preservation of Village Property

The Company shall provide and install suitable safeguards, approved by the Village, to protect Village property from injury or damage. If Village property is injured or damaged resulting from the Company's operations, it shall be replaced or restored at the Company's expense. The facilities shall be replaced or restored to a condition as good as when the Company began work.

Article 33 Immigration Act of 1986

The Company warrants on behalf of itself and all sub-contractors engaged for the performance of this work that only persons authorized to work in the United States pursuant to the Immigration Reform and Control Act of 1986 and other applicable laws shall be employed in the performance of the work hereunder.

Article 34 Company Non-Discrimination

In the award of subcontracts or in performance of this work, the Company agrees that it will not engage in, nor permit such sub-company as it may employ, to engage in discrimination in employment of persons on any basis prohibited by State or Federal law.

Article 35 Accuracy of Specifications

The specifications for this project are believed by the Village to be accurate and to contain no affirmative misrepresentation or any concealment of fact. Companies are cautioned to undertake an independent analysis of any test results in the specifications, as Village does not guaranty the accuracy of its interpretation of test results contained in the specifications package. In preparing its proposal, the Company and all sub-contractors named in its proposal shall bear sole responsibility for proposal preparation errors resulting from any misstatements or omissions in the specifications that could easily have been ascertained by examining either the project site or accurate test data in the Village's possession. Although the effect of ambiguities or defects in the specifications will be as determined by law, any patent ambiguity or defect shall give rise to a duty of Company to inquire prior to proposal submittal. Failure to so inquire shall cause any such ambiguity or defect to be construed against the Company. An ambiguity or defect shall be considered patent if it is of such a nature that the Company, assuming reasonable skill, ability and diligence on its part, knew or should have known of the existence of the ambiguity or defect. Furthermore, failure of the Company or sub-contractors to notify Village in writing of specification defects or ambiguities prior to proposal submittal shall waive any right to assert said defects or ambiguities subsequent to submittal of the bid.

In the event that, after awarding the contract, any dispute arises as a result of any actual or alleged ambiguity or defect in the specifications, or any other matter whatsoever, the Company shall immediately notify the Village in writing, and the Company and all sub-contractors shall continue to perform, irrespective of whether or not the ambiguity or defect is major, material, minor or trivial, and irrespective of whether or not a change order, time extension, or additional compensation has been granted by Village. Failure to provide the hereinbefore described written notice within one (1) working day of the Company becoming aware of the facts giving rise to the dispute shall constitute a waiver of the right to assert the causative role of the defect or ambiguity in the plans or specifications concerning the dispute.

Article 36 Warranty Of Authority

The signatories to this contract warrant that they are duly authorized by action of their respective Village commission, board of directors or other Village to execute this contract and to bind the parties to the promises, terms, conditions and warranties contained in this contract.

Article 37 Miscellaneous Provision

In the event a court must interpret any word or provision of this agreement, the word or provision shall not be construed against either party by reason of drafting or negotiating this agreement.

(Continue on Next Page)

IN WITNESS WHEREOF the undersigned parties have executed this Agreement on the date indicated above.

OWNER

Village of Palmetto Bay

ADDRESS

9705 E. Hibiscus Street
Palmetto Bay, FL 33157

BY _____

Edward Silva
Print Name

Village Manager
Title

ATTEST

Missel Arocha
Interim Village Clerk

APPROVED AS TO FORM BY

Village Attorney

COMPANY

300 Engineering Group, Inc.

ADDRESS

3850 Bird Road, Suite 601
Miami, Florida 33157

BY _____

Franklin A. Torrealba, P.E.
Print Name

Project Director
Title

Witness

Print Name

REQUEST FOR PROPOSAL
Village of Palmetto Bay
9705 East Hibiscus Street
Palmetto Bay, Florida 33157



TITLE:

Geographic Information System (GIS)-Professional Services

RFP NO.:

1516-07-004

DUE DATE:

Tuesday, June 14th 2016

**on or before 3:00pm
Municipal Building**

ISSUED: Friday, May 13th 2016

CONTACT PERSONS:

Director of Planning and Zoning
Darby Delsalle
Village of Palmetto Bay
DDelsalle@palmettobay-fl.gov

Procurement Specialist
Litsy C. Pittser
Finance Department
LPittser@palmettobay-fl.gov



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SECTION 1.0: Advertisement

**VILLAGE OF PALMETTO BAY
REQUEST FOR PROPOSAL (RFP)
GEOGRAPHIC INFORMATION SYSTEMS (GIS)
PROFESSIONAL SERVICES**

No. 1516-07-004

The Village of Palmetto Bay is currently soliciting proposals from qualified individuals or firms to provide geographic information system (GIS) professional services to the Village. The required professional services shall include ongoing maintenance of the Village’s GIS and further development of the GIS in collaborations with various Village departments.

Sealed proposals will be received by the Village Clerk, 9705 East Hibiscus Street, Palmetto Bay, FL 33157, on or before June 14, 2016, no later than 3:00 pm, at which time they will be publicly opened and announced. To be considered, all interested parties must request a copy of the Request for Proposals (RFP) and submit one (1) original and five (5) copies of the required information and documents in one (1) sealed envelope, entitled “RFP #1516-07-004: GEOGRAPHIC INFORMATION SYSTEM (GIS) PROFESSIONAL SERVICES.” Late submittals and facsimile submissions will not be considered. The respondent shall bear all costs associated with the preparation and submission of the response to the RFP.

The Village reserves the right to reject any or all proposals, to terminate the process at any time, to waive any informalities or irregularities in any submittal, to award in whole or in part to one or more respondents or take any other such actions that may be deemed in the best interest of the Village.

Interested, qualified individuals can obtain a copy of this RFP electronically by emailing the request or obtaining a the proposal in person at the Municipal Building located at 9705 E. Hibiscus Street, Palmetto Bay, Florida 33157, contact person is the Procurement Specialist, Litsy C. Pittser Lpittser@palmettobay-fl.gov.

SECTION 2.0: Introduction

The Village of Palmetto Bay was incorporated in September, 2002, as the 33rd municipality in Miami-Dade County. The current population is approximately 24,000. The Village is located within Miami-Dade County with the Village of Pinecrest to the north, the Town of Cutler Bay to the south and Miami-Dade County to the west.

The Palmetto Bay Geographic Information System (GIS) is composed of two (2) main components: (1) Web-Based Applications and (2) Desktop Applications and GIS Datasets. The desktop and data component is composed of GIS template data and Map Documents (.mxd files) that have been created and stored on the server which provide Palmetto Bay staff with a template from which to print, export maps or create data. However, all the datasets and map documents can be saved as a writeable copy into a separate folder on the GIS server to give users the ability to create custom maps and analysis tools from the template data. Users access this data through ESRI's ArcView software that is installed on desktop computer. The data is currently composed ESRI personal geodatabases and shapefiles.

The Palmetto Bay web-based GIS application allows users to query any property in the Village of Palmetto Bay and bring up owner information and links to plats, zoning resolutions, and deeds. In addition to property information, an interactive map of the selected property is displayed along with a multitude of other mapping layers such as zoning, land use parks, high resolution aerial imagery, streets, addresses, water connection and water lines, sewer connection data and sewer lines, storm drainage data, and flood zone information. The application includes tools to zoom in, zoom out select parcels clear selection, pan print, measure and buffer. The web application also has a mailing labels button. Using the print mailing labels button, users can create a text file that can be used to create mailing labels. Aerial imagery is included in the application for years 2001, 2003, 2005, 2006, 2007, 2009, and 2012. The website currently uses ESRI's ArcGIS Server technology.

END OF SECTION

SECTION 3.0: Terms and Conditions for Receipt of Bids

3.00 Requirement to Meet All Provisions

Each Company submitting a bid shall meet the terms and conditions of the Request for Proposal (RFP) specifications package to the satisfaction of the Village. By virtue of its bid submittal, the Company acknowledges agreement with and acceptance of all provisions of the RFP specifications.

3.01 Errors and Omissions in RFP

Companies are responsible for reviewing all portions of this RFP, including all terms of the RFP and requirements of the Village's Procurement Code. Companies are to promptly notify the Village's Procurement Specialist, in writing, if the Company discovers any ambiguity, discrepancy, omission, or error in the RFP or forms. Any such notification should be directed to the Procurement Specialist (LPittser@palmettobay-fl.gov) in writing promptly after discovery, but in no event later than (6 calendar days) days prior to the date for receipt of bids. Modifications and clarifications will be made by addenda as provided below.

3.02 Inquiries Regarding RFP

Inquiries regarding the RFP, including requests for clarification of the RFP, must be in writing and shall only be directed to:

Mrs. Litsy C. Pittser
Procurement Specialist
Finance Department
9705 E Hibiscus Street
Palmetto Bay, FL 33157
Email: LPittser@palmettobay-fl.gov

Oral information is not binding on the Village and will be without legal effect. Only questions answered by written addenda will be binding, as set forth in 3.03 below, and may supersede terms noted in this solicitation.

Inquires must be received by, Wednesday, June 8th 2016 no later than 3:30pm.

3.03 Addenda to RFP

The Department may modify or clarify the RFP, prior to the submittal due date, by issuing written addenda. Addenda will be sent via email to the last known address of each person listed with the Department as having received a copy of the RFP for proposal purposes. The Department will make reasonable efforts to notify Companies in a timely manner of modifications to the RFP. Notwithstanding this provision, the company shall be responsible for ensuring that its submittal reflects any and all addenda issued by the Department prior to the submittal due date regardless of when the submittal is submitted. Each respondent should acknowledge receipt of any addenda by indicating same in their bid submission. Each respondent acknowledging receipt of any addenda is responsible for the contents of the addenda and any changes to the bid herein. Failure to acknowledge any addenda may cause the bid to be rejected.

3.04 Proposal Withdrawal and Opening

A Company may withdraw its bid, without prejudice prior to the time specified for the bid opening, by submitting a written request to the Village Clerk for its withdrawal, in which event the proposal will be returned to the Company unopened. No bid can be withdrawn within the ninety (90) day period which occurs after the time is set for closing. Companies who withdraw their bids prior to the designated date and time may still submit another bid if done in accordance with the proper time frame. All bids will be opened and declared publicly. Companies and/or their representatives are invited to be present at the opening of the bid.

3.05 Revision of Bids

At any time during the submittal evaluation process, the Department may require a Company to provide written clarification of its submittal.

3.06 Reservations of Rights by the Village

The issuance of this RFP does not constitute an agreement by the Village that any award will actually be issued by the Village. The Village expressly reserves the right at any time to:

- Waive or correct any defect or informality in any response, bids, or bid procedure;
- Reject any or all submittals;
- Reissue an Request for Proposal; and
- Prior to submission deadline for submittals, modify all or any portion of the selection procedures, including deadlines for accepting responses, services to be provided under this RFP, or the requirements for contents or format of the submittals.
- Bids received after the deadline will not be considered.

3.07 No Waiver

No waiver by the Village of any provision of this RFP shall be implied from any failure by the Village to recognize or take action on account of any failure by a Company to observe any provision of this RFP.

3.08 Cone of Silence

Pursuant to Section 2-138 of the Village Code, all procurement solicitations once advertised and until written award recommendation has been forwarded by the village manager to the village council, are under the "Cone of Silence."

The Cone of Silence ordinance is available at https://www.municode.com/library/#!/fl/palmetto_bay/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTVOFEM_DIV2COINCOET_S2-138COSI.

Any communication regarding this bid shall be made in accordance with the Cone of Silence, the entirety of which is incorporated as if fully set forth herein.

Communication between a potential vendor, service provider, bidder, lobbyist, or company and the Procurement Specialist named herein regarding his bid is exempt from the Cone of Silence, provided that the communication is limited strictly to matters of process or procedure already contained in the solicitation document.

3.09 Submittal and/or Presentation Costs

The Village of Palmetto Bay assumes no responsibility or liability for costs incurred by the Company prior to the execution of a contract, including but not limited to costs incurred by the Company as a result of preparing a response to this RFP.

Companies are expected to examine the specifications, delivery schedules, bid prices and extensions and all instructions pertaining to supplies and services. Failure to do so will be at the Company's own risk.

3.10 Certification

The signer of this Request for Proposal (RFP) must declare by signing all the required forms included under Section 8.o:

1. Drug-Free Workplace Certification
2. Sub-contractor List
3. Governmental References
4. Acknowledgment, Warranty, Certification and Acceptance
 - a. Compliance with Laws
 - b. Compliance with RFP and Village Requirements and Ordinances
 - c. No Delegation
 - d. True and is made in good faith without fraud; Accurate Information
 - e. Full Authority to Bind
 - f. Contingency Fee and Code of Ethics Warranty
 - g. Non-Discrimination
 - h. Copeland Anti-Kickback
5. Non-Collusive Affidavit
6. Sworn Statement on Public Entity Crimes
7. Disability Nondiscrimination Statement
8. Business Entity Affidavit
9. Conformance with OSHA Standards
10. Anti-Kickback Affidavit
11. Statement of Past Contract Disqualifications

3.11 Public Records

Florida law provides that municipal records should be open for inspection by any person under Section 119, F.S. Public Records law. All information and materials received by the Village in connection with responses shall become property of the Village and shall be deemed to be public records subject to public inspection.

3.12 Retention of Responses

The Village reserves the right to retain all Responses submitted and to use any ideas contained in any Response, regardless of whether that Company is awarded.

3.13 Insurance

Upon Village's notification of award, the Company shall furnish to the Procurement Division, Certificates of Insurance that indicate that insurance coverage has been obtained which meets the requirements as outlined below:

- Comprehensive General Liability - \$3,000,000 combined single limit for each occurrence for bodily injury and property damage – designating the Village as Additional Insured
- Workers Compensation - Statutory Limits
- Automobile Liability - \$1,000,000 per occurrence for all claims arising out of bodily injuries or death and property damages.
- Errors and omissions or Company liability insurance - \$1,000,000

All insurance policies must be issued by companies authorized to do business under the laws of the State of Florida. The companies must be rated no less than "B+" as to management and no less than "Class V" as to strength by the latest edition of Best's Insurance guide, published by A.M. Best Company, Olwick, New Jersey, or its equivalent, or the companies must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to do Business in Florida," issued by the State of Florida Department of Insurance and are members of the Florida Guaranty Fund.

Certificates of Insurance must indicate that for any cancellation of coverage before the expiration date, the issuing insurance carrier will endeavor to mail thirty (30) day written advance notice to the certificate holder. In addition, the Company hereby agrees not to modify the insurance coverage without thirty (30) days written advance notice to the Village.

Compliance with the foregoing requirements shall not relieve the Company of this liability and obligation under this section or under any other section in the Agreement.

If the insurance certificate is received within the specified time frame but not in the manner prescribed in the Agreement, the Company shall be verbally notified of such deficiency and shall have an additional five (5) calendar days to submit a corrected certificate to the Village. If the Company fails to submit the required insurance documents in the manner prescribed in the Agreement within fifteen (15) calendar days after Village notification to comply, the Company shall be in default of the contractual terms and conditions and award of the Contract will be rescinded, unless such time frame for submission has been extended by the Village.

The Company shall be responsible for assuring that the insurance certificates required in conjunction with this Section remain in force for the duration of the contractual period of the Contract, including any and all option years or extension periods that may be granted by the Village. If insurance certificates are scheduled to expire during the contractual

period, the Company shall be responsible for submitting new or renewed insurance certificates to the Village at a minimum of thirty (30) calendar days in advance of such expiration. In the event that expired certificates are not replaced with new or renewed certificates which cover the contractual period, the Village shall suspend the Contract until such time as the new or renewed certificates are received by the Village in the manner prescribed herein; provided, however, that this suspended period does not exceed thirty (30) calendar days. Thereafter, the Village may, at its sole discretion, terminate this contract.

3.14 Accounting

The Company shall submit invoices detailing the goods and services provided. Please note that failure to provide a detailed invoice could result in delay of payment and include termination of any agreement.

Invoices, unless otherwise indicated, must show purchase order numbers and shall be submitted in DUPLICATE to the Village of Palmetto Bay, Planning and Zoning Department, 9705 E. Hibiscus Street, Palmetto Bay, FL 33157.

3.15 Statement of Contract Disqualifications

Each Company shall submit a statement regarding any past government disqualifications on the form provided in the RFP package.

3.16 Submittal of One Bid Only

No individual or business entity of any kind shall be allowed to make or file, or to be interested in more than one bid, except an alternative bid when specifically requested; however, an individual or business entity that has submitted a sub-bid to a Company submitting a proposal, or who has quoted prices on materials to such Company, is not thereby disqualified from submitting a sub-bid or from quoting prices to other companies submitting bids.

3.17 Exceptions to Specifications

Exceptions to these specifications shall be listed and explained on a separate page titled "Exceptions to Specifications", which shall be prepared by the Company. This page shall then be attached to these documents and submitted at the same time as the bid. Each exception must refer to the page number and paragraph to which it is relevant. The nature and reasoning of each exception, including what, if any, alternative is being offered, shall be explained in its entirety. The Village, at its sole and absolute discretion, may accept or reject any or all exceptions and alternatives. Where exceptions and alternatives are rejected, the Village shall require the Company to comply with the particular term and/or condition of the bid to which the Company took exception. Failure to comply may be cause for rejection of the bid.

3.18 Non-Appropriation of Funds

The Village of Palmetto Bay reserves the right to terminate in whole or in part of the contract in the event that sufficient funds to complete the contract are not appropriated by the Village of Palmetto Bay's Village Council.

3.19 Property of the Village

All discoveries and documents produced as a result of any service or project undertaken on behalf of the Village of Palmetto Bay shall become the property of the Village.

3.20 Litigation

All Companies shall describe any prior or pending litigation or investigation, either civil or criminal, involving a governmental agency or which may affect the performance of the services to be rendered herein, in which the Company, any of its employees, or subcontractors has been involved in within the last three (3) years.

3.21 Sub-contractors

If any Company submitting a bid intends on sub-contracting out all or any portion of the engagement, that fact, and the name of the proposed sub-contracting companies must be clearly disclosed in the bid. Following the award of the contract, no additional sub-contracting will be allowed without the prior written consent of the Village of Palmetto Bay.

3.22 Indemnification

The Company shall indemnify and hold harmless the Village and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorney's fees and costs of defense, in which the Village or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from this bid and the performance of the agreement by the contractor or its employees, agents, servants, partners, principals or sub-contractors. The Company shall pay all claims and losses in connection therewith, and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the Village, where applicable, including appellate proceedings, and shall pay all costs, judgments and attorney's fees which may be incurred thereon. The Company expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the Company shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Village or its officers, employees, agents and instrumentalities as herein provided. This indemnification shall survive the expiration or termination of any agreement contemplated by this solicitation.

3.23 Quality

All materials used for the manufacture or construction of any supplies, materials or equipment covered by this RFP shall be new and be the latest model, of the best quality, and highest grade workmanship.

3.24 Protests, Appeals and Disputes

The procedures and requirements for bid protests, appeals and disputes are set forth in the Village Code, Sec. 2-175 (o) – (p), the provisions of which are hereby incorporated as if fully set forth herein, which may be found on

www.municode.com:

https://www.municode.com/library/#!/fl/palmetto_bay/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTVIFI_DIV2PRCO_S2-175PRPR

3.25 Force Majeure

The performance of any act by the Village or Contractor hereunder may be delayed or suspended at any time while, but only so long as, either party is hindered in or prevented from performance by acts of God, the elements, war, rebellion, strikes, lockouts or any cause beyond the reasonable control of such party, provided however, the Village shall have the right to provide substitute service from third parties or Village forces and in such event the Village shall withhold payment due Contractor for such period of time. If the condition of force majeure exceeds a period of 14 days the Village may, at its option and discretion, cancel or renegotiate this Agreement.

3.26 Work Delays

Should the Company be obstructed or delayed in the work required to be done hereunder by changes in the work or by any default, act, or omission of the Village, or by strikes, fire, earthquake, or any other Act of God, or by the inability to obtain materials, equipment, or labor due to federal government restrictions arising out of defense or war programs, then the time of completion may, at the Village's sole option, be extended for such periods as may be agreed upon by the Village and the Company. In the event that there is insufficient time to grant such extensions prior to the completion date of the contract, the Village may, at the time of acceptance of the work, waive liquidated damages that may have accrued for failure to complete on time, due to any of the above, after hearing evidence as to the reasons for such delay, and making a finding as to the causes of same.

3.27 Bid Guaranty

Not Applicable for the RFP.

SECTION 4.0: Scope of Services

4.01 General Scope

There are two (2) components to the scope of work to be provided by the successful Proposer. They are as follows:

- a. Ongoing maintenance services.
 - Upgrades to the ArcGIS Server Application.
 - Regular maintenance and updates to the GIS database and software.
 - Create custom maps when requested by Village staff.
 - Weekly updates to the system using Miami-Dade County property appraiser records.
 - Updates to water and sewer data as needed using Miami-Dade GIS data.
 - Update Village storm drainage inventory data using as-built drawings of newly installed systems.
 - Generation of mailing labels upon request of Village staff.
 - Ad-hoc generation of maps, updating of mapping templates, printing and laminating of atlases upon request of Village staff.
 - Continued assessment and provision of miscellaneous administrative tasks required for the ongoing functionality and availability of the GIS system software and hardware.
- b. GIS development services.
 - Creation/maintenance of ArcGIS server web application which contains all the capabilities of the current ArcIMS application as listed in Section 2.01. The Respondent shall also provide an interface to Village historical zoning documents.
 - Development and planning of GIS projects (street tree, sidewalk, roadway, and traffic calming devices, etc.) based on the future needs of Village departments, as may be identified throughout the fiscal year by the Village and subject to funding availability.
 - Preparation of recommendations to the Village of additional software and hardware requirements. Staff training for new applications.

4.02 Special Conditions to the Scope

- **Term of Contract**

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

- **Compensation for Services**

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

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

- **Assistance Provided by the Village**

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

SECTION 5

5.00 Bid Submission Requirements

BID SUBMITTAL CHECKLIST

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

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

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

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

Section 8 (Required Proposal Forms)

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

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

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

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

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

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

c. Charge/Compensation for Services:

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

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

END OF SECTION

SECTION 6.o: Evaluation and Selection Criteria

6.oo Evaluation Criteria

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

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

END OF SECTION

SECTION 7.0: Schedule

The anticipated schedule for selection of Company is shown below:

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

7.02 Contract Award

A. Proposal Retention and Award

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

B. Competency and Responsibility of Company

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

C. Contract Requirement.

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

D. Insurance Requirements.

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

E. Business License & Tax.

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

F. Failure to Accept Contract.

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

G. Completion of Contract.

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

END OF SECTION

SECTION 8.o: Required Bid Submittal Forms

DRUG-FREE WORKPLACE CERTIFICATION

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

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

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

Signature of Official: _____

Name (typed): _____

Title: _____

Company: _____

Date: _____

SUB-PROFESSIONALS LIST

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

Classification of Work	Sub-Professionals' Name	Address	Telephone and Fax

REFERENCES

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

ACKNOWLEDGEMENT, WARRANTY AND ACCEPTANCE

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

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

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

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

E. CONTINGENCY FEE AND CODE OF ETHICS WARRANTY:

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

Signature of Official: _____

Name (typed): _____

Title: _____

Company Name: _____

Date: _____

NON-COLLUSIVE AFFIDAVIT

STATE OF FLORIDA }
 }
COUNTY OF MIAMI-DADE }

SS:

_____being first duly sworn, deposes and says that:

(1) He/she is the, (Owner, Partner, Officer, Representative or Agent) of:
_____the Company that has submitted the attached Bid;

(2) He/she is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

(3) Such Bid is genuine and is not a collusive or a sham Bid;

(4) Neither the said Company nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Company or person to submit a collusive or sham response in connection with the work for which the attached bid has been submitted, or to refrain from responding in connection with such work, or have in any manner, directly or indirectly, sought by agreement or collusion, communication, or conference with any Company or person to fix this Bid or to secure through any collusion, conspiracy, connivance, or unlawful agreement, any advantage against the Village of Palmetto Bay, or any person interested in the proposed Work;

Signed, sealed and delivered
In the presence of

Signature of Official: _____

Name (typed): _____

Title: _____

Company Name: _____

Date: _____

ACKNOWLEDGMENT

State of Florida

County of _____

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

WITNESS my hand and official seal

NOTARY PUBLIC, STATE OF FLORIDA

NOTARY PUBLIC
SEAL OF OFFICE:

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

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

**SWORN STATEMENT PURSUANT TO
SECTION 287.133 (3)(a) FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

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

1. This sworn statement is submitted to the Village OF PALMETTO BAY, FLORIDA

By _____

For _____

Whose business address is: _____

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

(if the entity has no FEIN, include the Social Security Number of the individual signing this

Sworn statement - S.S. # _____)

2. I understand that a "public entity crime" as defined In Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with any agency or political subdivision of any other State or of the United States, including, but not limited to, any Proposal or contract for goods or services to be provided to any public entity or an agency or any political subdivision of any other state or of the United Sates and involving antitrust fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation

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

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, and means:

- A. A predecessor or successor of a person convicted of a public entity crime; or
 - B. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime.
- The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling Interest in another person, or pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

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

Signed, sealed and delivered in the presence:

Signature of Official: _____

Name (typed): _____

Title: _____

Company Name: _____

Date: _____

ACKNOWLEDGMENT

State of Florida

County of _____

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

WITNESS my hand and official seal

NOTARY PUBLIC, STATE OF FLORIDA

NOTARY PUBLIC
SEAL OF OFFICE:

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

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

AMERICANS WITH DISABILITIES ACT (ADA)
DISABILITY NONDISCRIMINATION STATEMENT

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

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

by: _____

(print individual's name and title)

for: _____

(print name of entity submitting sworn statement)

whose business address
is: _____

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

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____ - _____ - _____.)

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

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

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

The Rehabilitation Act of 1973, 29 USC Section 794;

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

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

Signature of Official: _____

Name (typed): _____

Title: _____

Company Name: _____

Date: _____

ACKNOWLEDGMENT

State of Florida

County of _____

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

WITNESS my hand and official seal

NOTARY PUBLIC, STATE OF FLORIDA

NOTARY PUBLIC
SEAL OF OFFICE:

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

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

BUSINESS ENTITY AFFIDAVIT
(COMPANY / BIDDER DISCLOSURE)

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

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

I, _____ being
first duly sworn

state:

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

Federal Employer Identification Number (If none, Social Security Number)

Name of Entity, Individual, Partners or Corporation

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

Street Address Suite Village State Zip Code

OWNERSHIP DISCLOSURE AFFIDAVIT

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

Full Legal Name _____ Ownership _____ %

Address _____

Full Legal Name _____ Ownership _____ %

Address _____

Full Legal Name _____ Ownership _____ %

Address _____

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

Signature of Official: _____

Name (typed): _____

Title: _____

Company Name: _____

Date: _____

ACKNOWLEDGMENT

State of Florida

County of _____

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

WITNESS my hand and official seal

NOTARY PUBLIC, STATE OF FLORIDA

NOTARY PUBLIC
SEAL OF OFFICE:

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

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

ACKNOWLEDGMENT OF CONFORMANCE
WITH OSHA STANDARDS

To the Village of Palmetto Bay,

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

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

Signature of Official: _____

Name (typed): _____

Title: _____

Company Name: _____

Date: _____

Attest: _____

Print Name: _____

Attest: _____

Print Name: _____

VILLAGE OF PALMETTO BAY
ANTI-KICKBACK AFFIDAVIT

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

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

Signature of Official: _____

Name (typed): _____

Title: _____

Company Name: _____

Date: _____

ACKNOWLEDGMENT

State of Florida

County of _____

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

WITNESS my hand and official seal

NOTARY PUBLIC, STATE OF FLORIDA

CONTINUED ON NEXT PAGE

NOTARY PUBLIC
SEAL OF OFFICE:

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

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

STATEMENT OF PAST CONTRACT DISQUALIFICATIONS

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

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

Yes or No, If yes, explain the circumstances.

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

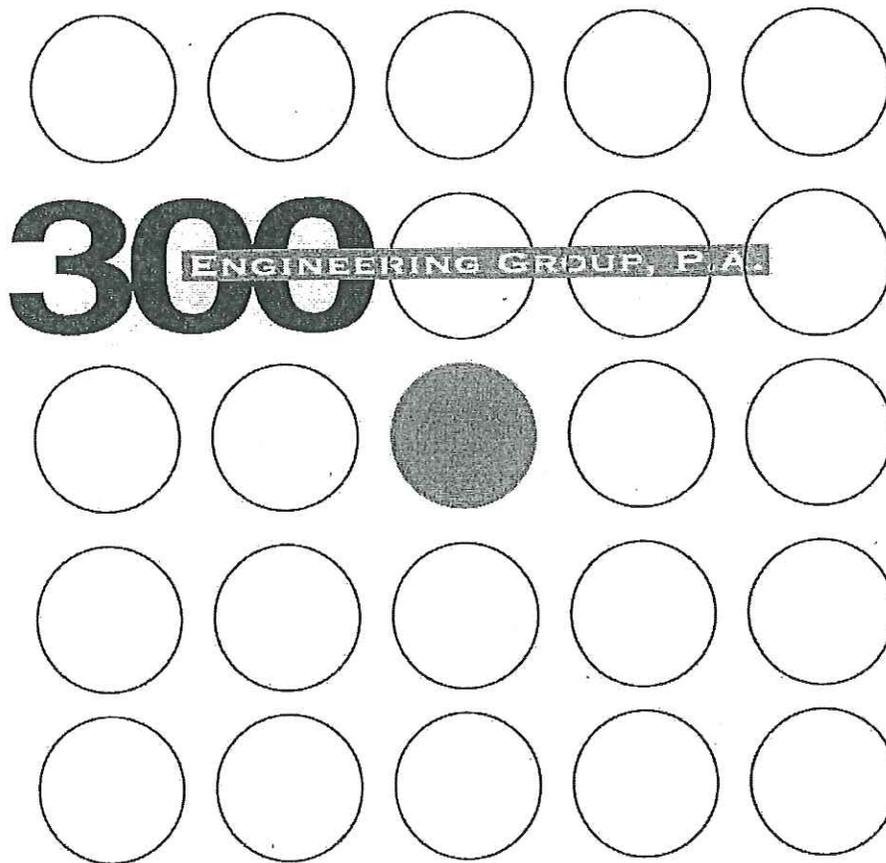
Signature of Official: _____

Name (typed): _____

Title: _____

Company Name: _____

Date: _____



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

June 14, 2016

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

Dear Mr. Pittser and Selection Committee Members:

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

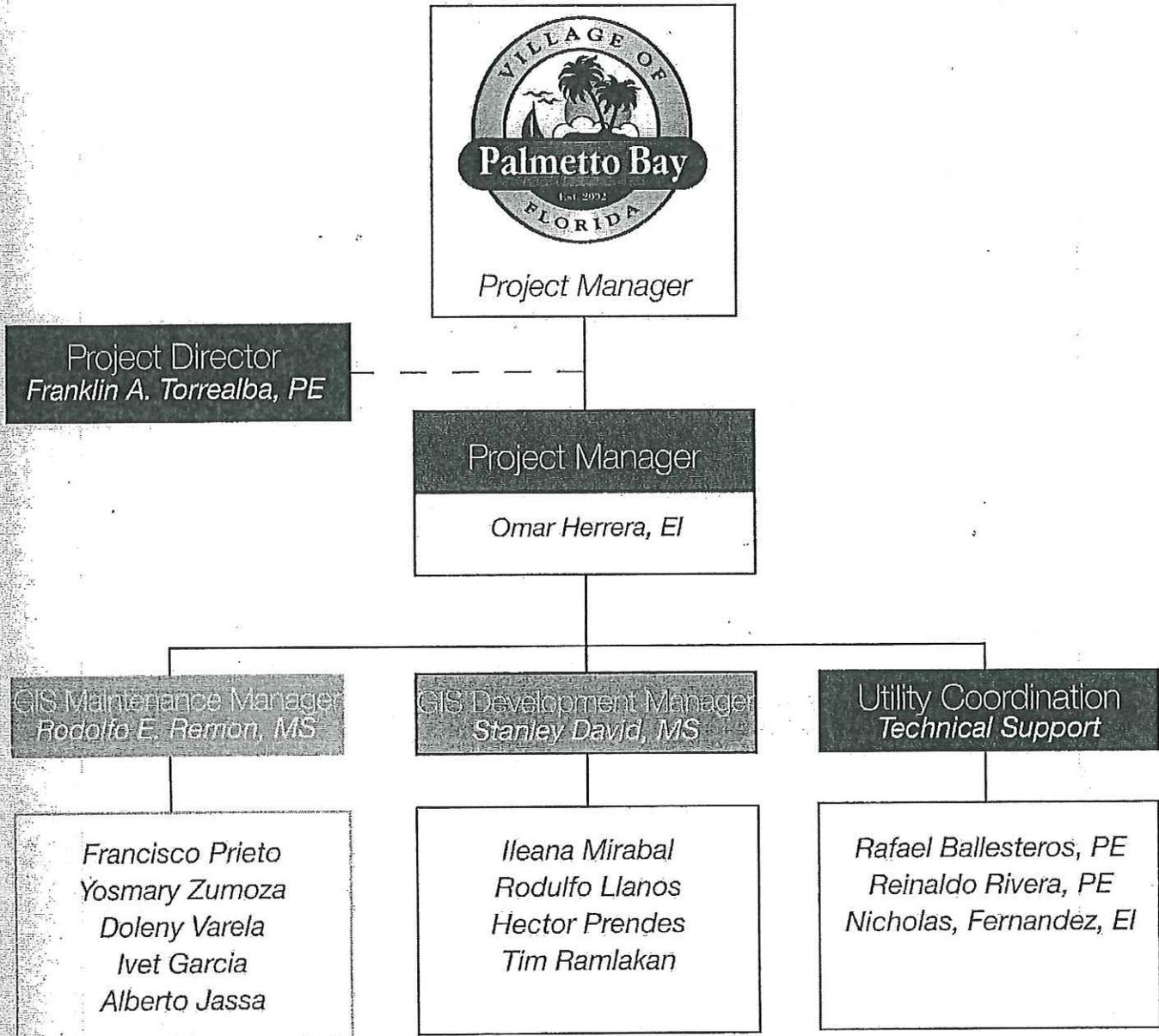
300 Engineering was incorporated in 2006 as a Small Business Enterprise (SBE) headquartered in Miami-Dade County. Since then, our Team has delivered a sizable portfolio of projects in the areas of GIS maintenance and development, water and wastewater, drainage, environmental engineering, construction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

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

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



Organizational Chart





Franklin A. Torrealba, PE
Project Director

OVERVIEW

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

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

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

Key Qualifications

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

Education

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

Certifications

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

Years of Experience
31 years

55

ES _____

FT _____



PROJECT EXPERIENCE

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

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

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

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

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

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

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

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

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

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

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

56 ES _____
FT _____

experience + qualifications 



Omar J. Herrera, El
Project Manager

OVERVIEW

Mr. Herrera has experience in planning, design, construction management, inspection, business procedures optimization (Lean Philosophy) and GIS. He is proficient in ArcGIS, AutoCAD/Autodesk, Access Database, Oracle and Value Stream Map (VSM).

Mr. Herrera has been working for the Miami-Dade County Water and Sewer Department's (WASD) Programs and Projects for the past three years, including the Pump Station Improvement Program (PSIP) with roles of Engineer Manager and Sewer System Analyst, and GIS Backlog Project with role of Project Manager. Mr. Herrera has full knowledge of MDWASD's GIS water and sewer system configuration and is able to perform research through WASD's Oracle and SQL databases.

Key Qualifications

- Manager for multiple WASD Consent Decree GIS Backlog Projects
- Thorough knowledge of WASD's systems such as: EAMS, PCTS, Oracle, DOLFIN, GAMS
- Geographic Information Systems (GIS)
- WASD's Water and Sewer System
- Conveyance Systems
- WASD's Water and Wastewater Specifications and Procedures
- Lean Philosophy for Business Processes Optimization
- Knowledge of Miami-Dade County's Protocols and Procedures

PROJECT EXPERIENCE

WASD GIS Utility Backlog Projects – Project Manager – Miami-Dade County, Florida
Active As-built Supplemental-Information System (AASIS) Project Manager for the On-site (30+ staff) GIS services and assistance to eliminate the existing GIS Backlog of over 1,800 As-built Plans and over 2,000 AASIS Tickets by June 6, 2017. The Scope of this project included the research and correction of reported problems in the GIS databases of Countywide Water and Sewer Infrastructure, populating MDWASD's integrated enterprise systems such as the Enterprise Asset Management System (EAMS), DOLFIN, Proliance Project Control and Tracking System (PCTS), Oracle Customer Care & Billing (CC&B) and other WASD's systems, through the extensive use of WASD's in-house GIS Atlas Maintenance System (GAMS). Also, assess the existing GIS digitization process, provide recommendations to WASD, and implement agreed upon optimized process. Mr. Herrera is responsible for generating GIS Drafter Analysis Reports for tracking performance purposes, and Overall Backlog/AASIS Reports. Such reports are produced in a biweekly, monthly and quarterly basis.

WASD Standard Operating Procedures (SOP) As-builts to GIS – Project Manager – Miami-Dade County, Florida

Project Manager for the assistance and engineering services to review, analyze, optimize and provide recommendations for the business process from As-builts to GIS. Mr. Herrera conducted twenty-six (26) Key Personnel Interviews to various MDWASD's staff members in order to produce a Current Business Procedure Value Stream Map (VSM) which depicts the actual process, from the reception of As-builts by the Department, to the depiction of information in the WASD's GIS system. Critical information about WASD's As-builts to GIS process was obtained through these Personnel Interviews, such as: the understanding of the existing procedure's details, backlogs, incoming As-builts rate/month, issues/concerns, assigned staff, bottlenecks and current resources (information technology) available. Lean Philosophy tools were extensively used in the analysis of the business process, such as: Value Stream Map (VSM), Pareto and Spaghetti Diagrams. By means of these Lean Analysis tools, information regarding the current needs for process improvement in terms of reduction of Lead times and a shift from Batch to Continuous Flow of information were obtained.

Education

BS Civil Engineering,
Florida International University,
2013

Certifications

Engineering Intern (EI), Florida

Years of Experience

3 years



WASD Water Project and GIS Backlog Assistance – Project Manager – Miami-Dade County, Florida

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

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

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

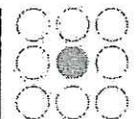
WASD Pump Station Improvement Program (PSIP) – Engineering Manager – Miami-Dade County, Florida

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

ES _____

FT _____

experience +
qualifications





Stanley S. David, MS
GIS Development Manager

OVERVIEW

Mr. David is proficient in hardware and software of Trimble ProXRS, GeoXT/7, R8 GNSS, Trimble Pathfinder Office, TerrSync, Trimble Geomatic Office, Trim Business Center, and ArcPad. While working with the Tallahassee-Leon County Planning department. Mr. David used GPS Technology to conduct a parking meter study for the City of Tallahassee. The resulting analysis provided a database for the general public that classified all metered parking provided by the City of Tallahassee with location, price, and time duration.

Mr. David was also a GIS/Database Administrator for ADAAG Consulting Service. He managed a 3 million dollar project that consisted of surveying curb ramp protruding objects, sidewalks, accessible pedestrian signals, on street parking, and signage for the state of Louisiana by using GPS waypoint capturing.

Key Qualifications

- Knowledge of WASHD's DOLFIN and GIS Standards
- Geodatabase and Shapefile creation
- ARCGIS 10 and Extensions
- GIS and CAD integration
- GPS Data Collection
- Georeferencing, Street Address Geocoding, and Geotagging photos
- Model Builder and Python Scripting
- Relational Database Systems experience
- Over three (3) years of experience performing QA/QC on projects

Education

BS Decision Information Systems, University of Florida
MS Geographical Information System,
Florida State University
MS Urban Regional Planning, Florida State University
MS International Affairs, Florida State University

Years of Experience
7 years

PROJECT EXPERIENCE

WASHD \$2.4B Program and Construction Management (PMCM) for the Wastewater System Priority Projects – Miami-Dade County, Florida

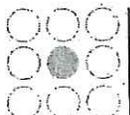
The PMCM Team was selected by the Miami Dade Water and Sewer Department (WASHD) to provide Program and Construction Management Services related to the Wastewater System Priority Projects. Services provided include, but are not limited to, program management, construction management, developer coordination, public outreach, engineering analysis, hydraulic modeling, scheduling, cost estimates, inspections and document control. The WASHD Task assisting the Department with the coordination and management of ninety-three (93) Force Main and Pump Station Projects, from conception to closure, including the following phases: Engineering Design, Permitting, Procurement, Construction and Certification. Mr. David is working as a GIS Specialist for the PMCM Team within the Wastewater Collection and Transmission System (WCTS) Task. He is responsible for managing all GIS and Data as it relates to the Consent Decree. Duties include consulting clients to ascertain project purpose, needs, information required, and answering queries. Also responsible for developing standards for GIS deployment and use, and maintain accurate client communication and project documentation.

Florida State University – Urban Design policy and plan of action to integrate with business and economic development, Boca La Caja, Panama

Responsible for executing project activities for a variety of data collection, development, data maintenance, and migration tasks. He also create standardized mapping and data products to facilitate end user consumption and developed documentation on data quality and GIS workflows.

Tallahassee-Leon County Planning Department – Research, Graphics and GIS Support, Tallahassee, FL

Services provided included assisting the City of Tallahassee's utility department in creating a comprehensive water systems map and geodatabase that identified water mains, valves, hydrants, meters, pump stations, and tanks. He also conducted demographic analysis, and created 3D models of features in place making purposes, to be used extensively by different municipalities in Leon County, FL.



Resumes

ADAAG-Consulting Services – Transition plan protocol for the Louisiana Department of Transportation, Miami, Florida.

GIS/Database Administrator for transition plan protocol which identifies issues concerning public right of way for the state of Louisiana. The project consisted of surveying curb ramps, protruding objects, sidewalks, accessible pedestrian signals, on street parking, and signage for the state of Louisiana by using GPS waypoint capturing. MS SQL Server was used to identify issues, proposed corrections, costs, and estimated time frames to resolve the issues. He also assisted in creating a web application for the information to be accessible via internet.

SMW GeoSciences, Maitland, FL

Mr. David was responsible for creating a geodatabase for SMW to help store features of the city of Maitland's water distribution system. This included mapping out the following features:

- Pipes
- Valves
- Pumps
- Storage Tanks
- Treatment Plants
- Past Usage
- Customer Locations

Mr. David also added location and elevation data to the pipes attributes, as well as installation dates, diameter, and material. All of these items were used for the hydraulic model that SMW maintains. Additional tasks included performing billing data merger with property appraiser database for a strategic water conservation plan for the City of Maitland

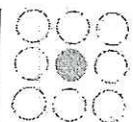
WASD Pump Station Improvement Program (PSIP) – GIS Specialist – Miami-Dade County, Florida

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

He is responsible for managing all GIS and data as it relates to the PSIP Program. Duties include consulting clients to ascertain project purpose, needs, information required, and answering queries. Also responsible for developing standards for GIS deployment and use, and maintain accurate client communication and project documentation.

ES _____

FT _____





Rodolfo E. Remon, MS
GIS Maintenance Manager

OVERVIEW

Mr. Rodolfo Remon has experience with GIS, data management, as-builts review utility coordination, project management, planning, modeling, pipelines and pump station design, cost estimating, project controls, permitting, bidding and procurement. In addition, he has managed and coordinated several Programs and Projects including the WCTS Task for the CD PMCM Team, South Mimi Heights and North Miami Beach Water Main Replacement Design Build Criteria Packages. He has wide knowledge on the County permitting process for water, wastewater and stormwater projects.

Key Qualifications

- GIS
- As-built review
- Utility Coordination
- Project Management
- AutoCAD
- Data Management
- Drainage
- Zoning and Land Development
- Knowledge of the County Permitting Procurement
- Cost Estimating and Scheduling

Education

MS Mechanical Engineering,
Florida International University
BS Mechanical Engineering,
Universidad Simon Bolivar,
Venezuela

Years of Experience

3 years

ES _____

FT _____

PROJECT EXPERIENCE

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

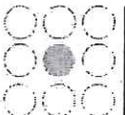
Task Coordinator for the Wastewater Collection and Transmission System (WCTS) Task. The PMCM Team is assisting the Miami-Dade Water and Sewer Department providing Program and Construction Management Services Related to the Wastewater System Priority Projects, including WASD's third Consent Decree with the United States Environmental Protection Agency (USEPA). Mr. Remon is the Task Coordination for a total of fifty two (52) Force Mains and forty one (41) Pump Station projects and responsible for overseeing six (6) design consultant project managers and the PMCM Engineering Team. In addition, Mr. Remon was responsible for ensuring all work is completed within time and under the budget while completing design, permitting and procurement phases of the projects. **Mr. Remon also manager the GIS Team responsible for producing over 500 maps for the various areas of the program.**

WASD's Pump Station Improvement Program (PSIP) – Miami, Florida.

Design Engineer for the upgrading of the Wastewater Collection and Transmission System (WCTS) that includes pump stations and force mains pursuant to which each pump station has to be certified as capable of meeting a nominal average pump operating time (NAPOT) of less than or equal to 10 hours per day. Pump stations exceeding the NAPOT criteria must have a Remedial Action Plan (RAP) and no certificate of occupancies can be issued for connections to the WCTS upstream of that pump station until the RAP recommendations are implemented. The program aims to bring into compliance 113 sewage pump stations that do not comply with the NAPOT criteria and/or are in need to be upgraded. Mr. Remon served as a pump station engineer part of the Design Management Team. **ArcGIS was used extensively to develop the Quantity Take-off Table for Sanitary Sewer Evaluation Survey (SSES).**

WASD's Installation of 60-Inch Force Main from PS 0536 to SW 88th Street Basis of Design Report (BODR)

Task Coordinator for the BODR. According to the USEPA CD Miami Dade is required to install a 60-Inch FM from PS 0536 to SW 88th Street to increase the hydraulic flow in the system and reduce pressure differential between PS 0536 and PS 0559. The BODR analyzed three (3) different alternatives by comparing construction cost, public impact, schedule, pipe material, constructability, hydraulic impact, traffic impact, maintenance and accessibility, permitting, and easement acquisition. Hydraulic modeling was prepared using WASD's GIS-Based wastewater model to confirm BODR results. Recommendation were provided and approved by WASD.



WASD'S Installation of 36-Inch Water Main along NW 106th Street from NW 107th Avenue to the Intersection of NW 87th Avenue and NW South River Drive

Project Manager for the replacement of the design of a 36-inch Ductile Iron (DI) Main. The Miami Dade Water and Sewer Department is required to upgrade the water system to increase water pressure and provide optimum fire flow protection. The 11,000 LF water main will run along NW 106th Street from NW 107th Ave to the Intersection of NW 87th Avenue and NW South River Drive, within the Town of Medley. Project involves the design of a micro-tunneling crossing Florida East Coast (FEC) Railway. Services provided by 300 included, but were not limited to design, permitting, cost estimating, preparation of technical specifications, utility coordination, site inspections, scheduling, coordination with the Town of Medley, limited procurement and construction support services.

WASD's South Miami Heights Water Main Replacement and Meter Conversions Design Build Criteria Package

Project Manager for the preparation of the D/B Criteria Package for the replacement of outdated and deteriorated water mains in the South Miami Heights area. Services provided included, but were not limited to utility coordination support, as-built review, cadastral support, quantities take-off, opinion of probable cost (OPC), field observation support, limited permitting services and scheduling. The project was divided into two (2) phases. The Lineal Footage of water main replacement for the overall project is 149,807 LF. A total of 2,800 water meters are to be installed within the overall project. Moreover, 1,943 of these meters are to be relocated from the rear to the front of the property. In addition, Mr. provided procurement support services to WASD during the process. **GIS was used extensively to prepare quantity take off of pipelines.**

WASD's North Miami Beach Water Main Replacement and Meter Conversions Design Build Criteria Package

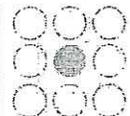
Project Manager for the preparation of the D/B Criteria Package for the replacement of outdated and deteriorated water mains in the North Miami Beach "Donut Hole" area. Services provided included, but were not limited to utility coordination support, as-built review, cadastral support, quantities take-off, opinion of probable cost (OPC), field observation support, limited permitting services and scheduling. The Lineal Footage of water main replacement for the overall project is 30,657 LF. A total of 501 water meters are to be installed within the overall project. Moreover, 498 of these meters are to be relocated from the rear to the front of the property. **GIS was used extensively to prepare quantity take off of pipelines.**

Miami-Dade Water and Sewer Department - Vista Verde Phase II - Replacement of approximately 4,600 LF of Water Mains

Project Manager for the replacement of approximately 4,600 feet of Asbestos Cement (AC) and PVC Water Mains Located around NW 215th Street and NW 39th Avenue in the community of Vista Verde within the City of Miami Gardens. The project goal was to design a new water main network to replace the existing Asbestos-Cement and PVC Water Mains prior drainage construction and road pavement. Services provided includes, but are not limited to design, permitting, preparation of contract specifications, bidding package preparation, and limited construction support services.

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Rafael Ballesteros, P.E.
Senior Professional Engineer

OVERVIEW

Mr. Ballesteros has over 37 years of utility engineering, management, and professional administrative experience. In his 30 years working with the Miami-Dade Water and Sewer Department, he was responsible for the design of large concrete and ductile iron transmission mains; coordinating and implementing Miami-Dade Water and Sewer Standards Specification, rules and regulations. He has extensive experience in planning, evaluating and analyzing large scale development proposals for water and sewer service requirements and reviewed water and sewer plans of proposed developments. Mr. Ballesteros created specifications and standards for water and wastewater distribution systems governed by the Miami Dade Water and Sewer Department; coordinated and interacted with Florida Department of Transportation, Miami Dade-County Public Works and numerous municipalities throughout Miami-Dade County.

Key Qualifications

- Over 170 miles of pipeline design/rehabilitation experience (8 to 96-inch)
- Over 55 miles of pipeline construction experience (8 to 96-inch)
- Knowledgeable of local requirements
- 30 yrs of experience with MDWASD
- Served as Head of Utility Liaison section for MD Utility Development Division
- Served as Head of Plans Review Section for MD Utility Development Div.
- Served as Assistant to the Head of Utility Design Section, WASD, Engineering Division
- Coordinated with multiple stakeholders, municipalities, FDOT and other state agencies

Education

Bachelor in Science, Civil Engineer Technology, Florida International University, Miami, Florida

Certifications

- Supervisor Leadership and Mgmt Certification Program
- Professional Certificate in Project Management
- Miami Dade County
- Supervisor Certification Program

Years of Experience
37years

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PROJECT EXPERIENCE

Miami-Dade Water and Sewer Department - CL-1 Pump Station 1 to C-2 60-inch Forcemain Connection Preliminary Alternative Pipe Route Analysis, Miami, Florida
Project Engineer for the 60-inch forcemain connection. The proposed interconnection evaluated in this analysis would allow for wastewater flow from Pump Station 1 (PS 1) and Pump Station 2 (PS 2) to be diverted to the proposed WDWRP and the SDWWTP. The project involved performing a preliminary alternative force main route analysis so that PS 1 can pump west to an existing 42-inch force main which discharges at a manhole at NW 13th Avenue and NW 6th Street. Services provided included identifying Municipal jurisdictions, identifying existing or required Right-of-Way, identifying the points of connection of the proposed force main, determine its size (60-inch) and determined the best route for the proposed force main in terms of constructability, prepared an opinion of probable cost of the selected route, determined a list of required permits, and prepared a preliminary project schedule for 5,700 feet of 60-inch force main near the Downtown Miami area.

Miami-Dade Water and Sewer Department – 48-inch Water Main Interconnect in the Central East Area (Downtown Miami), Miami, Florida

Services provided included identify Municipal jurisdictions, identify existing or required Right-of-Way, identify the points of connection of the proposed force main, determine its size (48-Inch) and determine the best route for the proposed force main in terms of constructability, to prepare an opinion of probable cost of the selected route, to determine a list of required permits, and to prepare a preliminary project schedule for 7,300 feet of 48-Inch Water main in the Miami Downtown area. Performed utility coordination including requesting a design ticket through Sunshine State One Call of Florida, obtaining utility as-builts for the project area, field reconnaissance, cost estimating, scheduling, and report writing. Prepared preliminary conceptual drawings showing all the utilities information and the proposed route on an aerial photograph.

Miami-Dade Water and Sewer Department, Utility Development Division, Senior Professional Engineer, Head of Utility Liaison Section

Responsible for the administration and supervision of the Utility Liaison Section. Supervised the work performed by one Professional Land Surveyor, four Engineer two draftsmen and one Real Estate Officer. Coordinated with Florida Department of Transportation, Miami Dade County Public Work Department

Resumes

and other Municipalities and Public Work Departments on proposed roadway improvement in the Miami Dade County. Evaluated opportunities for water or sewer System Betterment within the project limits. Assisted in developing programs and projects to implement the countywide master plan for the water supply and sewage systems. Responsible for the work done by the Real Estate Officer conducting negotiations for the acquisition of real property and lease hold interests, to obtain easements for proposed mains, and giving easements to other utilities. Performed field inspections and coordinated with WASD inspectors on the installation of mains.

Noteworthy Projects:

- Turnpike Interchange at NW 74 St. (FDOT)
- Interchange of SR 836 and SR 826 (FDOT)
- NW 74 St from NW 67 Ave to NW 87 Ave (FDOT)
- NW 57 Ave from Okeechobee Rd. to NW 135 St. (FDOT)
- NW 74 St from NW 87 Ave to NW 107 Ave (DCPW)
- City of Miami Street Car

Mr. Ballesteros served as Project Manager for the County's Needs Assessment Program (NAP) and General Obligation Bond (GOB) program, both intended to identify, design and construct water and sewer main within targeted areas of the community.

Miami-Dade Water and Sewer Department, Utility Development Division, Senior Professional Engineer, Head of Plans Review Section

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

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

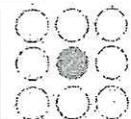
Noteworthy projects:

- America Air Line Arena
- Dolphin Mall & Beacon Industrial Par
- Grand Central Industrial Park
- MIC (Miami International Airport)

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experience + qualifications





Nicholas J. Fernandez, El
Project Engineer

OVERVIEW

Mr. Fernandez has over four (4) years of work experience in civil engineering. This experience carries across the fields of infrastructure engineering, project management, design construction, CAD, GIS, drafting, water and sewer systems, land development, storm water and drainage, roadways, utility coordination, cost estimates, scheduling, QA/QC, proposal preparation, field inspections, permitting, project procurement and due diligence. Recently Mr. Fernandez served as the Design Engineer for the preparation of the Design Build Criteria Package (DBCP) for the Water Mains Replacement and serve conversion within the South Miami Heights (SMH) and North Miami Beach (NMB) Areas.

Key Qualifications

- Worked extensively with WASD's custom GIS application DOLFIN Design of Water and Force Mains
- ArcGIS Experience
- AutoCAD Proficient
- Primavera/MS Project Knowledge
- MathCAD Acquainted
- WASD's Water and Waste-water Specifications and Procedures
- MDPWWMD Roadway and Utility Construction Specifications and Procedures
- FDOT Roadway Specifications and Procedures
- Track record for delivering projects on time and within budget

Education

BS Civil Engineering,
Florida International University,
2012

Certifications

Engineering Intern (EI), Florida

Years of Experience

4 years

PROJECT EXPERIENCE

WASD's South Miami Heights Water Main Replacement and Meter Conversions Design Build Criteria Package

Project Engineer for the preparation of the D/B Criteria Package for the replacement of outdated and deteriorated water mains in the South Miami Heights area. Services provided included, but were not limited to utility coordination support, as-built review, cadastral support, quantities take-off, opinion of probable cost (OPC), field observation support, limited permitting services and scheduling. The project was divided into two (2) phases. The Lineal Footage of water main replacement for the overall project is 149,807 LF. A total of 2,800 water meters are to be installed within the overall project. Moreover, 1,943 of these meters are to be relocated from the rear to the front of the property. In addition, Mr. provided procurement support services to WASD during the process. **Performed GIS queries to classifying all water manins within the project area.**

WASD's North Miami Beach Water Main Replacement and Meter Conversions Design Build Criteria Package

300 was selected by WASD to provide Cadastral Support Services to the Pipeline Improvement Project, Task #2 – North Miami Beach. 300 assisted the Department to prepare the D/B Criteria Package for the replacement of outdated and deteriorated water mains in the North Miami Beach area. Mr. Fernandez is working as a Design Engineer and provided services including, but not limited to, utility coordination support, as-built review, cadastral support, quantities take-off, opinion of probable cost (OPC), field observation support, limited permitting services and scheduling. The Lineal Footage of water main replacement for the overall project is 30,657 LF. A total of 501 water meters are to be installed within the overall project. Moreover, 498 of these meters are to be relocated from the rear to the front of the property. **Performed GIS queries to classifying all water manins within the project area.**



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

The PMCM Team was selected by the Miami Dade Water and Sewer Department (WASD) to provide Program and Construction Management Services related to the Wastewater System Priority Projects. Services provided include, but are not limited to, program management, construction management, development coordination, public outreach, engineering analysis, hydraulic modeling, scheduling, cost estimates, inspections and document control. Mr. Fernandez worked as a Junior Engineer for the PMCM Team within the Wastewater Collection and Transmission System (WCTS) Task. The WCTS Task is assisting the Department with the coordination and management of ninety-three (93) Force Main and Pump Station Projects, from conception to closure, including the following phases: Engineering Design, Permitting, Procurement, Construction, and Certification.

WASD's Water Project and GIS Backlog Assistance – Miami, Florida

GIS Technician for the Project and GIS Backlog Assistance to investigate and locate faults in the system that need to be addressed for replacement, repair and change. This type of work required specialized and qualified personnel with the required training and experience to provide safe and reliable information about assets that can be used in the most practical manner, and to create and maintain all data related to the PCCP Assessments and Replacements Program. In addition, Mr. Fernandez had to evaluate and interpret information related to water As-builts, perform research, run SQL reports, and work in a GIS environment. Mr. Fernandez was one (1) of the two (2) qualified GIS Technicians, housed at the WASD Water Transmission and Distribution offices.

Miami Design District Phases I, II & III – Project Engineer – Miami, Florida

Project Engineer for the re-development the Miami Design District by DACRA Developers. Urban Miami-Dade site area to be re-developed into a luxury commercial attraction; including all related infrastructure, traffic, road, sidewalk, fire, drainage, water, sewer, electrical, communication, and traffic improvements, amongst others. Mr. Fernandez was responsible for all project engineer and drafting responsibilities for the projects civil work related to these projects. Working directly underneath the Professional Engineer of Record, Mr. Fernandez created construction documents for the individual building plans (7+) in the Miami Design District. These plans required the following, but not limited to, tasks: due diligence, permitting, utility coordination, drainage calculations, sewer and water analysis, fire protection, roadway and drainage improvements, paving and grading, cost estimating, scheduling, shop drawings review, on-site inspections, QA/QC.

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Dolenny I. Varela
GIS Cadastral Technician

OVERVIEW

Ms. Varela has experience in design process, interior design, construction drawings, urban planning, construction management, inspections, assessment of materials, project budgeting, and GIS. She is proficient in ArcGIS/ArcMap AutoCAD/Autodesk, 20/20 Design, QuickBooks, Microsoft Office, spreadsheet and databases.

Ms. Varela has been working on Miami-Dade County Programs for the past five months as a GIS Technician. She has knowledge of WASD's GIS water and sewer system configuration and is able to perform research through WASD's databases. Ms. Varela has extensive experience in construction projects including position as junior project manager, assistant superintendent and OSHA safety compliance officer.

Key Qualifications

- Thorough knowledge of Miami-Dade County systems such as: EAMS, PCTS, DOLFIN
- GIS
- Miami-Dade Water and Sewer System
- OSHA 10 Certification
- Proficiency in ArcMap, Auto CAD and 20/20 Design Program
- Plan and shop drawings review
- Knowledge of civil, architectural, mechanical and electrical trades
- Assessment of materials, costs and time requirements for projects

Education

BS Architecture,
Táchira National University
(UNET), 2004

Years of Experience

9 years

PROJECT EXPERIENCE

WASD GIS Utility Backlog Projects – GIS Cadastral Technician – Miami-Dade County, Florida

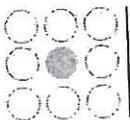
GIS Cadastral Technician for the On-site (30+ staff) GIS services and assistance to eliminate the existing GIS Backlog of over 1,800 As-built Plans and over 2,000 Active As-built Supplemental Information System (AASIS) Tickets by June 6, 2017. Research and correct reported problems in the GIS databases of Countywide Water and Sewer Infrastructure, populating WASD's integrated enterprise systems such as the Enterprise Asset Management System (EAMS), DOLFIN, Proliance Project Control and Tracking System (PCTS), and other WASD's systems. Assess the existing GIS digitization process. Responsible for generating GIS Drafter Analysis Reports, an Overall Backlog/AASIS Reports. Such reports are produced in a biweekly, monthly and/or quarterly basis.

Diegon Construction LLC – Project Manager Level 1 – Miami Dade County, Florida

Project Manager/Construction Administrator for residential projects in Village of Key Biscayne. Responsibilities included project estimating, construction drawing bidding and subcontractors selection, permits, shop drawings approvals, on site management and supervision, materials selection, change orders and invoicing approval, meeting and revision with architects and owners. Represented the firm at hearings and meetings with local, state and county agencies.

Royce Corporation – Administrative Assistant – Aventura, Florida

Responsibilities for Ms. Varela included preparing reports by collecting and analyzing sensitive information, completing data base backups, and performing administrative and office support activities for multiple supervisors.



Resumes

Prodesa International LLC – Assistant Superintendent – Miami, Florida

As the assistant superintendent, responsibilities for Ms. Varela included personnel management and safety training (OSHA certified), daily monitoring and restock/supervision of onsite materials, and quality control and construction schedule completion. Ms. Varela represented the client at hearings with local and state agencies.

Banfoandes Universal Bank C.A. – Construction Inspector Supervisor – San Cristóbal, Venezuela

General construction supervisor for new construction, remodeling, and inspection of branches of Banfoandes Universal Bank. Ms. Varela's daily tasks included supervision of personnel, development of standard operating procedures and training programs, Performa's performance appraisals, and maintaining accurate inspection records and reports. She was in charge of daily inspections to ensure compliance with applicable codes, ordinances and regulations and also reviewed plans and specifications of projects.

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Francisco G. Prieto
GIS Cadastral Technician



OVERVIEW

Mr. Prieto has been working in the GIS Division at Miami-Dade Water and Sewer Department Offices for the past year. Mr. Prieto is proficient in ArcGIS, AutoCAD, Microsoft Office and Access database.

Mr. Prieto has been working on the Water GIS AASIS Projects and the WASD GIS Utility Backlog Project with the role of GIS Cadastral Technician.

PROJECT EXPERIENCE

WASD GIS Utility Backlog Projects – AASIS GIS Cadastral Technician – Miami-Dade County, Florida

GIS Technician for the On-site (30+ staff) GIS services and assistance to eliminate the existing GIS Backlog of over 1,800 As-built Plans and over 2,000 AASIS Tickets by June 6, 2017. Research and correct reported problems in the GIS databases of Countywide Water and Sewer Infrastructure, populating WASD's integrated enterprise systems such as the Enterprise Asset Management System (EAMS), DOLFIN, Proliance Project Control and Tracking System (PCTS), Oracle Customer Care & Billing (CC&B) and other WASD's systems, through the extensive use of WASD's in-house GIS Atlas Maintenance System (GAMS). Assess the existing GIS digitization process, provide recommendations to WASD, and implement agree upon optimized process Responsible for generating GIS Drafter Analysis Report for tracking performance purposes, and Overall Backlog/AASIS Reports. Such reports are produced in a biweekly, monthly and quarterly basis

Key Qualifications

- On-site WASD's GIS Technician
- Proficient in ArcGIS
- Proficient in GAMS
- Knowledge of EAMS, DOLFIN, PCTS, CC&B
- Proficient in AutoCAD
- Knowledge of WASD's Protocols and Procedures
- As-builts reviews
- Advanced Microsoft Office

Education

Associate's Degree
Miami-Dade College,
Miami, FL
2011 – On-going

Years of Experience

2 year of GIS Drafting

WASD Water GIS Active-As-built Supplemental Information System (AASIS) Project – GIS Cadastral Technician – Miami-Dade County, Florida

AASIS GIS Cadastral Technician housed at Miami-Dade Water and Sewer Department (WASD) for the On-site GIS assistance to research and correct reported problems in the GIS databases of Countywide Water Infrastructure, populating WASD's integrated enterprise systems such as the Enterprise Asset Management System (EAMS), Proliance Project Control and Tracking System (PCTS), Oracle Customer Care & Billing (CC&B) and other WASD's systems. Provided assistance with WASD's Water Transmission and Distribution System (AASIS) tickets up to date. Evaluate and interpret information related to engineering drawing (as built), perform research, and enter, manipulate, edit, and update WASD's GIS Geodatabase. Responsibilities within the Project included: interpreting as-builts survey field logs and other documents to accurately update the GIS with utility location and asset properties; used WASD's systems to research and resolve data inconsistencies in the GIS, which included Dade On-Line Facilities (DSI), WASD's in house GIS Atlas Maintenance System (GAMS), Engineering database, and others quality assure completed work prior to promoting production



Resumes
Ivet M. Garcia
GIS Cadastral Technician

OVERVIEW

Ms. Garcia has been working in the GIS Division for the past year at Miami-Dade Water and Sewer Department's Offices in the GIS Division. Ms. Garcia is proficient in ArcGIS, AutoCAD, Microsoft Office and Access database.



PROJECT EXPERIENCE

WASD GIS Utility Backlog Projects – AASIS GIS Cadastral Technician – Miami-Dade County, Florida

GIS Technician for the On-site (30+ staff) GIS services and assistance to eliminate the existing GIS Backlog of over 1,800 As-built Plans and over 2,000 AASIS Tickets by June 6, 2017. Research and correct reported problems in the GIS databases of Countywide Water and Sewer Infrastructure, populating WASD's integrated enterprise systems such as the Enterprise Asset Management System (EAMS), DOLFIN, Proliance Project Control and Tracking System (PCTS), Oracle Customer Care & Billing (CC&B) and other WASD's systems, through the extensive use of WASD's in-house GIS Atlas Maintenance System (GAMS). Assess the existing GIS digitization process, provide recommendations to WASD; and implement agreed upon optimized process Responsible for generating GIS Drafter Analysis Reports for tracking performance purposes, and Overall Backlog/AASIS Reports. Such reports are produced in a biweekly, monthly and quarterly basis

Key Qualifications

- On-site Miami Dade County GIS Technician
- Knowledge of Miami Dade County EAMS, DOL-FIN, PGTS, CC&B programs
- GIS CAD Technician
- Proficient in ArcGIS
- Proficient in GAMS
- Proficient in AutoCAD
- Knowledge of Miami Dade County Protocols and Procedures
- As-builts reviews
- Advanced Microsoft Office

WASD Water GIS Active-As-built Supplemental Information System (AASIS) Projects – GIS Cadastral Technician – Miami-Dade County, Florida

AASIS GIS Cadastral Technician housed at Miami-Dade Water and Sewer Department (WASD) for the On-site GIS assistance to research and correct reported problems in the GIS databases of Countywide Water Infrastructure, populating WASD's integrated enterprise systems such as the Enterprise Asset Management System (EAMS), Proliance Project Control and Tracking System (PCTS), Oracle Customer Care & Billing (CC&B) and other WASD's systems. Provided assistance with WASD's Water Transmission and Distribution System to bring their backlog of over 2,000 Active-As-built Supplemental Information System (AASIS) tickets up to date. Evaluate and interpret information related to engineering drawing (as-builts), perform research; and enter, manipulate, edit, and update WASD's GIS Geodatabase. Responsibilities within the Project included: interpreting as-builts, survey field logs and other documents to accurately update the GIS with utility location and asset properties; used WASD's systems to research and resolve data inconsistencies in the GIS, which included Dade On-Line Facilities (DSI), WASD's in-house GIS Atlas Maintenance System (GAMS), Engineering database, and others; quality assure completed work prior to promoting production

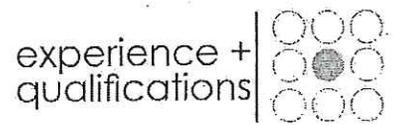
Education

Associate's Degree
Miami-Dade College,
Miami, FL
2011 – On-going

Years of Experience

2 years of GIS Drafting

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Alberto J. Jassa
GIS Cadastral Technician



OVERVIEW

Mr. Jassa has been working in the GIS Division for the past 2 years. Mr. Jassa is proficient in ArcGIS, AutoCAD, Microsoft Office and Access database.

PROJECT EXPERIENCE

WASD GIS Utility Backlog Projects – AASIS GIS Cadastral Technician – Miami-Dade County, Florida

GIS Technician for the On-site (30+ staff) GIS services and assistance to eliminate the existing GIS Backlog of over 1,800 As-built Plans and over 2,000 AASIS Tickets by June 6, 2017. Research and correct reported problems in the GIS databases of Countywide Water and Sewer Infrastructure, populating WASD's integrated enterprise systems such as the Enterprise Asset Management System (EAMS), DOLFIN, Proliance Project Control and Tracking System (PCTS), Oracle Customer Care & Billing (CC&B) and other WASD's systems, through the extensive use of WASD's in-house GIS Atlas Maintenance System (GAMS). Assess the existing GIS digitization process, provide recommendations to WASD, and implement agreed upon optimized process Responsible for generating GIS Drafter Analysis Reports for tracking performance purposes, and Overall Backlog/AASIS Reports. Such reports are produced in a biweekly, monthly and quarterly basis

Key Qualifications

- Knowledge of WASD's EAMS, DOLFIN, PCTS, CC&B
- On-site WASD's GIS Technician
- Proficient in ArcGIS
- Proficient in GAMS
- Proficient in AutoCAD
- Knowledge of WASD's Protocols and Procedures
- As-built reviews
- Advanced Microsoft Office

Education

Technical Automotive Certification from AATI (2012)

AutoCAD coursework in Miami-Dade Community College (2012)

Postgraduate course in Building Foundation Design (1998)

Master's Degree in Business and Marketing, University of Havana (1997)

Bachelor's Degree in Economics, University of Havana (1992)

Years of Experience

2 years of GIS Drafting

WASD Water GIS Active-As-built Supplemental Information System (AASIS) Project – GIS Cadastral Technician – Miami-Dade County, Florida

AASIS GIS Cadastral Technician housed at Miami-Dade Water and Sewer Department (WASD) for the On-site GIS assistance to research and correct reported problems in the GIS databases of Countywide Water Infrastructure, populating WASD's integrated enterprise systems such as the Enterprise Asset Management System (EAMS), Proliance Project Control and Tracking System (PCTS), Oracle Customer Care & Billing (CC&B) and other WASD's systems. Provided assistance with WASD's Water Transmission and Distribution System to bring their backlog of over 2,000 Active-As-built Supplemental Information System (AASIS) tickets up to date. Evaluate and interpret information related to engineering drawing (as built), perform research, and enter, manipulate, edit, and update WASD's GIS Geodatabase. Responsibilities within the Project included: interpreting as-built survey field logs and other documents to accurately update the GIS with utility location and asset properties; used WASD's systems to research and resolve data inconsistencies in the GIS, which included Dade On-Line Facilities (DSI), WASD's in house GIS Atlas Maintenance System (GAMS), Engineering database, and others quality assure completed work prior to promoting production

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Resumes
Yosmary Zumoza
GIS Cadastral Technician

OVERVIEW

Ms. Garcia has been working in the GIS Division for the past 2 years at Miami-Dade Water and Sewer Department's Offices in the GIS Division. Ms. Garcia is proficient in ArcGIS, AutoCAD, Microsoft Office and Access database.

PROJECT EXPERIENCE

WASD GIS Utility Backlog Projects – AASIS GIS Cadastral Technician – Miami-Dade County, Florida

GIS Technician for the On-site (30+ staff) GIS services and assistance to eliminate the existing GIS Backlog of over 1,800 As-built Plans and over 2,000 AASIS Tickets by June 6, 2017. Research and correct reported problems in the GIS databases of Countywide Water and Sewer Infrastructure, populating WASD's integrated enterprise systems such as the Enterprise Asset Management System (EAMS), DOLFIN, Proliance Project Control and Tracking System (PCTS), Oracle Customer Care & Billing (CC&B) and other WASD's systems, through the extensive use of WASD's in-house GIS Atlas Maintenance System (GAMS). Assess the existing GIS digitization process, provide recommendations to WASD, and implement agreed upon optimized process Responsible for generating GIS Drafter Analysis Reports for tracking performance purposes, and Overall Backlog/AASIS Reports. Such reports are produced in a biweekly, monthly and quarterly basis

Blue Dot Technologies – Designer – Doral, Florida

Mrs. Zumoza was in charge of and responsible for the design of product packaging and coordination of packaging specifications with the manufacturer in China. She was also in charge of advertising and promotions.

Cold Services – Industrial Designer – Carabobo, Venezuela

Mrs. Zumoza was responsible for specifications and research and development of parts for commercial refrigeration equipment. She prepared and modifying plans and details for schematics, preliminary and working drawings, metalworking parts, design in sheet metal, plastic parts, packaging design and packaging for export refrigeration, preparation of CNC program CNC punching machine, creating lists of parts and material cost structure and consumption of materials calculations.

Publistructura – Designer – Carabobo, Venezuela

Mrs. Zumoza was responsible for the design and manufacturing of advertising displays, product decorative art exhibits, logo design, design and layout, business cards and corporate image of companies, diagramming of art to posters, calculation of consumption of materials, parts lists, structures raw materials costs, preparation and presentation of projects and supplier development.

Hielomatic – Drafter – Carabobo, Venezuela

Mrs. Zumoza was responsible for preparing and modifying plans and details for schematics, preliminary and working drawings, draft layout for fire systems and pipes for the oil industry.



Key Qualifications

- Knowledge of EAMS, DOLFIN, PCTS, CC&B
- On-site WASD's GIS Technician
- Proficient in ArcGIS
- Proficient in GAMS
- Proficient in AutoCAD
- Knowledge of WASD's Protocols and Procedures
- As-builts reviews
- Advanced Microsoft Office

Education

Associate's Degree
Miami-Dade College,
Miami, FL
2011 – On-going

Years of Experience

2 years of GIS Drafting

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Iliana Mirabal
GIS Cadastral Technician



OVERVIEW

Mrs. Mirabal has been working as cadastral technician for two years and during that time has accumulated experience working on MDWASD's Programs and Projects, especially in WASD GIS utility backlog projects.

Mrs. Mirabal is a proficient technician with experience operating multiple computer software including various GIS systems such as ArcGIS 10.2.2.

PROJECT EXPERIENCE

Miami-Dade Water and Sewer GIS Utility Backlog Projects – GIS Cadastral Technician – Miami-Dade County, Florida

GIS Cadastral Technician member of the staff that is currently working to eliminate the existing GIS Backlog of over 1,800 As-built Plans and over 2,000 AASIS Tickets by June 6, 2017. Research and correct reported problems in the GIS databases of Countywide Water and Sewer Infra-structure, populating WASD's integrated enterprise systems such as the Enterprise Asset Management System (EAMS), DOLFIN, Proliance Project Control and Tracking System (PCTS), and other WASD's systems, through the extensive use of WASD's in-house GIS Atlas Maintenance System (GAMS).

Miami Dade County Water and Sewer, Water GIS Active-As-built Supplemental Information System (AASIS) Projects – GIS Cadastral Technician – Miami-Dade County, Florida

AASIS GIS Technician housed at Miami-Dade Water and Sewer Department (WASD) for the On-site GIS assistance to research and correct reported problems in the GIS databases of Countywide Water Infrastructure, populating WASD's integrated enterprise systems such as the Enterprise Asset Management System (EAMS), Proliance Project Control and Tracking System (PCTS), Oracle Customer Care & Billing (CC&B) and other WASD's systems. Provided assistance with MDWASD's Water Transmission and Distribution System to bring their backlog of over 2,000 Active-As-built Supplemental Information System (AASIS) tickets up to date. Evaluate and interpret information related to engineering drawing (as-builts), perform research, and enter, manipulate, edit, and update WASD's GIS Geodatabase. Responsibilities within the Project included: interpreting as-builts, survey field logs and other documents to accurately update the GIS with utility location and asset properties; used WASD's systems to research and resolve data inconsistencies in the GIS, which included Dade On-Line Facilities (DSI), WASD's in-house GIS Atlas Maintenance System (GAMS), Engineering database, and others; quality assure completed work prior to promoting production.

Key Qualifications

- Work extensively with WASD'S custom GIS application DOLFIN
- GIS
- WASD's Water and Server System
- Proficient ArcGIS 10.2.2
- As-built review
- Knowledge of WASD's Protocols and Procedure
- Knowledge of AutoCAD
- Computer software: Windows OS, MS Office, etc.

Education

BS Railroad Applications Engineer
State University of Railways (MIIT), Moscow, Russia, 1990

Certifications

Vocational Business Software Application
MDC, Miami, 2000

Years of Experience

2 years of GIS Drafting

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Resumes
Hector Prendes
GIS Cadastral Technician



OVERVIEW

Mr. Prendes has experience in planning, design, construction management, inspection, business procedures optimization (Lean Methodology), and GIS. He is proficient in ArcGIS, AutoCAD/Autodesk, Access Database, MS Office Suite, and Oracle.

PROJECT EXPERIENCE

Water and Sewer Backlog Project—GIS Technician, Miami Dade County, Florida

Project entailed the research and interpretation of technical as-built maps denoting existing water and sewer lines and features across Miami-Dade County. These maps were digitized and entered into a county GIS database using ArcGIS 10.2 and auxiliary plugins developed specifically for the project. Digitization methods used by Mr. Prendes included coordinate entry, georeferencing of as-built maps, precise measurements utilizing official surveys, and orthophoto identification of above ground features. All features digitized required precise documentation and attribute table population so as to fully maintain records and important information regarding WASD assets. As a GIS Cadastral Technician, the duty to ensure accuracy in all digitization and documentation was paramount, as well as completing sections promptly and efficiently.

Key Qualifications

- Thorough knowledge of WASD's systems such as: Oracle, DOLFIN.
- GIS
- WASD's Water and Waste-water Specifications and Procedures

Education

Associates Degree Database Technology, Miami Dade College, On-going

Years of Experience

2 year of GIS Drafting

WASD GIS Utility Backlog Projects – GIS Cadastral Technician – Miami-Dade County, Florida

Active As-built Supplemental Information Systems (AASIS) Project Manager for the On-site (30+ staff) GIS services and assistance to eliminate the existing GIS Backlog of over 1,800 As-built Plans and over 2,000 AASIS Tickets by June 6, 2017. Research and correct reported problems in the GIS databases of Countywide Water and Sewer Infrastructure, populating WASD's integrated enterprise systems such as the Enterprise Asset Management System (EAMS), DOLFIN, Proliance Project Control and Tracking System (PCTS), Oracle Customer Care & Billing (CC&B) and other WASD's systems, through the extensive use of WASD's in-house GIS Atlas Maintenance System (GAMS). Assess the existing GIS digitization process, provide recommendations to WASD, and implement agreed upon optimized process. Responsible for generating GIS Drafter Analysis Reports for tracking performance purposes, and Overall Backlog/AASIS Reports. Such reports are produced in a biweekly, monthly and quarterly basis.

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Timothy M. Ramlakan, MS
GIS Cadastral Technician



Key Qualifications

- Knowledge of WASD's systems: DOLFIN, Water and Sewer Standards
- GIS Knowledge
- AutoCAD Proficient
- Utility Coordination

Education

MS Electrical Engineering,
BS Electrical Engineering
University of Miami, 2015

Years of Experience

2 years

OVERVIEW

Mr. Ramlakan recently worked as a Design Engineer on the preparation of the Design Build Criteria Package (DBCP) for the Water Main Replacement and Meters Conversion within South Miami Heights (SMH) and North Miami Beach (NMB) areas. Mr. Ramlakan has vast experience manipulating data in GIS and designing layouts in AutoCAD.

PROJECT EXPERIENCE

South Miami Heights Water Main Replacement and Meter Conversions Design Build Criteria Package

300 was selected by WASD to provide Cadastral Support Services to the Pipeline Improvement Project, Task #1 – South Miami Heights. 300 assisted the Department to prepare the D/B Criteria Package for the replacement of outdated and deteriorated water mains in the South Miami Heights area. Mr. Ramlakan worked as a Junior Engineer to provide Services including, but not limited to utility coordination support, as-built review, cadastral support, quantities take off, opinion of probable cost (OPC), field observation support, limited permitting services and scheduling. The project was divided into two (2) phases. The Lineal Footage of water main replacement for the overall project is 169,223 LF. A total of 2,800 water meters are to be installed within the overall project. Moreover, 1,943 of these meters are to be relocated from the rear to the front of the property.

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

The PMCM Team was selected by the Miami Dade Water and Sewer Department (WASD) to provide Program and Construction Management Services related to the Wastewater System Priority Projects. Services provided include, but are not limited to, program management, construction management, development coordination, public outreach, engineering analysis, hydraulic modeling, scheduling, cost estimates, inspections and document control. Mr. Ramlakan worked as a Junior Engineer for the PMCM Team within the Wastewater Collection and Transmission System (WCTS) Task. The WCTS Task is assisting the Department with the coordination and management of ninety-three (93) Force Main and Pump Station Projects, from conception to closure, including the following phases: Engineering Design, Permitting, Procurement, Construction, and Certification.

WASD's North Miami Beach Water Main Replacement and Meter Conversion Design Build Criteria Package

300 was selected by Miami-Dade County to provide Cadastral Support Services to the Pipeline Improvement Project, Task #2 – North Miami Beach. 300 assisted the Department to prepare the D/B Criteria Package for the replacement of outdated and deteriorated water mains in the North Miami Beach area. Mr. Ramlakan is working as a Junior Engineer and provided services including, but not limited to, utility coordination support, as-built review, cadastral support, quantities take off, opinion of probable cost (OPC), field observation support, limited permitting services and scheduling. The Lineal Footage of water main replacement for the overall project is 30,657 LF. A total of 501 water meters are to be installed within the overall project. Moreover, 498 of these meters are to be relocated from the rear to the front of the property. **GIS was used extensively to prepare quantities take off of pipelines.**



Resumes
Rodulfo Llanos
GIS Cadastral Technician

OVERVIEW

Mr. Llanos has experience in IT Technologies, CAD Management and in Site work budget estimating. He is proficient in ArcGIS, AutoCAD/Autodesk, MS Office Suite (Access, Word, Excel, PowerPoint, Project), MS SQL and MS Visual Studio. Mr. Llano also has experience in network administration and security.

Mr. Llanos has worked for more than ten years as manager of a Computer Services and CAD Administration in the Company of Architectural and Engineering Projects in Camaguey, Cuba.

Mr. Llanos has been working for the past year in WASD GIS Backlog Projects with the role of GIS Cadastral Technician for the water distribution division.



PROJECT EXPERIENCE

MDWASD Water Project and GIS Backlog Assistance – GIS Cadastral Technician – Miami-Dade County, Florida.

The work was to investigate and locate faults in the system that need to be addressed for replacement, repair and change. Mr. Llanos was responsible for providing safe and reliable information about assets that can be used in the most practical manner, creating and maintaining all data related to the PCCP assessments and replacements program. He evaluated and interpreted information related to water As-builts, performed research, ran SQL reports, and worked in a GIS environment.

MDWASD Water Project and GIS Backlog Assistance – GIS Cadastral Technician – Miami-Dade County, Florida

Mr. Llanos was responsible for investigating and locating faults in the systems that needed to be addressed for replacement, repair and change, to provide safe and reliable information about Miami-Dade County water assets. Also, he was responsible for evaluating and interpreting information related to water As-builts, perform research, run SQL reports, and work in a GIS environment.

Logisuite Corporation – Software Developer – Miami, Florida

Mr. Llanos was responsible for solutions deployment and software development for Freight Forwarding applications.

Cima Telecom, Inc. – Network Administrator – Miami, Florida

Mr. Llanos was responsible for the network maintenance to ensure data security and integrity and technical support to all employees of the company.

Budget Construction, Inc. – Site work budget Estimator – Miami, Florida

Mr. Llanos was responsible for cost estimating, price negotiation and MS Office Suite and CAD supported software.

Key Qualifications

- Thorough knowledge of WASD's systems such as EAMS, Dolfin and GIS Standards
- GIS
- WASD's Wafer System
- WASD's Water
- Specifications and Procedures
- Knowledge of WASD Protocols and Procedures
- MS Software (Office Suite, Visual Studio, Office 365, MS SQL, Windows 2008 Server)
- Autodesk- AutoCAD
- Programing (Java, HTML, C##)

Education

Civil Engineering,
Ignacio Agramonte University
Camaguey, 1988

Certifications

A+, Network +, MCSE

Years of Experience

28 years

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experience + qualifications

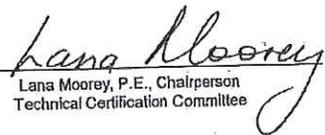
MIAMI - DADE

*Miami-Dade County
Internal Services Department*

Statement of Technical Certification Categories

Firm: 300 Engineering Group, PA
3850 Bird Road Suite 601
Miami, FL 33146

<u>CATEGORY NO:</u>	<u>CATEGORY DESCRIPTION</u>	<u>APPROVAL DATE</u>	<u>EXPIRATION DATE</u>
3.01	HIGHWAY SYSTEMS - SITE DEVELOPMENT AND PARKING LOT DESIGN	8/19/2015	10/31/2016
3.02	HIGHWAY SYSTEMS - HIGHWAY DESIGN	8/19/2015	10/31/2016
3.09	HIGHWAY SYSTEMS - SIGNING, PAVEMENT MARKING, AND CHANNELIZATION	8/19/2015	10/31/2016
6.01	WATER AND SANITARY SEWER SYSTEMS - WATER DISTRIBUTION AND SANITARY SEWAGE COLLECTION AND TRANSMISSION SYSTEMS	10/1/2014	10/31/2016
6.02	WATER AND SANITARY SEWER SYSTEMS - MAJOR WATER AND SANITARY SEWAGE PUMPING FACILITIES	10/1/2014	10/31/2016
6.03	WATER AND SANITARY SEWER SYSTEMS - WATER AND SANITARY SEWAGE TREATMENT PLANTS	10/1/2014	10/31/2016
10.01	ENVIRONMENTAL ENGINEERING - STORMWATER DRAINAGE DESIGN ENGINEERING SERVICES	10/1/2014	10/31/2016
16.00	GENERAL CIVIL ENGINEERING	10/1/2014	10/31/2016
17.00	ENGINEERING CONSTRUCTION MANAGEMENT	10/1/2014	10/31/2016


Lana Moorey, P.E., Chairperson
Technical Certification Committee



State of Florida Department of State

I certify from the records of this office that 300 ENGINEERING GROUP, P.A. is a corporation organized under the laws of the State of Florida, filed on September 18, 2006.

The document number of this corporation is P06000119745.

I further certify that said corporation has paid all fees due this office through December 31, 2016, that its most recent annual report/uniform business report was filed on February 1, 2016, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the First day of February, 2016*



Ken Detjen
Secretary of State

Tracking Number: CC4261495165

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

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

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experience +
qualifications



PQ Certificate No.: 2010-562612529-07
Approval Date: 10/7/2015
Expiration Date: 10/31/2016

Miami-Dade County, Florida
Internal Services Department

**ARCHITECTURE/ENGINEERING (A/E)
PRE-QUALIFICATION CERTIFICATE**

This certificate is hereby issued to: 300 Engineering Group PA
3850 Bird Road, Suite 601
Miami, FL 33146

The above named applicant is pre-qualified to provide professional A/E services for Miami-Dade County for the period indicated above. The applicant has committed its firm to comply with the specific conditions listed below:

1. Pre-Qualified to offer professional services only in the Miami-Dade County technical categories shown in the "Statement of Technical Qualifications." All technical category restrictions must be strictly adhered to.
2. Pre-Qualification Certification (PQC) consolidates the technical certification, affirmative action plan, and vendor registration into one streamlined certification process resulting in the issuance of a Pre-Qualification Certificate.
3. Report any significant changes, such as contact person, qualifier, ownership, firm address, etc., to Professional Services Certification located at 111 NW 1st Street, Suite 1300, Miami, FL 33128, within 30 days of such a change. Failure to report said changes to the County may result in the immediate suspension or termination of your firm's Pre-Qualification Certification.
4. Firms are responsible for observing and adhering to Miami-Dade County's Administrative Order 3-39 "Standard process for construction of capital improvements, acquisition of professional services, construction contracting, change orders and reporting".
5. Failure to renew your firm's PQC at least thirty (30) days prior to your firm's current expiration date may result in the suspension and/or termination from County programs and current or future contracts until your firm's Pre-Qualification Certification has been properly renewed. Any lapses in the certification of any of the required PQC areas (vendor registration, affirmative action plan, or technical certification) will result in a lapse in your PQC. Firms are responsible for observing and adhering to all submission deadlines.
6. Any renewal applications and/or supporting documents submitted after the application deadline might delay the review of your firm's PQC certification to the next available Technical Certification Committee meeting. The PQC application, submission deadlines, and the Technical Certification Committee meeting calendar can be found on Procurement Management web site located at: <http://www.miamidade.gov/Internalservices/pre-qualification-certification.asp>
7. Permit Miami-Dade County representatives to have access during normal business hours to audit books and records to verify information submitted with this application. This right of access shall commence on the approval date of this certificate and shall terminate on its expiration date.

Please note that if at any time Miami-Dade County has reason to believe that any person or firm has willfully and knowingly provided incorrect information or made false statements, the County may refer the matter to the State Attorney's Office and/or other investigative agencies, initiate debarment procedures, and/or pursue sanctions or other legal remedies in accordance with Miami-Dade County policy and/or applicable federal, state and local laws.




Nubia Jarquin
Professional Services Certification
305-375-5637

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Internal Services Department
Small Business Development
111 NW 1 Street, 19th Floor
Miami, Florida 33128
T 305-375-3111 F 305-375-3160

March 11, 2015

CERT NO: 13744

Mr. Franklin A. Torrealba
300 ENGINEERING GROUP, P.A.
8425 NW 68 St
Miami, FL 33166-0000

Approval Date: 3/10/2015 - SBE/AE
Expiration Date: 3/31/2018

Dear Mr. Torrealba:

Miami-Dade County Small Business Development (SBD), a division of the Internal Services Department (ISD) has completed the review of your application and attachments submitted for certification. Your firm is officially certified as a Miami-Dade County Small Business Enterprise Architectural & Engineering (SBE/AE) in accordance with section 2-10.4.01 of the code of Miami-Dade County.

This (SBE/AE) certification is valid for three years provided that you submit a "Continuing Eligibility Affidavit" on or before your anniversary date of (March 10) for the first and second year of the three year period. The affidavit must indicate any changes or no changes in your firm pertinent to your certification eligibility. The submittal of a "Continuing Eligibility Affidavit" annually with specific supporting documents on or before your Anniversary Date is required to maintain the three year certification. You will be notified of this responsibility in advance of the Anniversary Date. Failure to comply with the said responsibilities may result in immediate action to decertify the firm.

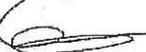
If at any time there is a material change in the firm including, but not limited to, ownership, officers, director, scope of work being performed, daily operations, affiliation(s) with other businesses or the physical location of the firm, you must notify this office in writing within (30) days. Notification should include supporting documentation. You will receive timely instructions from this office as to how you should proceed, if necessary. This letter will be the only approval notification issued for the duration of your firm's three years certification. If the firm attains graduation or becomes ineligible during the three year certification period, you will be properly notified following an administrative process that your firm's certification has been removed pursuant to the code.

Your company is certified in the categories as listed below affording you the opportunity to bid and participate on contracts with Small Business Enterprise measures.

Please note that the categories listed are very general and are used only to assist our customers in searching the directory for certified firms to meet contract goals. You can find the firm's up-to-date certification profile as well as all other certified firms on the Miami-Dade County Internal Services Department, Small Business Development Certified Firms' Directory at the website <http://www.miamidade.gov/business/business-certification-programs.asp>.

Thank you for your interest in doing business with Miami-Dade County.

Sincerely,


Claudious Thompson, SBD Section Chief
Small Business Development Division

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Local Business Tax Receipt

Miami-Dade County, State of Florida

-THIS IS NOT A BILL - DO NOT PAY

LBT

7117476

BUSINESS NAME/LOCATION

TORREALBA FRANKLIN A PE
3850 BIRD RD STE 601
MIAMI FL 33146

RECEIPT NO.

RENEWAL
7395084

**EXPIRES
SEPTEMBER 30, 2016**

Must be displayed at place of business
Pursuant to County Code
Chapter 8A - Art. 9 & 10

OWNER

TORREALBA FRANKLIN A PE

SEC. TYPE OF BUSINESS

212 PROFESSIONAL
PE56385

**PAYMENT RECEIVED
BY TAX COLLECTOR**

\$60.00 07/06/2015
CREDITCARD-15-033348

This Local Business Tax Receipt only confirms payment of the Local Business Tax. The Receipt is not a license, permit, or a certification of the holder's qualifications, to do business. Holder must comply with any governmental or nongovernmental regulatory laws and requirements which apply to the business.

The RECEIPT NO. above must be displayed on all commercial vehicles - Miami-Dade Code Sec 8a-276.

For more information, visit www.miamidade.gov/taxcollector

Local Business Tax Receipt

Miami-Dade County, State of Florida

-THIS IS NOT A BILL - DO NOT PAY

LBT

7117450

BUSINESS NAME/LOCATION

300 ENGINEERING GROUP PA
3850 BIRD RD STE 601
MIAMI FL 33146

RECEIPT NO.

RENEWAL
6559265

**EXPIRES
SEPTEMBER 30, 2016**

Must be displayed at place of business
Pursuant to County Code
Chapter 8A - Art. 9 & 10

OWNER

300 ENGINEERING GROUP PA

Employee(s) 3

SEC. TYPE OF BUSINESS

212 P.A./CORP/PARTNERSHIP/FIRM

**PAYMENT RECEIVED
BY TAX COLLECTOR**

\$45.00 07/06/2015
CREDITCARD-15-033348

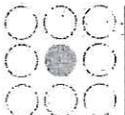
This Local Business Tax Receipt only confirms payment of the Local Business Tax. The Receipt is not a license, permit, or a certification of the holder's qualifications, to do business. Holder must comply with any governmental or nongovernmental regulatory laws and requirements which apply to the business.

The RECEIPT NO. above must be displayed on all commercial vehicles - Miami-Dade Code Sec 8a-276.

For more information, visit www.miamidade.gov/taxcollector

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State of Florida
 Board of Professional Engineers

Attests that
300 Engineering Group, P.A.




is authorized under the provisions of Section 471.01, Florida Statutes, to offer engineering services to the public through a Professional Engineer, duly licensed under Chapter 471, Florida Statutes.

Expiration: 2/28/2017
 Audit No: 228201702055

CA Lic. No:
 28326

State of Florida
 Board of Professional Engineers

Attests that
Franklin Antonio Torrealba, P.E.




Is licensed as a Professional Engineer under Chapter 471, Florida Statutes

Expiration: 2/28/2017
 Audit No: 228201713314

P.E. Lic. No:
 56385

State of Florida
 Board of Professional Engineers

Attests that
Werner J. Reinefeld, P.E.




Is licensed as a Professional Engineer under Chapter 471, Florida Statutes

Expiration: 2/28/2017
 Audit No: 228201705986

P.E. Lic. No:
 63042

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/13/2016

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

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

PRODUCER AP INTEGO INSURANCE GROUP LLC 333 W COMMERCIAL ST STE 250 EAST ROCHESTER, NY 14445 (866) 890-9965	CONTACT NAME: PHONE (A/C, No, Ext): (866) 890-9965	FAX (A/C, No): (888) 733-5117
	E-MAIL ADDRESS: travel@safelloyrollservices@travelers.com INSURER(S) AFFORDING COVERAGE	
INSURED 300 ENGINEERING GROUP PA 3850 BIRD ROAD SUITE 601 CORAL GABLES, FL 33146	INSURER A: THE TRAVELERS INDEMNITY COMPANY OF AMERICA	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES CERTIFICATE NUMBER: 330038919551401 REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER						EACH OCCURRENCE \$ DAMAGE TO REVISED PREMISES/EA OCCURRENCE \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGS \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DEF <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in RI) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	NA	UB-7G818334-16	01/19/2016	01/19/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER EL EACH ACCIDENT \$1,000,000 EL DISEASE - EA EMPLOYEE \$1,000,000 EL DISEASE - POLICY LIMIT \$1,000,000

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

CERTIFICATE HOLDER VILLAGE OF PALMETTO BAY ATTENTION : PROCUREMENT DIVISION 9705 EAST HIBISCUS STREET PALMETTO BAY, FL 33157	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Mary J. Swan</i>
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MIAMI-DADE COUNTY – INTERNAL SERVICES DEPARTMENT (ISD)
 ISD FORM NO. 11
 EXPERIENCE & QUALIFICATION / PREFERENCE / REFERENCE FORM
 PROJECT NO. 1

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

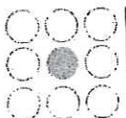
This project reference complies with the Experience and Qualification(s) and/or Preference(s) required under Section 1.2, Scope of Services, of the NTPC. Yes OR Not Applicable
 If yes, please indicate which of the Experience and Qualification(s) and/or Preference(s) that is met with this project reference.

REFERENCE PROJECT INFORMATION

Firm Name: 300 Engineering Group, P.A.
 Reference Project Name/Address GIS Utility Backlog Projects/Miami-Dade County, FL
 Name(s) and Role(s) of Consultant Personnel Working on this Reference Project: Franklin A. Torrealba, PE/QAQC, Omar J. Herrera, EI/AASIS Project Manager
 Reference Project Description: Eliminate the existing GIS backlog of over 1,800 As-builts and 2,000 AASIS Tickets by June 2017
 Scope of Services Provided: Project Management, GIS Modeling, As-built review and digitization, GIS Digitization Process optimization, GIS Data Management, Scheduling
 Total Compensation for Services: \$ \$10,000,000.00 Project Start Date: 08/2014 Project Completion Date: N/A
 Project Construction Cost: \$ N/A Construction Start Date: N/A Construction Completion Date: N/A
 Reference Company Name: WASD
 Reference Contact Name: Jose L. Lopez
 Reference Telephone Number: 786-552-8334 Facsimile Number: 786-552-8632 E-mail: JLL@miamidade.gov

EXPANDED DESCRIPTION OF SCOPE OF SERVICES

300 Engineering Group, P.A. (GIS Backlog Team) was selected by Miami-Dade Water and Sewer Department (WASD) to provide assistance with digitalizing and correcting of as-built records of water and wastewater Infrastructure and incorporating them to the WASD GIS. This type of work requires specialized and qualified personnel with the required training and experience to evaluate and interpret information related to water and wastewater as-builts, perform research, and to be able to enter, manipulate, edit, and update WASD's GIS database.
 WASD needed assistance with their Water and Wastewater System Countywide to bring their backlog of over 1,800 As-built Plans and over 2,000 Active As-built Supplemental Information System (AASIS) tickets up to date by June 6, 2017 as per the latest Miami-Dade Consent Decree.
 The GIS Backlog Team is currently providing On-site GIS services and assistance to research and correct reported problems in the GIS databases of Countywide Water and Sewer Infrastructure, populating WASD's integrated enterprise systems such as the Enterprise Asset Management System (EAMS), DOLFIN, Proliance Project Control and





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

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

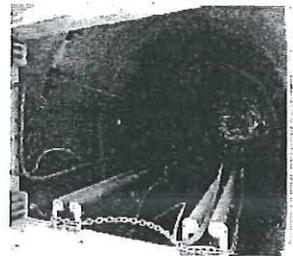
This project reference complies with the Experience and Qualification(s) and/or Preference(s) required under Section 1.2, Scope of Services, of the NTPC. Yes OR Not Applicable
If yes, please indicate which of the Experience and Qualification(s) and/or Preference(s) that is met with this project reference.

REFERENCE PROJECT INFORMATION

Firm Name: 300 Engineering Group, P.A.
Reference Project Name/Address Pump Station Improvement Program (PSIP) / Miami, FL
Name(s) and Role(s) of Consultant Personnel Working on this Reference Project: Franklin A. Torrealba, PE / Program Manager, Joe T. Calay, PE / Construction Management QA/QC, Kenia Gonzalez, / Senior Engineer
Reference Project Description: Program Management to bring into compliance 113 pump stations currently in moratorium
Scope of Services Provided: Program Management, Construction Management, Scheduling, Pump Station Analysis
Total Compensation for Services: \$17,000,000.00 Project Start Date: 01/2014 Project Completion Date: N/A
Project Construction Cost: \$ 103,000,000.00 Construction Start Date: 11/2014 Construction Completion Date: N/A
Reference Company Name: MDWASD
Reference Contact Name: Rolando Roque, PE
Reference Telephone Number: 786-552-8129 Facsimile Number: 305-552-8520 E-mail: ROQUER@miamidadade.gov

EXPANDED DESCRIPTION OF SCOPE OF SERVICES

The Miami-Dade Water and Sewer Department (WASD) established a Program and Construction Management for the implementation of a Pump Station Improvement Program (PSIP) for upgrading the Wastewater Collection and Transmission System (WCTS) which involves the review and evaluation of over 113 sewage pump stations of all sizes, basis of design reports, plans, and operations of pump stations and force mains for WASD. The program includes the validation team including prioritization of sewer system evaluation survey (SSES, infiltration/inflow), supervisory control and data acquisition, pump station, force main, and facilities planning and implementation activities.



300 Engineering is currently using the ArcGIS application extensively for planning and management purposes. At the onset of every pump station evaluation, the conditions of the existing system are evaluated through WASD's ArcGIS and custom GIS application (DOLFIN). Once a project (pump station rehab, force main, and/or infiltration/inflow correction) is deemed necessary, it is then digitized and entered into the WASD's ArcGIS. Subsequently, WASD's ArcGIS populates various WASD's management tools such as the Project Control and Tracking System (PCTS) which the PSIP managers use on a daily basis during the design and construction phases.

1 OF 3



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Related Experience

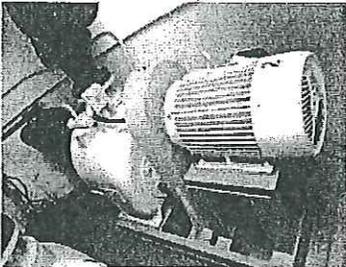


ISD FORM NO. 11 - PROJECT NO. 1 - CONTINUED

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

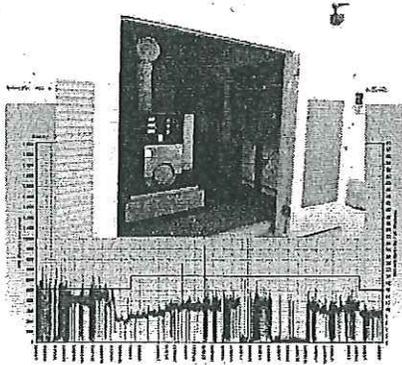
WASD's pump stations must be certified as capable of meeting a nominal average pump operating time (NAPOT) of less than or equal to 10 hours per day and capable of meeting peak flows and peak pressures. Pump stations in moratorium do not allow new developments to connect to the sewer system until the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

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



Services

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



Relevant Highlights

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

2 OF 3

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

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

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

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

REFERENCE PROJECT INFORMATION

Firm Name: 300 Engineering Group, P.A.

Reference Project Name/Address Standard Operating Procedures (SOP) As-builts to GIS

Name(s) and Role(s) of Consultant Personnel Working on this Reference Project: Franklin A. Torrealba, PE/Principal-In-Charge, Omar J. Herrera, EI/Project Manager

Reference Project Description: Review, analyze, optimize and provide recommendations for the WASD business process from As-builts to GIS

Scope of Services Provided: Business Process Analysis and Redesign

Total Compensation for Services: \$53,813.00 Project Start Date: 07/2014 Project Completion Date: 1/2015

Project Construction Cost: \$ N/A Construction Start Date: N/A Construction Completion Date: N/A

Reference Company Name: WASD

Reference Contact Name: Dan Mathews

Reference Telephone Number: 786-268-5401 Facsimile Number: E-mail: DMATH@miamidade.gov

EXPANDED DESCRIPTION OF SCOPE OF SERVICES

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

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

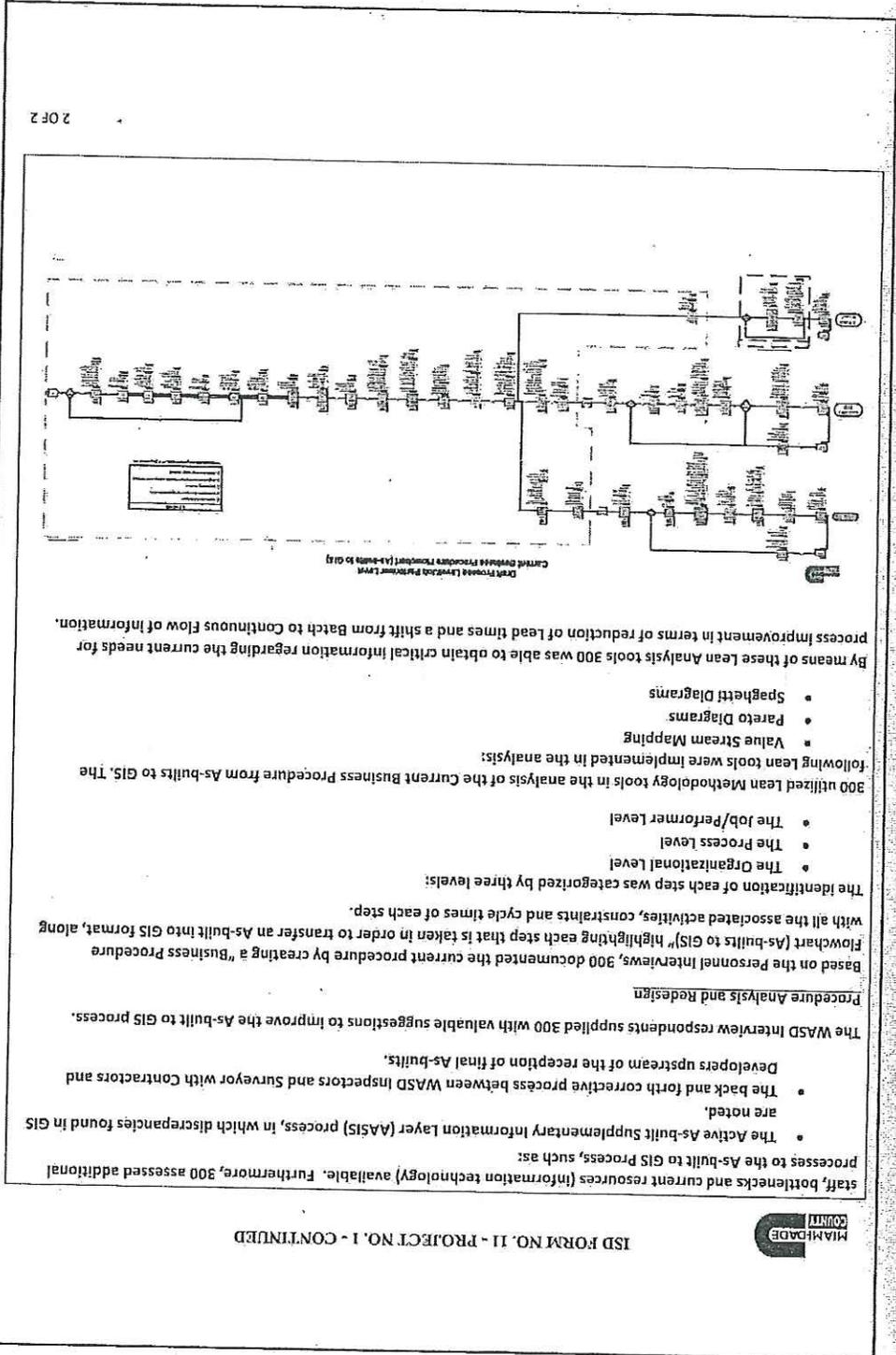
Current Procedure Review/Personnel Interviews

As part of the Current Business Procedure Analysis of the WASD As-built to GIS process, 300 Engineering Group, P.A. (300) conducted 26 Key Personnel Interviews to various WASD staff members. By means of these Personnel Interviews, 300 was able to produce a Current Business Procedure Flow Chart which depicts the actual process, from the reception of As-builts by the Department to the depiction of information in WASD's GIS system. 300 obtained critical information about WASD's As-built to GIS process through these Personnel Interviews, such as: the understanding of the existing procedure's details, backlogs, incoming As-builts rate/month, issues/concerns, assigned



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2 OF 2



By means of these Lean Analysis tools 300 was able to obtain critical information regarding the current needs for process improvement in terms of reduction of lead times and a shift from batch to continuous flow of information.

- Spaghetti Diagrams
 - Pareto Diagrams
 - Value Stream Mapping
- following Lean tools were implemented in the analysis:

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

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

The identification of each step was categorized by three levels:

with all the associated activities, constraints and cycle times of each step.

Based on the Personnel Interviews, 300 documented the current procedure by creating a "Business Procedure Flowchart (As-builts to GIS)" highlighting each step that is taken in order to transfer an As-built into GIS format, along

Procedure Analysis and Redesign

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

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

staff, bottlenecks and current resources (information technology) available. Furthermore, 300 assessed additional processes to the As-built to GIS Process, such as:

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



Related Experience



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

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

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

REFERENCE PROJECT INFORMATION

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

EXPANDED DESCRIPTION OF SCOPE OF SERVICES

300 Engineering Group, P.A. (300) was selected by Miami-Dade Water and Sewer Department (WASD) to provide On-site GIS services and assistance to research and correct reported problems in the GIS databases of Countywide Water Infrastructure, populating WASD's integrated enterprise systems such as the Enterprise Asset Management System (EAMS), DOLFIN, Proliance Project Control and Tracking System (PCTS), Oracle Customer Care & Billing (CC&B) and other WASD's systems, through the extensive use of WASD's in-house GIS Atlas Maintenance System (GAMS).
 WASD needed assistance with their Water Transmission and Distribution System Countywide to bring their backlog of over 2,000 Active As-built Supplemental Information System (AASIS) tickets up to date. This type of work required specialized and qualified on-site personnel with the required training and experience to evaluate and interpret information related to engineering drawing, perform research, and to be able to enter, manipulate, edit, and update WASD's GIS Geodatabase.
 300 provided GIS personnel to be housed at WASD's offices in a full time position. 300 provided in-house training to personnel prior to commencing date of work at WASD's offices which included introduction to WASD's Design Standards, As-Builts (Water and Sewer) and ArcGIS Desktop (ArcMap and ArcCatalog). Personnel received training at WASD to use WASD's systems to research and resolve data inconsistencies in the GIS such as: GAMS, EAMS, DOLFIN, PCTS, CC&B, others.



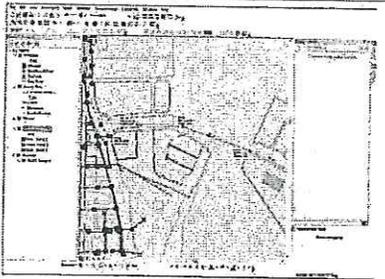
Related Experience



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

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

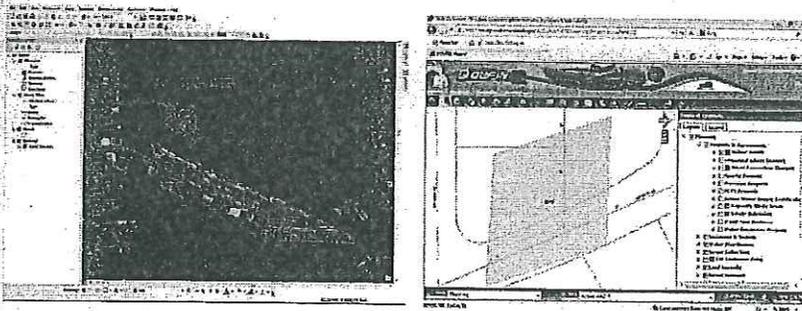
- Overall Project Status
- Project Progress
- Pending Items
- Estimated Completion of Tasks
- Current Challenges/Issues
- Problem resolution



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

Relevant Services performed by 300

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



2 OF 2

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Expertise in GIS

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

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

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

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

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

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

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

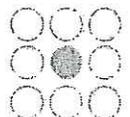
Mr. Rafael Ballesteros was a member of the City of Miami Large Scale Development and Plat Committee and the Miami-Dade County Development Impact and Plat Committee where he provided recommendations to ensure compliance with Miami-Dade County standards. Mr. Ballesteros was also involved in the planning,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

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

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

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Availability to Meet
Scope of Services

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

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

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

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experience +
qualifications





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

EDP Project: EDP-WS-S-190 Evaluation Type: Standard Evaluation
 Title: ENGINEERING AND GEOGRAPHIC INFORMATION SYSTEM (GIS)
 Contractor: 300 ENGINEERING GROUP, P.A. FEIN: 562512529
 Department Contact: PATTY DAVID 7865528040 Award Amount: \$200,000.00

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

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

Overall Performance Average: 4.0

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

Evaluation Reviewed by: Supervisor Division Chief Assistant Director Director

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

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

* Rating Key

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

4/22/2015



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

EDP Project: EDP-WS-S-197 Evaluation Type: Standard Evaluation
 Title: PIPELINE IMPROVEMENTS
 Contractor: 300 ENGINEERING GROUP, P.A. FEIN: 562512529
 Department Contact: PATTY DAVID 7865528040 Award Amount: \$44,463.00

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

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

Overall Performance Average: 3.8

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

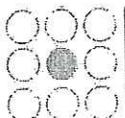
Evaluation Reviewed by: Supervisor Division Chief Assistant Director Director

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

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

* Rating Key

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



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List of Clients

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

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

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



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

EOP Project: EDP-WSS-160 Evaluation Type: Standard Evaluation
Title: MULTIPLE WATER TRANSMISSION AND DISTRIBUTION PROJECTS
Contractor: 300 ENGINEERING GROUP, P.A. FEIN: 562612529
Department Contact: PATTY DAVID 786528048 Award Amount: \$200,000.00

Evaluator ID: dmath Date: 4/20/2015 Period: Interim

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

Overall Performance Average: 4.0

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

Evaluation Reviewed by: Supervisor Division Chief Assistant Director Director
The method of delivery of this evaluation to contractor/consultant: Certified Mail EMail Fax
Hand
(Unresponsive Performance by contractor/consultant requires 2 delivery methods, one MUST be Certified Mail.)
Evaluation delivered to: Franklin Torrealba

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



ES _____
FT _____



June 9, 2016

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

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

Ms. Pittser

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

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

Notes:

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

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

Sincerely

Franklin A. Torrealba, PE
Director

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

Email: info@300engineering.com PH: 305-763-9829 | Fax: (305) 675-2373 | 3850 Bird Road | Suite 601 | Miami, Florida 33146
Web: www.300engineering.com

ES: _____
FT: _____





Efficient. Responsive. Innovative.

June 9, 2016

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

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

Ms. Pittser

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

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

Notes:

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

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

Sincerely

Franklin A. Torrealba, PE
Director

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

Email: info@300engineering.com PH: 305-763-9829 | Fax: (305) 675-2373 | 3850 Bird Road | Suite 601 | Miami, Florida 33146
Web: www.300engineering.com

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FT _____

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

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

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

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

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

ES _____

FT _____

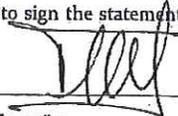
SECTION 8.o: Required Bid Submittal Forms

DRUG-FREE WORKPLACE CERTIFICATION

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

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

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

Signature of Official:  _____

Name (typed): Franklin A. Torrealba _____

Title: Director _____

Company: 300 Engineering Group, PA _____

Date: June 10, 2016 _____

ES _____

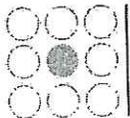
FT _____



SUB-PROFESSIONALS LIST

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

Classification of Work	Sub-Professionals' Name	Address	Telephone and Fax
n/a	n/a	n/a	n/a



VILLAGE OF PALMETTO BAY - REFERENCE FORM



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

Name of Company: 300 Engineering Group, PA

To Whom It May Concern,

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

Contracted Services Information:

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

Length of Contract: 6 months

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

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

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

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

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

Comments:

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

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

Name of Individual completing this form: Jose Lopez

Signature: [Signature] Title: Computer Services Manager

Telephone: 786-552-8334 Email: jll@miamidadegov

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

Sincerely, _____ 22

Litsy C. Pittser, Procurement Specialist

ES _____

FT _____

required forms
affidavits



VILLAGE OF PALMETTO BAY * REFERENCE FORM



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

Name of Company: 300 Engineering Group, PA

To Whom It May Concern,

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

Contracted Services Information:

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

Length of Contract: 42 months

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

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

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

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

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

Comments:

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

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

Name of Individual completing this form: Rolando Roque, PE

Signature: Rolando Roque Title: Senior Program Manager

Telephone: 786-552-8129 Email: RoqueR@miamidadade.gov

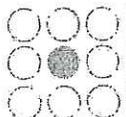
Thank you for your support in helping us evaluate our solicitation responses.

Sincerely, _____ 22

Litsy C. Pittser, Procurement Specialist

ES _____

FT _____



VILLAGE OF PALMETTO BAY - REFERENCE FORM



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

Name of Company: 300 Engineering Group, PA

To Whom It May Concern,

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

Contracted Services Information:

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

Length of Contract: 10 months

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

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

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

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

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

Comments:

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

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

Name of Individual completing this form: Alicia Grillo

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

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

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

Sincerely, 22

Litsy C. Pittser, Procurement Specialist

ES _____

FT _____

required forms
affidavits

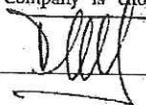


ACKNOWLEDGEMENT, WARRANTY AND ACCEPTANCE

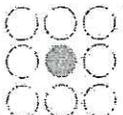
- A. Company warrants that it is willing and able to comply with all applicable State of Florida laws, rules and regulations.
- B. Company warrants that they have read, understand and are willing to comply with all of the requirements of the RFP and the addendum/ addenda nos.
- C. Company warrants that it will not delegate or sub-contract its responsibilities under an agreement without the prior written permission of the Council.
- D. Company warrants that all information provided by it in connection with this bid is true and accurate.

E. CONTINGENCY FEE AND CODE OF ETHICS WARRANTY:

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

Signature of Official:  _____
Name (typed): Franklin A. Torrealba _____
Title: Director _____
Company Name: 300 Engineering Group, PA _____
Date: June 10, 2016 _____

ES _____
FT _____



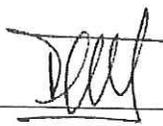
NON-COLLUSIVE AFFIDAVIT

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

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

- (1) He/she is the, (Owner, Partner, Officer, Representative or Agent) of: 300 Engineering Group, P.A. the Company that has submitted the attached Bid;
- (2) He/she is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
- (3) Such Bid is genuine and is not a collusive or a sham Bid;
- (4) Neither the said Company nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Company or person to submit a collusive or sham response in connection with the work for which the attached bid has been submitted, or to refrain from responding in connection with such work, or have in any manner, directly or indirectly, sought by agreement or collusion, communication, or conference with any Company or person to fix this Bid or to secure through any collusion, conspiracy, connivance, or unlawful agreement, any advantage against the Village of Palmetto Bay, or any person interested in the proposed Work;

Signed, sealed and delivered
In the presence of

Signature of Official: 

Name (typed): Franklin A. Torrealba

Title: Director

Company Name: 300 Engineering Group, PA

Date: 6/10/2016

Continued on next page

ES _____
FT _____



STATE OF FLORIDA

ACKNOWLEDGMENT

State of Florida

County of Miami-Dade

On this June 10th day of, 2016, before me, the undersigned Notary Public of the State of Florida personally appeared Franklin A. Torrealba and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal

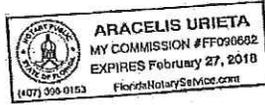
Aracelis Urieta
NOTARY PUBLIC, STATE OF FLORIDA

NOTARY PUBLIC
SEAL OF OFFICE:

Aracelis Urieta

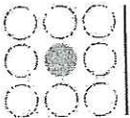
(Name of Notary Public: Print, Stamp or Type as commissioned.)

- Personally known to me, or
- Produced identification:



(Type of Identification Produced)

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



**SWORN STATEMENT PURSUANT TO
SECTION 287.133 (3)(a) FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

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

1. This sworn statement is submitted to the Village OF PALMETTO BAY, FLORIDA

By Franklin A. Torrealba

For 300 Engineering Group, PA

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

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

(if the entity has no FEIN, include the Social Security Number of the individual signing this

Sworn statement - S.S. # _____)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with any agency or political subdivision of any other State or of the United States, including, but not limited to, any Proposal or contract for goods or services to be provided to any public entity or an agency or any political subdivision of any other state or of the United States and involving antitrust fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation

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

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, and means:

- A. A predecessor or successor of a person convicted of a public entity crime; or
- B. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate"

26

ES _____

FT _____



includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

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

Signed, sealed and delivered in the presence:

Signature of Official: _____

Name (typed): Franklin A. Torrealba

Title: Director

Company Name: 300 Engineering Group, PA

Date: 6/10/2016

CONTINUED ON FOLLOWING PAGE

ES _____

FT _____

ACKNOWLEDGMENT

State of Florida

County of Miami-Dade

On this June 10th day of, 2016, before me, the undersigned Notary Public of the State of Florida personally appeared Franklin A. Torrealba and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal
Aracelis Urieta
NOTARY PUBLIC, STATE OF FLORIDA

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



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

ES _____

FT _____

required forms
affidavits



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

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

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

by:
Franklin A. Torrealba

(print individual's name and title)

for:
300 Engineering Group, PA

(print name of entity submitting sworn statement)

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

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

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn
statement: _____)

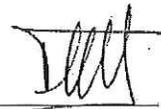
I, being duly first sworn state: That the above named Company, corporation or organization is in
compliance with and agreed to continue to comply with, and assure that any sub-contractor, or third
party contractor under this project complies with all applicable requirements of the laws listed below
including,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

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

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

The Rehabilitation Act of 1973, 29 USC Section 794;
The Federal Transit Act, as amended 49 USC Section 1612;
The Fair Housing Act as amended 42 USC Section 3601-3631.

Signature of Official: _____



Name (typed): Franklin A. Torrealba

Title: Director

Company Name: 300 Engineering Group, PA

Date: June 10, 2016

ACKNOWLEDGMENT

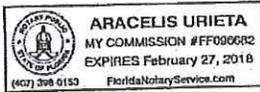
State of Florida

County of Miami-Dade

On this June 10th day of 2016, before me, the undersigned Notary Public of the State of Florida personally appeared Franklin A. Torrealba and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal
Aracelis Urieta
NOTARY PUBLIC, STATE OF FLORIDA

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



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

ES _____

FT _____

required forms
affidavits



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

Bidder or Company hereby recognizes and certifies that no elected official, or employee of the Village of Palmetto Bay (the "Village") shall have a financial interest directly or indirectly in this transaction or any compensation to be paid under or through this transaction, and further, that no Village employee, nor any elected or appointed officer (including Village board members) of the Village, nor any spouse, parent or child of such employee or elected or appointed officer of the Village, may be a partner, officer, director or proprietor of Bidder or Company, and further, that no such Village employee or elected or appointed officer, or the spouse, parent or child of any of them, alone or in combination, may have a material interest in the Company or Bidder. Material interest means direct or indirect ownership of more than 5% of the total assets or capital stock of the Company or Bidder. Any exception to these above described restrictions must be expressly provided by applicable law or ordinance and be confirmed in writing by Village. Further, Bidder or Company recognizes that with respect to this transaction or bid, if any Bidder or Company violates or is a party to a violation of the ethics ordinances or rules of the Village, the provisions of Miami-Dade County Code Section 2-11.1, as applicable to Village, Village Charter Section 7.6 (Lobbyist), or the provisions of Chapter 12, part III, Fla. Stat., the Code of Ethics for Public Officers and Employees, such Bidder or Company may be disqualified from furnishing the goods or services for which the bid or proposal is submitted and may be further disqualified from submitting any future bids or proposals for goods or services to Village.

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

I, Franklin A. Torrealba being first duly sworn

state:

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

Federal Employer Identification Number (If none, Social Security Number)

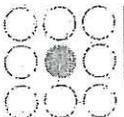
56-2612529

Name of Entity, Individual, Partners or Corporation

300 Engineering Group, PA

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

31



ES _____

FT _____

3850 Bird Road - Suite 601 Miami, Florida 33146

Street Address Suite Village State Zip Code

OWNERSHIP DISCLOSURE AFFIDAVIT

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

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

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

Signature of Official: _____

Name (typed): Franklin A. Torrealba _____

Title: Director _____

ES _____

FT _____

required forms
affidavits

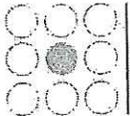


Company Name: 300 Engineering Group, PA

Date: June 10, 2016

ES _____

FT _____



ACKNOWLEDGMENT

State of Florida

County of Miami-Dade

On this June 10th day of, 2016, before me, the undersigned Notary Public of the State of Florida personally appeared Franklin A. Taresba and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal

Aracelis Urieta
NOTARY PUBLIC, STATE OF FLORIDA

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



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

ES _____

FT _____

required forms
affidavits



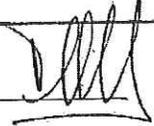
**ACKNOWLEDGMENT OF CONFORMANCE
WITH OSHA STANDARDS**

To the Village of Palmetto Bay,

We 300 Engineering Group, PA (Company), hereby acknowledge and agree that we, as the Prime Company for Village of Palmetto Bay, Village of Palmetto Bay _____, RFP# 1516-07-004, as specified, have the sole responsibility for compliance with all the requirements of the Federal Occupational Safety and Health Act of 1970, and all State and local safety and health regulations, and agree to indemnify and hold harmless the Village of Palmetto Bay, against any and all liability, claims, damages losses and expenses they may incur due to the failure of :

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

Signature of Official: _____



Name (typed): Franklin A. Torrealba

Title: Director

Company Name: 300 Engineering Group, PA

Date: June 10, 2016

Attest: _____

Print Name: _____

Carlo P. Lemon

Attest: _____

Print Name: _____

Liz Givinan



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

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

I, the undersigned, hereby duly sworn, depose and say that no portion of the sum herein bid will be paid to any employees of the Village of Palmetto Bay, its elected officials, and 300 Engineering Group, PA or its employees, as a commission, kickback, reward or gift, directly or indirectly by me or any member of my Company or by an officer of the corporation.

Signature of Official: _____
Name (typed): Franklin A. Torrealba

Title: Director

Company Name: 300 Engineering Group, PA

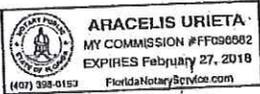
Date: June 10, 2016

ACKNOWLEDGMENT

State of Florida
County of Miami-Dade

On this June 10th day of, 2016, before me, the undersigned Notary Public of the State of Florida personally appeared Franklin A. Torrealba and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal
Aracelis Urieta
NOTARY PUBLIC, STATE OF FLORIDA



CONTINUED ON NEXT PAGE

ES _____
FT _____



e. Acknowledgement of Affidavit

NOTARY PUBLIC

SEAL OF OFFICE:

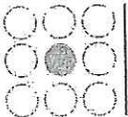
Aracelis Uriola

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

- Personally known to me, or
- Produced identification:

(Type of Identification Produced)

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



STATEMENT OF PAST CONTRACT DISQUALIFICATIONS

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

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

Yes or No, If yes, explain the circumstances.

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

Signature of Official: _____

Name (typed): Franklin A. Torrealba

Title: Director

Company Name: 300 Engineering Group, PA

Date: June 10th, 2016

ES _____

FT _____

required forms
affidavits





Acknowledgement of

Addendum of Solicitation

Amendment/Modification No.: 1

Amendment of RFP 1516-07-004

Title of RFP: GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Name of Proposer 300 Engineering Group, PA

Date Addendum Received May 24, 2016

Total Pages of Addendum including Acknowledgement 3

Signature

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

ES _____

FT _____

addenda
received



Acknowledgement of

Addendum of Solicitation

Amendment/Modification No.: 2

Amendment of RFP 1516-07-004

Title of RFP: GEOGRAPHIC INFORMATION SYSTEMS (GIS)

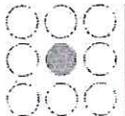
Name of Proposer 300 Engineering Group, PA

Date Addendum Received June 2, 2016

Total Pages of Addendum including Acknowledgement 4

Signature

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



ES _____

FT _____