City of Opa-locka

Commission Chambers
215 Perviz Avenue
Opa-locka, FL 33054

REGULAR COMMISSION MEETING
Agenda

Wednesday September 8, 2021
7:00 PM

City Commission

Mayor Matthew A. Pigatt
Vice Mayor Veronica J. Williams
Commissioner Sherelean Bass
Commissioner Chris Davis
Commissioner John H. Taylor Jr.

Appointed Officials

City Manager John E. Pate
City Attorney Burnadette Norris-Weeks
City Clerk Joanna Flores, CMC

SPEAKING BEFORE THE CITY COMMISSION

NOTE: All persons speaking shall come forward and give your full name and address, and the name and address of the organization you are representing.

There is a three (3) minute time limit for speaker/citizens forum and participation at all city commission meetings and public hearings. Your cooperation is appreciated in observing the three (3) minute time limit policy. If your matter requires more than three (3) minutes, please arrange a meeting or an appointment with the City Clerk prior to the commission meeting. *City of Opa-locka Code of Ordinances Section 2-57*

DECORUM POLICY

Any person making impertinent or slanderous remarks or who become boisterous while addressing the commission, shall be declared to be out of order by the presiding officer, and shall be barred from further audience before the Commission by the presiding officer, unless permission to continue or again address the commission be granted by the majority vote of the commission members. *City of Opa-locka Code of Ordinances Section 2-58*

NOTICE TO ALL LOBBYISTS

Any person appearing in a paid or remunerated representative capacity before the city staff, boards, committees and the City Commission is required to register with the City Clerk before engaging in lobbying activities. *City of Opa-locka Code of Ordinances Section 2-18*

FLORIDA STATUTES, CHAPTER 285.0105:

"If a person decides to appeal any decision made by the Board, Agency or Commission with respect to the proceedings, and that, for such purpose, that person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based."

Procedures for Public Participation

How to watch the meeting
Members of the public can watch public meetings and public hearings at https://www.youtube.com/user/CityofOpaLocka

City Commission Meetings are held in-person while allowing virtual participation. Members of the public wishing to address the Commission may do so in person or virtually.

To participate virtually, please register by 7:00 p.m. on the scheduled meeting date via the City of Opa-locka website at www.opalockafl.gov.

CITY OF OPA-LOCKA
"The Great City"

AGENDA
REGULAR COMMISSION MEETING
September 8, 2021
7:00 P.M.

1. **CALL TO ORDER:**

2. **ROLL CALL:**

3. **INVOCATION:**

4. **PLEDGE OF ALLEGIANCE:**

5. **AWARDS/PROCLAMATIONS/ACKNOWLEDGMENTS:**

   SWEARING-IN OF COMMISSIONER SHERELEAN BASS

   ALZHEIMER'S AWARENESS MONTH
   Alzheimer's Association
   Proclamation presented by Vice Mayor Veronica J. Williams

6. **APPROVAL OF CONSENT AGENDA AND PULL LIST (deferrals and deletions):**

7. **APPROVAL OF AGENDA:**

8. **APPROVAL OF MINUTES:**

   Regular Commission Meeting Minutes – July 14, 2021
   Regular Commission Meeting Minutes – July 28, 2021
   Special Commission Meeting Minutes – August 18, 2021

9. **DISTRICT ONE / DISTRICT TWO - COUNTY COMMISSIONER REPORT:**

10. **PUBLIC PRESENTATIONS:**

11. **CITIZENS' FORUM:**
    (Opportunity for discussion of any concerns – please limit to 3 minutes)

12. **ACTION ITEMS (items from consent agenda pull list):**

13. **ADMINISTRATION:**

CONSENT AGENDA:

1. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH H.W. LOCHNER INC. TO PROVIDE ENGINEERING CONSULTING SERVICES TO REPLACE THE WATER MAINS IN THE CITY OF MIAMI GARDENS, NORTH OF NW 151st STREET TO NW 154th STREET BETWEEN 37th AVENUE AND 32nd AVENUE, IN AN AMOUNT NOT TO EXCEED ONE HUNDRED FIFTY THOUSAND DOLLARS ($150,000.00); PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

2. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO PIGGYBACK THE MIAMI DADE-COUNTY CONTRACT WITH H&R PAVING, INC. FOR QUALIFIED PROFESSIONAL SERVICES FOR THE DRAINAGE SYSTEM IMPROVEMENT OF NW 30th AVENUE, IN THE CITY OF OPA-LOCKA, IN AN AMOUNT NOT TO EXCEED ONE HUNDRED THIRTY-FIVE THOUSAND THREE HUNDRED SIXTY-EIGHT DOLLARS AND SEVENTY CENTS ($135,368.70), WITH AN ADDITIONAL TEN PERCENT (10%) CONTINGENCY BUDGET OF THIRTEEN THOUSAND FIVE HUNDRED THIRTY-SEVEN DOLLARS ($13,537.00); PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

3. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO PIGGYBACK THE MIAMI DADE COUNTY CONTRACT WITH H&R PAVING, INC. FOR QUALIFIED PROFESSIONAL SERVICES FOR ROADWAY MILLING & RESURFACING; AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT TO PROVIDE MILLING AND RESURFACING SERVICES WITHIN THE CITY, IN AN AMOUNT NOT TO EXCEED TWO HUNDRED NINETY-TWO THOUSAND TWO HUNDRED NINETY DOLLARS AND NINETY-FOUR CENTS ($292,290.94); PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

4. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, ACCEPTING THE CONVEYANCE OF LOT 25, YORK STREET, IN THE CITY OF OPA-LOCKA (IDENTIFIED BY FOLIO 08-2122-011-0990), FROM MIAMI-DADE COUNTY; AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH EAC CONSULTING, INC. FOR CONTINUING PROFESSIONAL ARCHITECTURAL AND ENGINEERING CONSULTING SERVICES FOR THE REHABILITATION AND RELOCATION DESIGN FOR LIFT STATION NO. 4 TO YORK STREET, LOT 25; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

5. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, RATIFYING THE CITY MANAGER'S EMERGENCY DECISION TO SECURE H&R PAVING, INC. FOR TEMPORARY ROADWAY RESURFACING REPAIRS ON CAIRO LANE WITHIN THE CITY; AUTHORIZING ROADWAY REPAIRS, IN AN AMOUNT OF TWO HUNDRED FORTY-EIGHT THOUSAND FIVE HUNDRED DOLLARS ($248,500); PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

6. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, REJECTING ALL BIDS RECEIVED IN CONNECTION WITH RFP NO. 18-0907100 AND FURTHER AUTHORIZING THE CITY MANAGER TO RE-ADVERTISE AND ISSUE A REQUEST FOR PROPOSALS FOR QUALIFIED FIRMS FOR LAWN MAINTENANCE SERVICES; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

7. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING ISSUANCE OF A REQUEST FOR PROPOSALS (RFP) FOR LAWN, SHRUBS, TREES AND PALM MAINTENANCE SERVICES; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

8. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING AND ESTABLISHING THE ANNUAL CITY SPECIAL EVENTS LIST, CALENDAR AND BUDGET FOR THE 2022 FISCAL YEAR, ATTACHED HERETO AS EXHIBIT "A"; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

9. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING ISSUANCE OF A REQUEST FOR PROPOSALS (RFP) FOR COMMUNITY SHUTTLE BUS SERVICE; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

10. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, ACCEPTING THE PROPOSAL OF MILLER, LEGG & ASSOCIATES, INC. FOR A COMPREHENSIVE PARKS AND RECREATION MASTER PLAN PURSUANT TO RFP NO. 21-0630100 AND FURTHER AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT FOR SAME, IN A FORM ACCEPTABLE TO THE CITY ATTORNEY, IN AN AMOUNT NOT TO EXCEED ONE HUNDRED FORTY-SEVEN THOUSAND FIVE HUNDRED DOLLARS ($147,500.00); PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

11. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE APPROPRIATE CITY OFFICIAL TO SUBMIT A

GRANT APPLICATION TO THE REBUILD FLORIDA MITIGATION GENERAL INFRASTRUCTURE PROGRAM FOR SEVEN MILLION DOLLARS ($7,000,000.00), TO BE USED TO DREDGE THE 127TH STREET CANAL; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

12. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE APPROPRIATE CITY OFFICIAL TO SUBMIT A GRANT APPLICATION TO THE REBUILD FLORIDA MITIGATION GENERAL INFRASTRUCTURE PROGRAM FOR SIXTEEN MILLION DOLLARS ($16,000,000.00) TO BE USED TO IMPROVE THE STORMWATER DRAINAGE INFRASTRUCTURE FOR THE COMMERCE NORTH SECTION OF THE CITY OF OPA-LOCKA; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

13. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY ATTORNEY TO FILE A LEGAL ACTION PERTAINING TO THE VACATION OF AN ARBITRATION AWARD; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

14. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO PAY A PORTION OF THE FUNERAL EXPENSES FOR THE LATE COMMISSIONER ALVIN BURKE, IN AN AMOUNT OF TWELVE THOUSAND FIVE HUNDRED DOLLARS ($12,500.00); PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

14. NEW ITEMS:

15. PLANNING & ZONING:

A. PUBLIC HEARINGS:

B. APPEALS:

16. ORDINANCES/RESOLUTIONS/PUBLIC HEARINGS:

A. FIRST READING ORDINANCE(S)/PUBLIC HEARING(S):

B. SECOND READING ORDINANCE(S)/PUBLIC HEARING(S):

C. RESOLUTION(S)/PUBLIC HEARING:

17. CITY MANAGER'S REPORT:

18. OFFICIAL BOARD REPORTS:

19. FUTURE AGENDA ITEMS:

20. MAYOR/COMMISSION REPORTS:

21. OFFICIAL BOARD APPOINTMENTS:

Civil Service Board
1 individual appointment (Commissioner Taylor)
1 individual appointment (Vice Mayor Williams)
1 individual appointment (Mayor Pigatt)

Historic Environmental Preservation Board
2 at-large appointments

Fair Housing and Nuisance Abatement Board
1 individual appointment (Commissioner Taylor)
1 individual appointment (Vice Mayor Williams)
1 individual appointment (Mayor Pigatt)

Community Relations, Recreation and Activities Board
1 individual appointment (Commissioner Taylor)
1 individual appointment (Commissioner Davis)
1 individual appointment (Vice Mayor Williams)
1 individual appointment (Mayor Pigatt)

Planning & Zoning Board
1 at-large appointment

22. ADJOURNMENT:

SCHEDULE OF FUTURE WORKSHOPS/OFFICIAL ACTIVITIES

A. City of Opa-locka and Feeding South Florida Drive-Thru Food Distribution, every 2nd and 4th Tuesday from 9:00 a.m. – 11:00 a.m., Sherbondy Village Park, 215 Perviz Avenue, Opa-locka, Florida.

B. City of Opa-locka First Budget Hearing, Wednesday, September 15, 2021 at 5:01 p.m., Sherbondy Village Auditorium, 215 Perviz Avenue, Opa-locka, Florida.

C. City of Opa-locka Bingo & Chill, Friday, September 16, 2021 at 6:00 p.m., Sherbondy Village Auditorium, 215 Perviz Avenue, Opa-locka, Florida. *Hosted by Commissioner John H. Taylor Jr.*

D. **City of Opa-locka Second Budget Hearing, Wednesday, September 22, 2021 at 5:01 p.m., Sherbondy Village Auditorium, 215 Perviz Avenue, Opa-locka, Florida.**

E. **City of Opa-locka Human Resources Department presents "Who wants to work Wednesdays" Open House, every Wednesday from 10:00 a.m. – 11:30 a.m., Opa-locka City Hall, 780 Fisherman Street, 1st Floor lounge, Opa-locka, Florida. Offering on the spot interviews.**

For further information, please contact the Office of the City Clerk by telephone at (305) 953-2800 or email jflores@opalockafl.gov.

APPROVAL OF MINUTES

CITY OF OPA-LOCKA

"The Great City"

CLERK'S ACTION SUMMARY MINUTES
REGULAR COMMISSION MEETING
July 14, 2021
7:00 P.M.

1. CALL TO ORDER:

Mayor Pigatt called the meeting to order at 7:00 p.m. on Wednesday, July 14, 2021 at Sherbondy Village, 215 Perviz Avenue, Opa-locka, Florida.

2. ROLL CALL:

The following members of the City Commission were present: Commissioner Chris Davis, Commissioner John H. Taylor Jr., Vice Mayor Veronica J. Williams and Mayor Matthew A. Pigatt. Also, in attendance were: City Manager John E. Pate, City Attorney Burnadette Norris-Weeks, Assistant City Attorney Candice Cobbs and City Clerk Joanna Flores. Commissioner Alvin Burke was not in attendance.

3. INVOCATION:

The Invocation was delivered by Vice Mayor Williams.

4. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited in unison.

5. AWARDS/PROCLAMATIONS/ACKNOWLEDGMENTS:

There were none.

6. APPROVAL OF CONSENT AGENDA AND PULL LIST (deferrals and deletions):

City Clerk Flores stated that City Manager Pate requested to defer Agenda Items 15-A-3, 15-A-4, 15-A-5, 15-A-6, and 16-A-2 to the Regular Commission Meeting on July 28th.

Mayor Pigatt pulled Items 13-1 and 13-7 from the Consent Agenda.

It was moved by Commissioner Taylor, seconded by Commissioner Davis to approve the consent agenda.

The motion to approve the Consent Agenda passed by a 4-0 vote.

Commissioner Burke	Not Present
Commissioner Davis	Yes
Commissioner Taylor	Yes
Vice Mayor Williams	Yes
Mayor Pigatt	Yes

7. APPROVAL OF AGENDA:

It was moved by Vice Mayor Williams, seconded by Commissioner Taylor to approve the Agenda.

There being no discussion, the motion to approve the Agenda passed by a 4-0 vote.

Commissioner Taylor	Yes
Vice Mayor Williams	Yes
Commissioner Burke	Not Present
Commissioner Davis	Yes
Mayor Pigatt	Yes

8. APPROVAL OF MINUTES:

Regular Commission Meeting Minutes – June 9, 2021

It was moved by Commissioner Taylor, seconded by Commissioner Davis to approve the minutes of the Regular Commission Meeting on June 9, 2021.

There being no discussion, the motion passed by a 4-0 vote.

Vice Mayor Williams	Yes
Commissioner Burke	Not Present
Commissioner Davis	Yes
Commissioner Taylor	Yes
Mayor Pigatt	Yes

Special Commission Meeting Minutes – June 15, 2021

It was moved by Commissioner Taylor, seconded by Vice Mayor Williams to approve the minutes of the Special Commission Meeting on June 15, 2021.

There being no discussion, the motion passed by a 4-0 vote.

Commissioner Burke	Not Present

Commissioner Davis	Yes
Commissioner Taylor	Yes
Vice Mayor Williams	Yes
Mayor Pigatt	Yes

9. DISTRICT ONE / DISTRICT TWO - COUNTY COMMISSIONER REPORT:

There were none.

10. PUBLIC PRESENTATIONS:

There were none.

11. CITIZENS' FORUM:
(Opportunity for discussion of any concerns – please limit to 3 minutes)

City Clerk Flores announced the protocol for public participation at City Commission meetings. The Clerk also informed the Commission that 1 member of the public registered to address the Commission virtually during Citizens' Forum.

Mayor Pigatt asked City Clerk Flores who the member of the public was that had registered to address the Commission virtually during Citizens' Forum.

City Clerk Flores informed the Commission that Ms. Dorothy Johnson had registered to address the Commission virtually during the Citizens' Forum.

Mayor Pigatt opened the Citizens' Forum and recognized Ms. Dorothy Johnson.

Ms. Dorothy Johnson of 13724 NW 22nd Place corrected her last presentation during Citizens' Forum, stating that the last audit meeting was held on December 4th and not the 28th and that the Audit Committee meeting is called by the Chair of the Committee and not by the City Manager. Ms. Johnson said that she commended the Manager and staff for the recommendation to lower the millage rate, noting that it is the first time she has seen that in 3 decades. She encouraged the Commission to make sure that vendors have proper identification when they are in the area, after reporting that she got into a confrontation with a Comcast contractor who went up one of the polls near her house and had no identification. Ms. Johnson also suggested that the Commission consider planning a multicultural event to be inclusive of diversity. Noting that the business expo came up in the budget meeting, she recalled that Opa-locka used to be a part of the North Dade Chamber of Commerce and said that it could be something sponsored in partnership with the City. She said that she doesn't see a lot of events going on for citizens and added that most people don't know about the events that are going on such as the Police Meet and Greet, adding her suggestion to be more inclusive with marketing deliverables.

Mayor Pigatt stated that the Citizens' Forum was open for those attending the meeting in person.

Toroni Mitchell of 14225 NW 22nd Place stated she was coming back before the Commission to follow-up on the request she made in March, for information on the mortgage assistance program that an elderly family had come to her about. Ms. Mitchell asked if the Commission had gotten any feedback from Miami-Dade County about why residents who submitted applications were not contacted. She also addressed her concerns with tree trimming in the alley behind her home as well as along the Burlington Street canal by Nathan Young Elementary School, stating that the trees don't look like they've been touched.

Juan Santana of 5601 W 10th Avenue in Hialeah identified himself as the Vice President of the non-profit organization Positive Hits Community Service Group and a registered lobbyist. Mr. Santana stated that he wanted to find out if the Commission's liaison was able to message any of them, after he called yesterday.

Mayor Pigatt informed Mr. Santana that the Commission addresses questions at the end of all the presentations made during the Citizens' Forum.

Mr. Juan Santana stated that he has been getting a lot of phone calls from elderly people in Hialeah, complaining about the parties at the Opa-locka Hialeah Flea Market, which he said were going until 4 AM. Mr. Santana said that he and his team are going to start knocking on doors to ask the residents of Opa-locka if they are being affected by the noise. He shared that a lot of the elderly people he deals with don't speak English and are intimidated. Mr. Santana also stated that he tried to join the City's Zoom room during the last meeting but said there might have been a technical issue because he joined 10 minutes before the meeting started, despite him raising his hand several times. He informed the Commission that he was the president of the Salvation Army, having started the food pantry there over 12 years ago. Asking for transparency and accountability from the Commission, Mr. Santana urged them to bring the license holder forward because he said Opa-locka ordinances are being violated.

There being no additional persons to address the Commission, the public input portion of Citizen's Forum was closed.

City Manager Pate recognized that Ms. Toroni Mitchell has brought up tree trimming to the Commission dais before and he stated that the Public Works Director and his department need to be held accountable, to ensure that work done by third-party contractors on behalf of the City, is inspected, to verify that the job was completed. The Manager also said that complaints have been received on multiple occasions about events that occur beyond the curfew time at the Opa-locka/Hialeah Flea Market, and assured Mr. Juan Santana that he will direct the Police Department to shut down all events that occur beyond curfew and issue appropriate citations as necessary, adding that accountability is necessary to ensure that the laws and ordinances are followed, and everybody's peace is respected. He also recommended that the Building & Licensing Department

conduct a full review of the license status for businesses operating beyond inappropriate hours. Mr. Pate reported that the Audit Committee would be polled tomorrow to determine their availability for a meeting to go over the audit that was released last Friday, and he advised Ms. Dorothy Johnson that he will be prepared to answer any questions at that time.

Commissioner Davis informed Ms. Toroni Mitchell that the Commission is working through the City Clerk's office to request details on why any applicants were not accepted into the rental assistance program, but he said that Miami-Dade County had thus far responded to the City's public records request, only with an expense report that included numbers but no details on the reasoning that applicants were not accepted.

Commissioner Taylor recalled that Public Works Director Airia Austin had informed the Commission that his department was getting a truck to trim the trees in Opa-locka, and he asked if the trees along the Burlington Street Canal which Ms. Toroni Mitchell shared concerns about, were being cut by a third party, as City Manager Pate had indicated.

City Manager Pate stated that both the Public Works Department and third-party vendors share the responsibility of trimming the trees along the Burlington Street Canal.

Commissioner Taylor asked the Public Works Department to identify areas needing trimming.

City Manager Pate assured Commissioner Taylor that the Public Works Director should be surveying the area to submit a thorough beautification plan for approval, because estimates need to be put into the budget so that work plans can be developed.

Mayor Pigatt assured Ms. Dorothy Johnson that an Audit Committee Meeting would be scheduled as soon as possible to discuss the past and upcoming audits. The Mayor also assured Mr. Juan Santana that the Commission received information from Legislative Aide Randy Grice after Mr. Santana contacted him about the noise complaints coming from the Opa-locka/Hialeah Flea Market, and he stated that the information was forwarded to City Manager Pate's office. He also stated that he looks forward to the Public Works Department maintaining a tree trimming schedule that he noted has been discussed quite a bit by the Commission.

12. ACTION ITEMS (items from consent agenda pull list):

1. (13-1) A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING AND ESTABLISHING A CITY SPECIAL EVENTS LIST FOR THE 2021-2022 FISCAL YEAR AND A BUDGET; ATTACHED HERETO AS EXHIBIT "A"; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

The above resolution was read by Assistant City Attorney Candice Cobb.

Mayor Pigatt asked if there was a motion to discuss Agenda Item 12-1.

It was moved by Vice Mayor Williams, seconded by Commissioner Taylor to discuss Agenda Item 12-1.

Mayor Pigatt asked City Manager Pate to introduce Agenda Item 12-1.

City Manager Pate stated that Agenda Item 12-1 proposes a yearly event schedule to be kept by the Parks & Recreation Department and utilized by the Marketing Department, as well as to plan for budgetary purposes for the year. The Manager said that the special events policy requires the Commission to approve a yearly events schedule.

Commissioner Taylor asked City Manager Pate if the Commission can get a definition of the difference between City-wide events and Commission initiatives.

City Manager Pate suggested that the Commission schedule a separate workshop on the entire schedule of events, to define both City sponsored events and Commission sponsored events and remove any ambiguity.

Commissioner Taylor asked if Agenda Item 12-1 would be deferred, or if it would need to be passed based on the events that were already provided by the Commission.

City Manager Pate noted that Agenda Item 12-1 was deferred after being introduced during the Commission's Budget Workshop Meeting, to provide the time needed to clarify the schedule. Acknowledging that additions were made to the schedule today and that the Commission may not have had time to thoroughly review those, he recommended that the item be deferred to the Commission's next Budget Workshop, so that it could be voted on at the July 28th Regular Commission Meeting.

Vice Mayor Williams agreed to have Agenda Item 12-1 deferred until next week so that the Commission can discuss the proposed events calendar.

Mayor Pigatt asked that the events policy that was passed be provided to the Commission at the next meeting, in addition to the definitions of the events.

City Manager Pate requested to have Agenda Item 12-1 deferred and asked City Clerk Flores to provide the Commission with the events policy that they passed.

Mayor Pigatt acknowledged the deferment of Agenda Item 12-1.

2. (13-7) A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, RATIFYING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF OPA-LOCKA AND GREATER MIAMI SERVICE CORPS; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.
Sponsored by City Manager

The above resolution was read by Assistant City Attorney Candice Cobb.

Mayor Pigatt asked if there was a motion to discuss Agenda Item 12-7.

It was moved by Commissioner Davis, seconded by Commissioner Taylor to discuss Agenda Item 12-7.

Mayor Pigatt asked City Manager Pate to introduce Agenda Item 12-7.

City Manager Pate stated that Agenda Item 12-7 is supposed to be co-sponsored by Commissioner Davis and apologized for leaving him off the item. The Manager informed the Commission that the agreement referred to in the item, is part of COVID-19 relief efforts. He reported that the City has $232,000 and change remaining to expend by the end of September of this year and part of the initiative is with the Greater Miami Service Corps. Mr. Pate shared that three activities are being organized, including the building of ramps for the homes of seniors stricken by COVID-19, door-to-door outreach to canvass neighborhoods and ensure people are aware where they can get vaccinations and testing, and employment training at Segal Park for young adults ages 18 - 24. He reported that the City has been having some difficulty recruiting residents to participate in the program and received feedback that young residents did not feel comfortable canvassing or doing other work that required them to cross into areas of the City that include gang territories.

Mayor Pigatt recalled that he had reached out to City Manager Pate's office a few months ago to connect the prison worker release program and the Greater Miami Service Corps so that they could assist in the City's beautification, but he noted that it is not in the item. The Mayor also asked how it was decided, which three areas the Greater Miami Service Corps would work on in the City.

City Manager Pate explained that Opa-locka's work with the Greater Miami Service Corps is segregated into two phases, including the COVID-19 phase that is before the Commission and the second phase that will deal with beautification after the budget is passed. The Manager also said that the programs being proposed were developed through several meetings with Commissioner Davis as the co-sponsor as well as with the Greater Miami Service Corps and City staff. He reminded the Commission that the Haggerty Group, which is administering the CARES Act funding for Miami-Dade County, is strictly enforcing the limited scope for what the funds can be used for. The Manager added that programs were chosen that would allow the monies to be expended quickly because the City has until September 30th to expend the funds.

Mayor Pigatt asked City Manager Pate if the agreement with the Greater Miami Service Corps would exhaust the rest of Opa-locka's funding from the CARES Act.

City Manager Pate informed the Commission that the agreement with the Greater Miami Service Corps expends $121,246 of approximately $232,000 that is left in Opa-locka's CARES Act funding. The Manager stated that the remaining funding will be used for a gift card giveaway in conjunction with a back-to-school drive that is being hosted by Vice Mayor Williams, along with a health drive that will be done the same day. He assured the Commission that those events have been appropriately budgeted out and said he would get a memorandum to the Commission so that they understand where the funds are going to be expended but said that a budget amendment is most likely going to be required. Mr. Pate explained that Agenda Item 12-7 is before the Commission because of the dollar amount and the requirement to enter a contract with the Greater Miami Service Corps, which he said is spending the payroll and would be reimbursed by the City based on the Commission's action.

Mayor Pigatt also asked City Manager Pate how he chose which member of the Commission to discuss the expenditure of Opa-locka's remaining CARES Act funds.

City Manager Pate explained that Commissioner Davis was involved extensively in assisting the City to obtain COVID-19 funding, and the Manager said that the Commissioner made several inquiries, requested multiple meetings and proposed multiple ideas regarding the use of the remaining funding. The Manager noted that multiple meetings were also scheduled with Vice Mayor Williams and Commissioner Taylor, who he said also made inquiries about the use of Opa-locka's remaining COVID-19 funding. He shared that his initial thought process was just to do a gift card giveaway, but he said that the Commission requested that he be more creative with outreach efforts to reinvest the money back into the community. Mr. Pate also thanked Mayor Pigatt for introducing him and his staff to the Greater Miami Service Corps, who he recognized as the perfect pick to use the remainder of the funds.

Vice Mayor Williams stated that the canvassing program being proposed includes the City announcement, and she recognized that seniors and those that don't have social media or email, would need some targeted canvassing. The Vice Mayor also clarified that the gift card giveaway being funded by Opa-locka's remaining CARES Act funding, is an initiative of the entire Commission and City.

City Manager Pate corrected himself and reported to the Commission that the balance remaining of Opa-locka's CARES Act funding is $272,000 and not $232,000. The Manager also assured the Commission that he is open to having his office be more universal, but he stated that he wanted to be clear that his office tries to do things in the best interest of the community and not for an individual member of the Commission.

Commissioner Davis stated that because Opa-locka is the City with the highest poverty rate in Miami-Dade County, the City was at the top of the list to receive the CARES Act funding, thanks to advocacy efforts. The Commissioner acknowledged that the City was very fortunate to receive the $272,000 of funds that were remaining from money that was unspent last calendar year. He also asserted that he doesn't see the programs being put forth as an individual effort, but as a Commission effort because many of the things outlined in the programs are things that the Commission has consensus on.

There being no further discussion on Agenda Item 12-7, the resolution passed by a 4-0 vote.

Commissioner Taylor	Yes
Vice Mayor Williams	Yes
Commissioner Burke	Not Present
Commissioner Davis	Yes
Mayor Pigatt	Yes

13. ADMINISTRATION:

CONSENT AGENDA:

2. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO PIGGYBACK ON PASCO COUNTY, FLORIDA'S CONTRACT WITH VORTEX INFRASTRUCTURE SERVICES, LLC. FOR QUALIFIED PROFESSIONAL SERVICES FOR MANHOLE REHABILITATION OF WASTEWATER COLLECTION BASINS 4, 5, 7, & 8, IN THE CITY OF OPA LOCKA, IN AN AMOUNT NOT TO EXCEED TWO HUNDRED TWENTY THOUSAND DOLLARS ($220,000.00); PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

3. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO PIGGYBACK ON THE CITY OF DORAL, FLORIDA'S CONTRACT WITH ENVIROWASTE SERVICES GROUP, INC. FOR CATCH BASIN MAINTENANCE SERVICES RELATED TO THE CITY'S STORM DRAINAGE SYSTEM, IN AN AMOUNT NOT TO EXCEED TWENTY-EIGHT THOUSAND DOLLARS ($28,000.00); PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

4. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO PIGGYBACK THE CITY OF HOLLYWOOD, FLORIDA'S CONTRACT WITH ENVIROWASTE SERVICES GROUP, INC. FOR QUALIFIED PROFESSIONAL SERVICES TO MAKE REPAIRS ON THE PUMP STATION #8 BASIN WASTEWATER COLLECTION GRAVITY SYSTEM, IN AN AMOUNT NOT TO EXCEED THIRTY-THREE THOUSAND, THREE HUNDRED DOLLARS ($33,300.00); PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

5. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH EAC CONSULTING, INC. FOR CONTINUING PROFESSIONAL ARCHITECTURAL AND ENGINEERING CONSULTING SERVICES FOR THE ENGINEERING DESIGN FOR ROADWAY, WATER DISTRIBUTION AND DRAINAGE RECONSTRUCTION FOR NW 131ST STREET BETWEEN NW 31ST AVENUE & NW 32ND AVENUE; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

6. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING A RENEWAL OF THE PROFESSIONAL SERVICES AGREEMENT WITH SAPOZNIK INSURANCE & ASSOCIATES, INC, PROVIDING AGENT OF RECORD INSURANCE SERVICES FOR THE CITY OF OPA-LOCKA'S EMPLOYEES BENEFIT PLANS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

8. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY OF OPA-LOCKA TO JOIN WITH THE STATE OF FLORIDA AND OTHER LOCAL GOVERNMENTAL UNITS AS A PARTICIPANT IN THE FLORIDA MEMORANDUM OF UNDERSTANDING AND FORMAL AGREEMENTS IMPLEMENTING A UNIFIED PLAN; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Attorney*

Vote taken on Consent Agenda items can be viewed under Agenda Item 6 – Approval of the Consent Agenda.

14. NEW ITEMS:

There were none.

15. PLANNING & ZONING:

A. PUBLIC HEARINGS:

1. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING THE FINAL SITE PLAN REQUEST FOR THE CONSTRUCTION AND OPERATION OF A RESIDENTIAL MIXED-USE BUILDING LOCATED AT 2050 ALI BABA AVENUE, IDENTIFIED BY FOLIOS 08-2122-003-2140, 08-2122-003-2150, 08-2122-003-2160; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager* **Deferred from RCM 06/23/2021**

The above resolution was read by Assistant City Attorney Candice Cobb.

Mayor Pigatt opened the Public Hearing for Agenda Item 15-A-1.

There being no members of the public to address the Commission, Mayor Pigatt closed the public hearing on Agenda Item 15-A-1.

Mayor Pigatt asked City Manager Pate to introduce Agenda Item 15-A-1.

City Manager Pate asked Planning & Community Development Director Gregory Gay to introduce Agenda Item 15-A-1 and the companion item as well.

Planning & Community Development Director Gregory Gay stated that Agenda Items 15-A-1 and 15-A-2 are companion items, including the site plan for a mixed-use development in the Magnolia North community. Mr. Gay informed the Commission that the property where the development is being proposed, is presently zoned as a B-1 district which allows for business office operation but also has a mixed-use overlay which allows for a mixed-use development on the site. He reported that the proposed project was well received by the Planning & Zoning Board when it was originally presented approximately 3 months ago, as an 8-story development with 30 residential units, commercial space on the ground floor and 32 parking spaces. Mr. Gay added that the Planning & Zoning Board did have some concerns relating to parking, as the developer was seeking a parking reduction based on the inclusion of affordable housing. He pointed out that the

item was deferred from the last Commission meeting at the request of the developer, as they were in the process of devising a resolution to the parking requirements. Mr. Gay explained that the building envelope remains the same as what was in the Agenda packet, but he informed the Commission that the developer was now proposing that the development would increase the number of residential units from 30 to 38 and would include an automated self-parking parking system for 59 cars that would be slid into a stacked position through a mechanized operation. He added that the developer shifted the proposed retail space on the first floor to office space on the second floor. Mr. Gay informed the Commission that his department's staff reviewed the proposed plans and recommended approval because they believe it is a solution that would meet the parking requirements of Opa-locka's land development code. He added that his department preliminarily calculated that approximately $114,000 will come into the City's coffers from this development's impact fees.

Mayor Pigatt asked Planning & Community Development Director Gregory Gay if the significant changes that he mentioned were made to the development being proposed in Agenda Item 15-A-1, were reflected in the documents that the Commission has.

Planning & Community Development Director Gregory Gay informed the Commission that the information, which was received about a week ago, about the changing of the parking configuration for the development being proposed in Agenda Item 15-A-1, should have been submitted, but he said that he did not know if the additional information that was received today, is before the Commission.

Mayor Pigatt asked City Clerk Flores if the changes to the development being proposed in Agenda Item 15-A-1, which were discussed by Planning & Community Development Director Gregory Gay, are included in the Agenda Item that the Commission is trying to pass.

City Clerk Flores stated that she worked with one of Planning & Community Development Director Gregory Gay's staff members to include in the Agenda, the information submitted as of last week about the development being proposed in Agenda Item 15-A-1, but that the information that was submitted today was not included.

City Manager Pate stated that based on his review of the information, the only changes to the development being proposed in Agenda Item 15-A-1, were the color coding of various items, and he asserted that he did not feel they were material in nature to affect the passage of the item. The Manager said that there were no plan changes. He added that he believed there may have been some parking changes with a reduction of 2 parking spots, and a reduction of units from 42 to 38.

Planning & Community Development Director Gregory Gay stated that the information on the development being proposed in Agenda Item 15-A-1 that is in the documentation the Commission received, had 43 units that were going to be within the area that included the space which is now being looked upon for office use. Mr. Gay said that the configuration of the automated parking

system pretty much stayed the same, going from 62 to 59 spaces after some value engineering to make sure that the parking operation would work. He reported that the proposed development still meets Opa-locka's requirements.

Mayor Pigatt pointed out that the staff report of the Planning & Advisory Board included in the Agenda Packet, states that Land Development Regulation 86-8 requires 1.5 parking spaces per 2-bedroom unit, 2 parking spaces per 3-bedroom unit and 1 parking space per 500 square feet of retail space. Noting that the information the Commission has in front of them, for the development being proposed in Agenda Item 15-A-1, includes 30 units, the Mayor asked Planning & Community Development Director Gregory Gay how the proposal to move the development up to 38 units and 59 spaces complies with Opa-locka's regulations.

Planning & Community Development Director Gregory Gay explained that the number of parking spaces increased because of the additional 2-bedroom units that were added to the development being proposed in Agenda Item 15-A-1. Mr. Gay also pointed out that because it is a mixed-use development, the project meets Opa-locka's parking requirements under a shared program where a portion of the parking can be utilized to service the office space during the peak hours when the office is open, and he said that those spaces will also be available for the use by residents during non-peak operations.

Mayor Pigatt stated that the documents the Commission has are not lining up with what Planning & Community Development Director Gregory Gay is saying about the development being proposed in Agenda Item 15-A-1. The Mayor also expressed concern about the development being the tallest building in the City of Opa-locka.

Planning & Community Development Director Gregory Gay stated that presently, the tallest building in Opa-locka is aa 6 story senior housing structure and that the development being proposed in Agenda Item 15-A-1 would be an 8-story structure.

Mayor Pigatt asked how the development being proposed in Agenda Item 15-A-1, being over the 6-story limit, complies with Opa-locka's laws.

Planning & Community Development Director Gregory Gay pointed out that the mixed-use overlay allows for structures up to 150 feet tall if it is not within the Federal Aviation Administration's guidelines. Mr. Gay said that because the location for the development being proposed in Agenda Item 15-A-1 is close to Opa-locka's eastern city limits, there is a greater opportunity to go vertical.

Mayor Pigatt asked City Attorney Norris-Weeks whether the Commission would be passing Agenda Item 15-A-1 based upon the documents in the Agenda Packet or upon what was presented by Planning & Community Development Director Gregory Gay.

City Attorney Norris-Weeks stated that she is not completely aware of what the Commission is looking at, but that if it doesn't comport with what Planning & Community Development Director Gregory Gay is saying, then something needs to be given to the Commission so that they understand what they are voting on. The City Attorney asserted that what the Commission is voting on in Agenda Item 15-A-1, should be consistent with what Mr. Gay is presenting and what they have in front of them.

Mayor Pigatt noted that the information in front of the Commission states in two places that the development being proposed in Agenda Item 15-A-1 doesn't comply with Opa-locka's regulations. The Mayor expressed being uncomfortable voting on the item until he sees legitimate documentation and justification on whether the development complies with the City's code.

City Manager Pate asked Planning & Community Development Director Gregory Gay if the site plan that was emailed today about 5 hours ago, substantially changed the information on Agenda Item 15-A-1, that was received in the Agenda Packet on Friday.

Planning & Community Development Director Gregory Gay stated that the document that was received today reduced the number of units included in the development being proposed in Agenda Item 15-A-1, and slightly reduced the number of parking spaces. He said that the development went from 43 units to 38 units and from 62 parking spaces to 59 parking spaces.

City Manager Pate requested that Agenda Item 15-A-1 be deferred until the next Commission Meeting, so that the Commission will have the appropriate documentation within their Agenda packet to vote properly.

Vice Mayor Williams noted that despite City Manager Pate requesting the deferment of Agenda Item 15-A-1, she said that she knows it is going to come back before the Commission. The Vice Mayor stated that the proposed development gave her pause because of the parking situation, pointing out that most families have merged, and more residents have multiple cars in their residence. She asserted that she is totally against flooding that section of the Magnolia North community with cars and stressed that the developer must fix it in their proposal.

Commissioner Davis asked Planning & Community Development Director Gregory Gay to speak on the traffic study that was done for the development being proposed in Agenda Item 15-A-1, and he also asked for a report on the comments and concerns from residents and businesses that were provided on the petition that was circulated.

Planning & Community Development Director Gregory Gay informed the Commission that because the development being proposed in Agenda Item 15-A-1 is the largest scale development to occur in the area and his department felt it is going to have a significant impact to the movement of traffic within the community, the developer was required to complete the traffic study. Mr. Gay also reported that the petitions circulated among residents and businesses had some people

expressing concerns about having a structure of the proposed size in the area. He offered assurances that because it is on a commercial street, Opa-locka's code provides the opportunity for the development.

Commissioner Davis asked if Opa-locka's zoning code allows for a special exception to create a process for parking.

Planning & Community Development Director Gregory Gay explained that what is allowed within Opa-locka's code is to have a parking reduction or to address parking from a different perspective, whether it be alternative modes of transportation, including being close to a bus way or bicycle route, as well as pedestrian use.

Commissioner Davis acknowledged that his Commission colleagues probably share his frustrations about the development being proposed in Agenda Item 15-A-1 and asked if it would be possible to have the entity provide a presentation.

Planning & Community Development Director Gregory Gay said that he believed the entity applying for the development being proposed in Agenda Item 15-A-1, was at the Commission Meeting.

Commissioner Davis clarified that perhaps the presentation would not be provided now by the entity applying for the development being proposed in Agenda Item 15-A-1, because the item was being deferred.

Planning & Community Development Director Gregory Gay confirmed that he can have a presentation take place later, from the entity applying for the development being proposed in Agenda Item 15-A-1.

City Manager Pate advised that based on the concerns he is listening to from the Commission, he suggested scheduling a meeting prior to the item going back before the Commission. The Manager stated that the meeting should include him, Planning & Community Development Director Gregory Gay and the entity applying for the development being proposed in Agenda Item 15-A-1. Noting that there are a lot of moving parts that may be a little bit complicated, Mr. Pate said he does not want to push the item to the July 28th Regular Commission Meeting and not have it pass, so he asked Mr. Gay if he wanted to defer it to the next Commission Meeting or if he preferred to move it to August.

Mayor Pigatt pointed out that the City Commission doesn't meet in August.

Planning & Community Development Director Gregory Gay noted that Agenda Item 15-A-1 would have to be deferred either to the next Regular Commission Meeting on July 28th or it would have to wait until September, and he asked if it would be possible for him to confer quickly with the developer or if the Commission would like for him to respond later.

City Manager Pate pointed out that the date to which Agenda Item 15-A-1 was being deferred needed to be announced at the Commission Meeting so that it would not have to be re-advertised, and he asked Mayor Pigatt if Planning & Community Development Director Gregory Gay could confer with the developer.

Mayor Pigatt confirmed that the Commission would grant Planning & Community Development Director Gregory Gay a moment to confer with the entity applying for the development being proposed in Agenda Item 15-A-1.

Planning & Community Development Director Gregory Gay confirmed that the entity applying for the development being proposed in Agenda Item 15-A-1, concurred with the deferral of the item to the next Regular Commission Meeting on July 28th.

City Manager Pate recommended the deferral of both Agenda Item 15-A-1 and 15-A-2 to the next Regular Commission Meeting on July 28th.

Commissioner Taylor asked for the entity applying for the development being proposed in Agenda Item 15-A-1, to focus on the parking issue when they bring the item back to the Commission, because he thinks it is what he and all his colleagues are having an issue with. The Commissioner raised concerns about the developer adding residential and office units, asking where the vehicles coming for the office space would park, if nobody leaves their home on a specific day.

Planning & Community Development Director Gregory Gay informed the Commission that the entity applying for the development being proposed in Agenda Item 15-A-1, had a presentation that was going to be a part of the discussion on the item at the Commission Meeting, but assured them that it can be brought back before them.

Mayor Pigatt confirmed that Agenda Item 15-A-1 was being deferred until the Regular Commission Meeting on July 28th.

2. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING A DEVELOPMENT AGREEMENT FOR THE CONSTRUCTION AND OPERATION OF A RESIDENTIAL MIXED-USE BUILDING LOCATED AT 2050 ALI BABA AVENUE, IDENTIFIED BY FOLIOS 08-2122-003-2140, 08-2122-003-2150, AND 08-2122-003-2160; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager* **Deferred from RCM 06/23/2021**

Agenda Item 15-A-2 was deferred by City Manager Pate until the Regular Commission Meeting on July 28th.

3. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING THE SPECIAL EXCEPTION SITE PLAN REVIEW REQUEST FOR THE OPERATION OF A CONCRETE BATCHING PLANT AND FINISHED CONCRETE PRODUCTION COMPANY FACILITY ON THE PROPERTY LOCATED AT 13050 NW 30TH AVENUE AND IDENTIFIED BY FOLIOS 08-2128-002-0020, 08-2128-002-0030, 08-2128-002-0040, 08-2128-002-0050, 08-2128-002-0060, 08-2128-002-0090, 08-2128-004-0380, AND 08-2128-004-0330, IN THE I-2 ZONING DISTRICT; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager* **Deferred from RCM 06/09/2021**

Agenda Item 15-A-3 was deferred by City Manager Pate until the Regular Commission Meeting on July 28th, as noted under Agenda Item 6, APPROVAL OF CONSENT AGENDA AND PULL LIST (deferrals and deletions).

4. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING A VARIANCE REQUEST FOR THE OPERATION OF A CONCRETE BATCHING PLANT AND FINISHED CONCRETE PRODUCTION COMPANY FACILITY ON THE PROPERTY LOCATED AT 13050 NW 30TH AVENUE AND IDENTIFIED BY FOLIOS 08-2128-002-0020, 08-2128-002-0030, 08-2128-002-0040, 08-2128-002-0050, 08-2128-002-0060, 08-2128-002-0090, 08-2128-004-0380, AND 08-2128-004-0330, IN THE I-2 ZONING DISTRICT; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager* **Deferred from RCM 06/09/2021**

Agenda Item 15-A-4 was deferred by City Manager Pate until the Regular Commission Meeting on July 28th, as noted under Agenda Item 6, APPROVAL OF CONSENT AGENDA AND PULL LIST (deferrals and deletions).

5. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING A TENTATIVE PLAT REVIEW REQUEST FOR THE OPERATION OF A CONCRETE BATCHING PLANT AND FINISHED CONCRETE PRODUCTION COMPANY FACILITY ON THE PROPERTY LOCATED AT 13050 NW 30TH AVENUE AND IDENTIFIED BY FOLIOS 08-2128-002-0020, 08-2128- 002-0030, 08-2128-002-0040, 08-2128-002-0050, 08-2128-002-0060, 08-2128-002-0090, 08-2128-004-0380, AND 08-2128-004-0330, IN THE I-2 ZONING DISTRICT; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager* **Deferred from RCM 06/09/2021**

Agenda Item 15-A-5 was deferred by City Manager Pate until the Regular Commission Meeting on July 28th, as noted under Agenda Item 6, APPROVAL OF CONSENT AGENDA AND PULL LIST (deferrals and deletions).

6. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA APPROVING A DEVELOPMENT AGREEMENT FOR THE OPERATION OF

A CONCRETE BATCHING PLANT AND FINISHED CONCRETE PRODUCTION COMPANY FACILITY ON THE PROPERTY LOCATED AT 13050 NW 30TH AVENUE AND IDENTIFIED BY FOLIOS 08-2128-002-0020, 08-2128-002-0030, 08- 2128-002-0040, 08-2128-002-0050, 08-2128-002-0060, 08-2128-002-0090, 08-2128-004-0380, AND 08-2128-004-0330, IN THE I-2 ZONING DISTRICT; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager* **Deferred from RCM 06/09/2021**

Agenda Item 15-A-6 was deferred by City Manager Pate until the Regular Commission Meeting on July 28th, as noted under Agenda Item 6, APPROVAL OF CONSENT AGENDA AND PULL LIST (deferrals and deletions).

A. APPEALS:

16. ORDINANCES/RESOLUTIONS/PUBLIC HEARINGS:

A. FIRST READING ORDINANCE(S)/PUBLIC HEARING(S):

1, AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE A LEASE AGREEMENT WITH SFSE LLC. TO OCCUPY SPACE AT 780 FISHERMAN STREET; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; CONFLICTS OF LAW, SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

The above resolution was read by Assistant City Attorney Candice Cobb.

Mayor Pigatt opened the Public Hearing for Agenda Item 16-A-1.

There being no members of the public to address the Commission, Mayor Pigatt closed the public hearing on Agenda Item 16-A-1.

It was moved by Commissioner Taylor, seconded by Commissioner Davis to discuss Agenda Item 16-A-1.

Mayor Pigatt asked City Manager Pate to introduce Agenda Item 16-A-1.

City Manager Pate thanked South Florida School of Excellence for being in Opa-locka's Town Center One building, as a good renter and providing outstanding service to the community in the academic arena. The Manager informed the Commission that South Florida School of Excellence wants to expand their footprint in the building effective August 1st, increasing the $132,000 a year they currently pay in rent to about $238,000. He reminded the Commission that Town Center One is draining the City of its general fund because it's not sustaining itself, and he acknowledged that

some members of the Commission want to ensure that a property manager is in place before there is any further leasing in the building. Pointing out that the property manager request for proposals is being re-advertised, he asserted that everything the Commission has requested is in process and asked the Commission to consider the lease and pass Agenda Item 16-A-1.

Mayor Pigatt expressed concern about the Opa-locka Police Department operating on the same floor as the South Florida School of Excellence, and he asked how it was being addressed in consideration of the proposed expansion of the number of children coming in while the police are bringing criminals into the building.

City Manager Pate explained that the proposed expansion of the South Florida School of Excellence would be on the 2nd floor of Opa-locka's Town Center One building, and not on the 3rd floor where the Police Department is located. The Manager stated that Police Officers do not go onto the 2nd floor unless they're summoned there. He also reminded the Commission that the relocation of the Police Department is being explored based on the grant that was received from the State of Florida and shared that a temporary relocation to the 1st floor is also being considered.

Mayor Pigatt asked what the timeline was for the temporary relocation of the Police Department.

City Manager Pate stated that prior to the funds from the State of Florida being approved, there were already plans in place to relocate the Police Department to the first floor of Opa-locka's Town Center One, and he said that once the architectural drawings are returned, a cost estimate will be presented to the Commission for approval. The Manager informed the Commission that it would take six months from the moment of receipt of the architectural drawings, because he said the design will be for a law enforcement area where the Police can hold prisoners and perform their day-to-day operations. He added that it would be prudent for the Police Department to be on the 1st floor, to give them easy access especially if they're dealing with prisoners, in addition to the ability for the Police to assist with the security in the building, which would present a possible cost savings without further need for a security guard.

Mayor Pigatt applauded South Florida School of Excellence for the work they do, stating that they live up to the excellence in their name, but he said that he is unable to support Agenda Item 16-A-1 because he is uncomfortable with expanding the number of kids in the building while the status of where the Police Department will be is unclear. The Mayor also stated that he is unable to support the item because the 99 findings included making sure that Town Center One is operating at its best use, with the recommendation to hire a property manager, and he asserted that entering more contracts without that, does not align with the 99 findings.

Commissioner Davis recalled that in the past, tax penalties were imposed on rental income from the Town Center One space. The Commissioner noted that the big push for a property manager was to establish a structure where each individual tenant would be responsible for the tax on their

property, taking the burden off the City. He asked City Manager Pate to speak to any ways of dealing with that issue.

City Manager Pate stated that the City has made a significant push to establish a property manager for Opa-locka's Town Center One building. The Manager said that the tax penalties will be in place regardless of whether the Commission approves or denies Agenda Item 16-A-1. He informed the Commission that he has had extensive conversations with the South Florida School of Excellence, and he said that they are willing to increase the rent paid to the City between the approval of the first reading of the item and the second reading, to incorporate the tax penalties. Mr. Pate asserted that he doesn't feel that it is the school's responsibility to absorb the tax penalty because he said it is a result of a municipal error, but he stated that because they're good servants and want to be in the City, they are willing to absorb the penalty within their rent.

Mayor Pigatt asked why there is a tax penalty, which tenants contribute to that penalty and what the cost is to the City of Opa-locka.

City Manager Pate stated that he doesn't have the exact cost to the City in front of him, but he said that it is in the hundreds of thousands of dollars. The Manager explained that the tax penalty is being imposed because the City is allowing South Florida School of Excellence to rent their space in the building as a for-profit entity. He characterized that as a municipal issue because the last City Manager allowed the contract to be entered into without making the Commission aware that it would cause Opa-locka to lose its tax-exempt status and thus the entire Town Center One building is being taxed. Mr. Pate said that the way to resolve the issue with the tax penalty would be to make each unit at Town Center One a condominium and have each taxed individually, but he lamented that it would take a massive process because an architect would need to measure each unit out and submit plans to the Miami-Dade County Property Appraiser to have each unit broken down by percentages and provided with a specific tax rate, so that only for-profit entities would be taxed and not the entire building.

Mayor Pigatt asked what profit margin Opa-locka was getting from the contract with South Florida School of Excellence, considering that it is the only for-profit entity in the Town Center One Building and as a result, the City must pay a couple hundred thousand dollars in tax penalties for the whole building.

City Manager Pate stated that the new lease being proposed for South Florida School of Excellence, represents an increase of over $100,000 in revenue which he said offsets the amount that Opa-locka is paying in taxes and because the increase in their footprint in the building will not affect how much the City is charged in tax penalties, he added that the money would go to the Opa-locka Town Center One negative equity. He suggested that the tax penalty amount could be added to the lease, calculated based on square footage, but asserted that it is not South Florida School of Excellence that caused this, but rather it was the City that caused it, stressing that the damage has been done and that the City is in damage remediation mode. Mr. Pate also stressed

that he thinks it would be irresponsible for the City to give up a $100,000 profit because of technicalities, stating that he is not going to evict them because he does not feel they should go anywhere based on their outstanding service.

Vice Mayor Williams stated that when you enter into an agreement, the terms need to be met regardless of whether the City should have entered into that agreement, and she asserted that she will not kick anyone out that's doing anything positive for the youth. Acknowledging that City Manager Pate stated that the proposed rent increase for South Florida School of Excellence would cover Opa-locka's tax penalty bill, the Vice Mayor said she wanted to make clear that it's technically not revenue.

City Manager Pate clarified that the rent money paid by the South Florida School of Excellence is considered positive revenue and is not necessarily earmarked to go towards Opa-locka's tax bill, adding that how the revenue is distributed is determined during the budget process.

Vice Mayor Williams asked if the only way for the tax penalty to go away, is for the South Florida School of Excellence lease to not be renewed.

City Manager Pate explained that South Florida School of Excellence has a current lease that's going to expire and that if the Commission decided not to renew it, proper notice would need to be provided. The Manager stated that not renewing the lease could resolve the tax penalty issue within some months but said that the City may not see the residuals until a year from now because the change would be made within the current tax year. Mr. Pate asserted that he is recommending that the lease be extended, which is why it is on the Commission's agenda.

Vice Mayor Williams asserted that if the Commission is not going to evict South Florida School of Excellence from the Opa-locka Town Center One building to solve the tax penalty issue, then she is okay with them operating in an increased capacity that will build their program. The Vice Mayor also asked if City Manager Pate had a conversation with the Police Department about the expansion of the school's footprint in the building.

City Manager Pate informed the Commission that since his first day, he has ensured that the Police Department adheres to appropriate protocols so that Officers have the least possible contact with students. The Manager stated that there will be no extended contact between the students and law enforcement other than when the kids go in and out of the building's front door in the morning, but he pointed out that most of the time, the students have an escort with them and asserted that he doesn't see an issue.

Commissioner Taylor piggybacked on Vice Mayor Williams comments, and he acknowledged that if the City didn't allow South Florida School of Excellence to be at Opa-locka's Town Center One, the tax bill and mortgage will still be there. The Commissioner agreed with City Manager Pate that throwing away the money from the proposed increase in rent would be irresponsible. He

asked if it was a private or charter school and if what was being proposed was an additional lease to the one they already have.

City Manager Pate stated that South Florida School of Excellence is a private school, and he informed the Commission that his office is in conversations to determine if they can obtain non-profit status to assist the City with the tax penalty issue. The Manager also said that the school's lease is about to expire, and the proposal included in Agenda Item 16-A-1 would expand the lease to include both sections at Opa-locka's Town Center One.

With no further discussion, the ordinance passed its first reading by a 3-1 vote.

Commissioner Davis	Yes
Commissioner Taylor	Yes
Vice Mayor Williams	Yes
Commissioner Burke	Not Present
Mayor Pigatt	No

2. AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING A REQUEST FROM AMDI USA, INC. TO CLOSE, VACATE AND ABANDON A PORTION OF NW 130TH STREET BETWEEN NW 30TH AVENUE AND NW 30TH COURT AND A PORTION OF NW 30TH COURT BETWEEN NW 130TH STREET AND NW 131ST STREET FOR THE OPERATION OF A CONCRETE BATCHING PLANT AND FINISHED CONCRETE PRODUCTION COMPANY FACILITY ON THE PROPERTY LOCATED AT 13050 NW 30TH AVENUE AND IDENTIFIED BY FOLIOS 08-2128-002-0020, 08-2128-002-0030, 08-2128-002-0040, 08-2128-002-0050, 08-2128-002-0060, 08-2128-002-0090, 08-2128-004-0380, AND 08-2128-004-0330, IN THE I-2 ZONING DISTRICT; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager* **Deferred from RCM 06/09/2021**

Agenda Item 16-A-2 was deferred by City Manager Pate until the Regular Commission Meeting on July 28th, as noted under Agenda Item 6, APPROVAL OF CONSENT AGENDA AND PULL LIST (deferrals and deletions).

B. SECOND READING ORDINANCE(S)/PUBLIC HEARING(S):

C. RESOLUTION(S)/PUBLIC HEARING:

17. CITY MANAGER'S REPORT:

Mayor Pigatt asked City Manager Pate to deliver a report to the Commission.

City Manager Pate stated that he wanted to defer his report because his staff is still working on the report but assured the Commission that they will get a thorough report at the next meeting. The

Manager reminded the Commission about the Budget Workshop next week which will include a discussion about the special events policy and calendar, so that proper marketing estimates can be calculated. He recommended that the budget be reviewed thoroughly and that any input on changes be provided before it comes up for approval at the July 28th Regular Commission Meeting and then goes to the State of Florida, reminding the Commission that the budget must be submitted to the state a month early so that they have time to review and approve it. Mr. Pate recalled that Mayor Pigatt inquired about the budget increase for the Police Department, and the Manager informed the Commission that he is working on a report to explain and justify the increases to the budget. He pointed out that all City departments made budgetary requests, and he said that he believed he abided by most of the requests, including staff expansions and additional resources. The Manager shared that he asks himself what each of the Commission members would do when he decides, because he said he takes pride in doing his job and does not want to be ridiculed. He informed the Commission that a retreat is being planned outside of the City, so that the Commission and City Department Directors can have hard conversations with a facilitator, because he believes they're needed. Recalling that he always speaks of making decisions on behalf of Team Opa-locka, he stated that excellent strides are being made to move the City forward. The Manager acknowledged that Opa-locka received a clean audit on Friday and informed the Commission that he is negotiating with the State of Florida so that the City can come out of its financial emergency with another 3 clean audits. He recognized that some look at the date that Opa-locka got into the financial emergency, but the Manager said that the City did not progress financially until last year and any evaluation of progress needs to be done from that point forward. Mr. Pate also stated that he has 2 contract negotiations going on at the same time for union contracts that have been expired for over 10 years without any collective bargaining agreements or raises. He shared that he got grief from the union last year when everybody's salary that was under $30,000 was raised, because the union said the Manager didn't bargain for it, despite it being something positive for the staff. The Manager reported that a strategic plan is coming before the Commission to set his goals and the Director's goals, based on their priorities. He also said that he is holding Public Works Director Airia Austin accountable daily regarding the City's beautification, and he shared that he has anxiety about flooding when it rains hard. The Manager informed the Commission that there has not been any flooding in the area near Glorieta Gardens Apartments since the City started working with them. He assured residents in other areas of the City that the engineer is done with the plan to deal with flooding and that the Commission just needs to set a workshop date, to have the engineer present the plan. Pointing out that the City is about to receive approximately $6 million, he reported that he is getting inquiries about where the money is going to go because vendors and non-profits want to support the City and recommended that the Commission schedule a Workshop to tell the Manager how to spend the money. The Manager went on to suggest that all the funds go into infrastructure except for 5% of the funds that would go into other stuff, and he said that he has Public Works Director Austin working on getting projects to be shovel ready to resolve flooding as quickly as possible. He reported that a temporary fix will be made to Cairo Lane in the next 2 weeks by paving the street to resolve flooding and

pothole issues, and he said that it will be brought before the Commission to ratify the $245,000 needed, that the State of Florida already said they would approve as an expedited request. Lamenting that business owners on Cairo Lane are yelling at him every day by email and on the phone because they are not able to pass down the street with vehicles sunk in the puddles and that the Police are unable to go down the street as well, he stressed that it is a safety issue. The Manager said that he is willing to take guidance, input and criticisms provided by the Commission, but asked that he and his Staff be treated as human beings with respect and dignity. He added that he is proud of all his Staff and Directors, acknowledging that they are not perfect but asserting that they do their best to do their job and he is inspired by the work they do. Mr. Pate shared that he has had a lot of life changes over the last week and is rethinking his life, and he said he just wants to be positive on behalf of residents and move life forward because tomorrow is not guaranteed.

Mayor Pigatt opened the floor for any questions the Commission had for City Manager Pate.

Commissioner Taylor apologized to City Manager Pate's Staff if any of them feel that the Commission has disrespected them in any way, offering assurances that it is not the intent as they try to move the City forward. The Commissioner also asked if legislation was needed to bring back the scholarship initiative, which he recalled was taken out of the budget because the State of Florida said that the money was not spent.

City Manager Pate stated that legislation is not needed to restart the scholarship program and suggested that it would be a good discussion to have during the Budget Workshop. The Manager reminded the Commission that in the past, there were issues with participation and tracking people down when they re-enroll in college. He proposed to have the Human Resources Department work on a process to make it better.

Commissioner Taylor also reported that a lot of residents are complaining about the football and cheerleading optimist teams not having uniforms and asked if it was something the City can help with in this budget year.

City Manager Pate reported that the Parks & Recreation Department is already working on it with Ms. Shamecca Lawson, stating that the City has no problem providing uniforms for the football and cheerleading optimist teams in this budget year. The Manager added that because he believed it would be less than $1,000, his office would have the discretion to do it if it is the will of the Commission.

Vice Mayor Williams asked if the providing of sports team uniforms is something that cities typically pay for, or if those optimist programs generally go to outside entities for an in-kind donation.

City Manager Pate stated that typically optimist programs can get their uniforms through business sponsorships, but he lamented that because it is so late in the season, it is not possible and thus the

City is going to flip the bill for it. The Manager expressed his hope that the Parks & Recreation Department will engage with Opa-locka's businesses through events like the business summit that Mayor Pigatt wants to have. Mr. Pate stated that when he talks to businesses, not one of them has told him they're not willing to support the City. He reminded the Commission that Opa-locka is a little bit over 50% commercial and industrial and said that sometimes those stakeholders are forgotten, despite them paying most of the taxes. Manager Pate expressed his love for Opa-locka's residents but urged the Commission to do more to acknowledge the business owners in the City.

Commissioner Davis suggested that as part of the strategic planning session that is scheduled in the fall, the comp plan, potential of annexation and the wish list items that have been put forward, should be reviewed. The Commissioner pointed out that the recommendation for updating the comp plan is every 5 to 7 years and he noted that the 7th year is being approached.

City Manager Pate asked Legislative Aide Randy Grice to send out an email requesting the subjects that the Commission wants to discuss during the strategic planning session. The Manager also suggested that Opa-locka's code and charter also be reviewed as part of the strategic planning session, pointing out that the charter review process is about to begin.

Mayor Pigatt said that it was good to hear that long overdue action was being taken on Cairo Lane, and that the work in the Glorieta Gardens Apartments area has been effective. The Mayor then asked for an update on the City's stormwater master plan.

City Manager Pate asked Public Works Director Airia Austin to provide an update on the stormwater master plan, stating that he knows the plan is done and that they are waiting on a date to make the presentation.

Public Works Director Airia Austin informed the Commission that the stormwater master plan is scheduled to be presented at the Regular Commission Meeting on July 28th and will detail a partial list of priorities for the Commission to provide their feedback on, including how to proceed and move forward with bids for construction.

Mayor Pigatt asked if there were any updates on the rehabilitation of Opa-locka's Historic City Hall.

Public Works Director Airia Austin informed the Commission that the study for the Opa-locka Historic City Hall project is still in its infancy. Mr. Austin reminded the Commission that an onsite evaluation of the structural integrity was completed, and he said that all the calculations are being made for the final recommendation to proceed with the construction of the facility.

Vice Mayor Williams thanked City Manager Pate for assisting members of the Commission who have stepped up to try to initiate change and gave him a shout out for all that he is doing to move the City of Opa-locka forward.

City Manager Pate thanked Vice Mayor Williams and Commissioner Taylor for their comments and assured the Commission that he does not do his work for acknowledgement but because he has a passion for municipal government. Mr. Pate stated that even though he doesn't necessarily stay in Opa-locka, he feels he has incorporated himself as a member of the Opa-locka family by taking calls on a 24-hour basis, from residents who have his direct contact number. The Manager said that Opa-locka is a different animal than anything he's ever dealt with in his whole municipal career. He assured the Commission that when they come to him about an issue with a department, that he is very vigorous and aggressive with his Staff, making the appropriate adjustments if they're wrong and moving forward. Manager Pate recalled that comments have been made by the Commission about City staff members not being residents of Opa-locka, and he stressed that the staff knows the struggles that residents have and are committed to them because the Manager holds them accountable.

18. OFFICIAL BOARD REPORTS:

There were none.

19. FUTURE AGENDA ITEMS:

Vice Mayor Williams proposed that the City of Opa-locka acknowledge September 21st as World Alzheimer's Day. The Vice Mayor shared that her grandmother passed from that disease, and she added that she knows what being a caretaker to someone with Alzheimer's is like. She expressed her hope that something can be done on that day or at some point during World Alzheimer's Month, specifically with seniors.

Mayor Pigatt asked if Vice Mayor Williams was proposing a proclamation from the Commission for the acknowledgement of World Alzheimer's Day.

City Manager Pate recommended that the Commission issue a proclamation for the acknowledgement of World Alzheimer's Day.

Mayor Pigatt stated that the Commission can issue a proclamation as well as a resolution for the acknowledgement of World Alzheimer's Day.

It was moved by Vice Mayor Williams, seconded by Commissioner Davis, to include the proposal for the acknowledgement of September 21st as World Alzheimer's Day, as an item on a future Commission Agenda.

There being no further discussion, the motion passed by a 4-0 vote.

Commissioner Taylor	Yes
Vice Mayor Williams	Yes
Commissioner Burke	Not Present

Commissioner Davis	Yes
Mayor Pigatt	Yes

City Manager Pate informed the Commission that he will be nominating Corion DeLaine to be the new Manager of the Community Redevelopment Agency. The Manager said that the nomination will be on the agenda for the upcoming Community Redevelopment Agency Meeting. He said that the current Manager of the Community Redevelopment Agency, Mr. Gregory Gay will still be participating as a consultant to assist with the transition. Mr. Pate shared that Mr. DeLaine keeps him motivated regarding economic development and moving the City forward and he added that he had to beg him to stay in Opa-locka because the change is needed to rejuvenate the agency. Manager Pate thanked Mr. Gay for his years of effort and progress and shared his respect for him, adding that he wanted to relieve him of his responsibilities with the agency because he is about to get expanded responsibilities. The Manager concluded by sharing that he considers all his Directors family, in a personal and sincere way.

20. MAYOR/COMMISSION REPORTS:

Commissioner Davis reported that on Monday, July 12th he sponsored the Walking One Stop Initiative at the Cordoba Courts Apartments, which he said is one of the City's high crime areas. The Commissioner explained that the event brought resources directly to the doorsteps of residents, from local nonprofits and Miami-Dade County, to provide services from Career Source in addition to expungements, as well as utility and mortgage assistance. He also recognized that City Staff and the Police Department were very instrumental in putting the initiative forward, including the Human Resources Department which he said was on hand getting information about jobs out to the community. Commissioner Davis said he is looking forward to continuing the initiative to combat gun violence and crime in the community. He also informed the Commission that the Anti-gun Violence March and Rally is going to be on Saturday, July 17th from 10 AM - 4 PM at Sherbondy Park, describing it as a family fun day with food from local restaurants, local performances and special invited guests, to get the community out in an anti-violence spirit.

Vice Mayor Williams commended the Police Department, the Commission and everyone who attended the Meet & Greet with the Police Chief on Saturday. The Vice Mayor also commended Commissioner Davis because she heard how great the Walking One Stop Initiative was, and she suggested that it needs to be something that happens every year in addition to the Meet & Greet with the Police.

Mayor Pigatt thanked all those involved in moving the City forward, including the City Manager and the Commission, especially Commissioner Davis for the Walking One Stop Initiative and all the Police Officers and Staff who came out to make the event on Saturday great. The Mayor recognized Congresswoman Frederica Wilson for her advocacy to secure funding for Opa-locka through the American Rescue Plan Act, acknowledging that it was a long process that mayors across the nation and members of Congress were working on to make sure that Opa-locka got

funding, to take care of its infrastructure. He added that he is happy to see the work that President Biden and the new Congress is doing to make sure that cities are taken care of. The Mayor also informed his colleagues on the Commission that a meeting was requested with Miami-Dade County Mayor Daniella Levine Cava's Chief of Community Affairs, to review Opa-locka's Parks & Recreation programs, including the cultural and after school services for the youth, as part of a plan to partner with the County to provide more services in the City. He also pointed out that today marked a year since the last Financial Oversight Board Meeting, and he is requesting that the Chief Inspector General and the Board provide a joint Workshop or meeting to provide an analysis of where the City is in terms of the five-year recovery plan. Mayor Pigatt concluded by giving a shout out to the "I Am Opa-locka" signs that are going up across the City, recognizing that they look nice.

City Manager Pate informed the Commission that the Financial Oversight Board was waiting for the audit to be approved, and he offered assurances that the 10-day notification for their next meeting should go out either Friday or Monday.

21. OFFICIAL BOARD APPOINTMENTS:

There were none.

Mayor Pigatt asked City Manager Pate if more publicity could be done for Opa-locka's official Board appointments, noting that there are quite a few that are available.

City Manager Pate informed the Commission that he has worked with City Clerk Flores and Public Relations Consultant Jessica Modkins on a social media plan to promote Opa-locka's Board appointments. The Manager reminded the Commission that they can appoint residents they know to some of the Board vacancies. He said that he understands why people are hesitant about participating but asserted that he thinks it is important. Mr. Pate also recommended that the Commission members' seats on the Community Redevelopment Agency should be provided to residents, so that there can be a separation of duties. He said that the Community Redevelopment Agency is being taken to a different level by pushing economic development, and he pointed out that if an agreement is proposed between the Community Redevelopment Agency and the City, then the Commission would vote for the same thing on both the Community Redevelopment Agency and at the Commission Meetings. The Manager acknowledged that nothing legal says that the members of the Commission must appoint residents to the Community Redevelopment Agency, but he thinks they need to go out and really push the appointments.

22. ADJOURNMENT:

There being no further business to come before the City Commission, it was moved by Commissioner Taylor, seconded by Vice Mayor Williams to adjourn the meeting at 9:18 p.m.

Matthew A. Pigatt
Mayor

Attest:

Joanna Flores, CMC
City Clerk

CITY OF OPA-LOCKA

"The Great City"

CLERK'S ACTION SUMMARY MINUTES
REGULAR COMMISSION MEETING
July 28, 2021
7:00 P.M.

1. CALL TO ORDER:

Mayor Pigatt called the meeting to order at 7:00 p.m. on Wednesday, July 28, 2021 at Sherbondy Village, 215 Perviz Avenue, Opa-locka, Florida.

2. ROLL CALL:

The following members of the City Commission were present: Commissioner Chris Davis, Commissioner John H. Taylor Jr., and Mayor Matthew A. Pigatt. Vice Mayor Veronica J. Williams arrived at 7:12 PM. Also, in attendance were: Assistant City Manager George Ellis, City Attorney Burnadette Norris-Weeks, Assistant City Attorney Candice Cobbs and City Clerk Joanna Flores. Commissioner Alvin Burke was not in attendance.

3. INVOCATION:

The Invocation was delivered by Commissioner Taylor.

4. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited in unison.

5. AWARDS/PROCLAMATIONS/ACKNOWLEDGMENTS:

Human Resources Director Kierra Ward honored the children of City of Opa-locka employees who graduated as members of the Class of 2021.

6. APPROVAL OF CONSENT AGENDA AND PULL LIST (deferrals and deletions):

Mayor Pigatt pulled Consent Agenda Items 13-1 and 13-3 from the Consent Agenda.

Commissioner Davis pulled Consent Agenda Item 13-9.

It was moved by Commissioner Davis, seconded by Commissioner Taylor to approve the Consent Agenda.

The motion to approve the Consent Agenda passed by a 3-0 vote.

Commissioner Burke	Not Present
Commissioner Davis	Yes
Commissioner Taylor	Yes
Vice Mayor Williams	Not Present
Mayor Pigatt	Yes

7. APPROVAL OF AGENDA:

It was moved by Commissioner Taylor, seconded by Commissioner Davis to approve the Agenda.

There being no discussion, the motion to approve the Agenda passed by a 3-0 vote.

Commissioner Taylor	Yes
Vice Mayor Williams	Not Present
Commissioner Burke	Not Present
Commissioner Davis	Yes
Mayor Pigatt	Yes

8. APPROVAL OF MINUTES:

Regular Commission Meeting Minutes – June 23, 2021

It was moved by Commissioner Taylor, seconded by Commissioner Davis to approve the minutes of the Regular Commission Meeting on June 23, 2021.

There being no discussion, the motion passed by a 3-0 vote.

Vice Mayor Williams	Not Present
Commissioner Burke	Not Present
Commissioner Davis	Yes
Commissioner Taylor	Yes
Mayor Pigatt	Yes

Special Commission Meeting Minutes – July 9, 2021

It was moved by Commissioner Taylor, seconded by Commissioner Davis to approve the minutes of the Special Commission Meeting on July 9, 2021.

There being no discussion, the motion passed by a 4-0 vote.

Commissioner Burke	Not Present
Commissioner Davis	Yes
Commissioner Taylor	Yes
Vice Mayor Williams	Yes
Mayor Pigatt	Yes

9. DISTRICT ONE / DISTRICT TWO - COUNTY COMMISSIONER REPORT:

There were none.

10. PUBLIC PRESENTATIONS:

Donna Grace, P.E. of EAC Consulting presented the stormwater master plan to the Commission.

Commissioner Davis noted that many cities are taking advantage of the voluntary community rating process, and in consideration of the recent change in national flood insurance legislation that resulted in increases in premiums, he asked about the potential impact that the plan and process can have on residents' ability to obtain and maintain flood insurance.

Mr. Herman Tirado of EAC Consulting explained that the stormwater master plan will be a springboard to be able to complete the analysis for the comprehensive community rating process. Mr. Tirado added that the assessment could be brought before the City of Opa-locka, and Miami-Dade County as a floodplain manager.

Mayor Pigatt asked whether the online survey that EAC Consulting described in their presentation, was up on the Opa-locka website and asked that it be provided to the Commission and City officials so that it is promoted to engage residents.

Mr. Herman Tirado of EAC Consulting stated that the forms for the online survey should be available on the website for citizens.

Mayor Pigatt also asked when the Commission will get the anticipated cost of the projects and when the projects will be seen moving forward.

Mr. Michael Adeife of EAC Consulting informed the Commission that the projects will be identified in the next phase of the process, and that he anticipates that the projects will be conceptually identified and prioritized for the Commission by the 2nd of September. Mr. Adeife added that once the projects are approved to go into the design process, which will include getting the engineering plans done and the projects bid out to a contractor who will do the actual construction, the estimation is that construction would start by June of 2022.

He also said that some of the projects that he anticipates will be part of the master plan, are already in design and should start construction before the end of June of next year.

11. CITIZENS' FORUM:
(Opportunity for discussion of any concerns – please limit to 3 minutes)

City Clerk Flores announced the protocol for public participation at City Commission meetings.

Mayor Pigatt opened the Citizens' Forum.

Ms. Audrey Dominguez of 1147 Jann Avenue provided the Commission with a chart of the millage rate that was adopted in 2020 by the municipalities of Miami-Dade County. Pointing out that the City of Opa-locka has had the highest millage rate at 9.80 for several years, she urged the Commission to lower the rate, even beyond the 0.15 reduction that had been proposed. She also thanked the Chief of Police for having Police vehicles in key areas where there is a high rate of crime and speeding, noting that she has seen a change in her area.

Mr. Brian Dennis of 2140 York Street shared that he had told Commissioner Alvin Burke that he would help support the coach and gave him a check to get the equipment they need. Mr. Dennis also expressed that he wants to see the stormwater master plan because he said that a plan to put in water drains across the City had been seen before and shared his concern that money could be paid for the same thing again. He also noted that the budget meeting was the longest one he has ever seen in his life. Mr. Dennis said that he felt Vice Mayor Williams was doing a great job and urged the Commission to do something better than what is being proposed to deal with the challenge of parking within new developments.

Ms. Dottie Johnson of 13724 NW 22nd Place congratulated the grant writer and City staff for receiving the grant from the Department of Economic Development in Tallahassee. Ms. Johnson expressed concerns about the $25,000 proposed budget for the Commission, and because she doesn't think they have the funds to do multiple events, she reminded them that a multicultural celebration was suggested. She also said that she hoped there is not a strategy to defund the Police Department. Ms. Johnson concluded by asking for clarification on the deferring of agenda items, stating that she believes continued dialogue on deferred items is not right according to Robert's Rules of Order.

Mr. Robert Barnett of 779 Atlantic Avenue informed the Commission that he is a graduate of Florida Memorial University in the field of biology and urged them to consider the environmental impacts of the stormwater master plan projects. Mr. Barnett also informed

the Commission that he has had extensive problems with code enforcement about keeping his boat at his house and requested a variance for his property.

There being no additional persons to address the Commission, the public input portion of Citizen's Forum was closed.

Commissioner Davis assured Ms. Audrey Dominguez that the Commission will be discussing the City's millage rate and asserted that he agrees it should be lowered in consideration of the fact that Opa-locka has the highest millage and poverty rate in Miami-Dade County. The Commissioner also thanked Mr. Robert Barnett for addressing the potential of having stormwater runoff, recognizing that because of Opa-locka's industrial nature many properties are considered contaminated, and he stated that he will ensure environmental protections are incorporated into the stormwater master plan.

Mayor Pigatt thanked everyone who addressed the Commission. The Mayor stated that the millage rate would be addressed during the Commission's budget conversation. He also suggested that Mr. Robert Barnett get assistance from Legislative Aide Randy Grice and City Manager Pate to address his question about obtaining a zoning variance.

12. ACTION ITEMS (items from consent agenda pull list):

1. (13-1) A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING AND ESTABLISHING A CITY SPECIAL EVENTS LIST FOR THE 2021-2022 FISCAL YEAR AND A BUDGET; ATTACHED HERETO AS EXHIBIT "A"; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager* **Deferred from RCM 07/14/2021**

The above resolution was read by Assistant City Attorney Candice Cobbs.

Mayor Pigatt asked if there was a motion to discuss Agenda Item 12-1.

It was moved by Vice Mayor Williams, seconded by Commissioner Taylor to discuss Agenda Item 12-1.

Mayor Pigatt asked Assistant City Manager George Ellis to introduce Agenda Item 12-1.

Assistant City Manager George Ellis asked Parks & Recreation Director Delven Patterson to introduce Agenda Item 12-1.

Parks & Recreation Director Delven Patterson explained that the special events calendar being proposed in Agenda Item 12-1, is what had been brought before the Commission during their workshops in the past month.

Vice Mayor Williams asked Parks & Recreation Director Delven Patterson if Agenda Item 12-1 was proposing for the Commission to vote on the full special events calendar, because she was only seeing Parks & Recreation events and none of the Commission sponsored events.

Parks & Recreation Director Delven Patterson stated that the agenda packet should have included the full special events calendar and offered to get it for the Commission quickly.

Vice Mayor Williams asked Assistant City Manager George Ellis if what is being proposed to the Commission for the special events budget, includes the budget for just the Parks & Recreation Department events, or if it also includes the Commission events as well.

Assistant City Manager George Ellis asked Budget Administrator Bob Anathan if Parks & Recreation Director Delven Patterson was correct on the information provided about the budgeting for special events.

Budget Administrator Bob Anathan stated that the special events line item in the budget includes both annual events in addition to the funding for the Commission's discretionary events, and he said that the total should be $46,000. He added that even if it was not stipulated under Agenda Item 12-1, that when they look at the budget, the $46,000 amount will be included as a line item for special events.

Commissioner Taylor pointed out that some of the special events listed in the documentation provided to the Commission, don't have a total cost included and that the budget says one thing, while the documentation included in the packet for Agenda Item 12-1 says something totally different.

Parks & Recreation Director Delven Patterson explained that the special events that don't have a total cost included are those which don't represent a cost to the City. He also assured the Commission that they would be provided with the updated documentation for Agenda Item 12-1.

Vice Mayor Williams asked City Attorney Norris-Weeks if the Commission's vote would be on what they see in front of them in the agenda.

City Attorney Norris-Weeks informed the Commission that they can vote on Agenda Item 12-1 based on the explanation provided by Parks & Recreation staff, with the caveat that corrections be made to the documents that were provided. Attorney Norris-Weeks also

pointed out that the Commission could also just delay the item and come back to it once the appropriate documents are provided.

Assistant City Manager George Ellis proposed that Agenda Item 12-1 be deferred until September so that more information can be provided to the Commission.

Commissioner Davis asked that Agenda Item 12-1 be updated to reflect the City Manager's changes.

Mayor Pigatt asked Assistant City Manager George Ellis how deferring Agenda Item 12-1 would line up with the City budget that is anticipated to be passed, considering that the special events policy specifically states that these events should be part of the budget conversation.

Assistant City Manager George Ellis reminded the Commission that the City's final budget is not approved until September and the budget being sent to the state may not include specific event information until the budget is finalized.

Mayor Pigatt confirmed that Agenda Item 12-1 was being deferred.

2. **(13-3) A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, SETTING THE PROPOSED BUDGET FOR THE CITY OF OPA-LOCKA, FLORIDA AS REQUIRED BY THE STATE AND LOCAL AGREEMENT OF COOPERATION BETWEEN THE GOVERNOR AND THE CITY OF OPA-LOCKA, FOR FISCAL YEAR (FY) 2021-2022; ESTABLISHING REQUIREMENTS FOR THE APPROVAL OF THE CITY BUDGET ON OR BEFORE AUGUST 1st AND FORWARDING TO THE GOVERNOR THE PROPOSED ANNUAL BUDGET OF THE CITY AS PRELIMINARILY APPROVED BY THE CITY COMMISSION FOR FY 2021- 2022; AND DIRECTING THE CITY MANAGER TO FORWARD A COPY OF THIS RESOLUTION AND APPROVED PROPOSED BUDGET TO THE GOVERNOR; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.** *Sponsored by City Manager*

The above resolution was read by Assistant City Attorney Candice Cobbs.

Mayor Pigatt asked if there was a motion to discuss Agenda Item 12-2.

It was moved by Commissioner Taylor, seconded by Commissioner Davis to discuss Agenda Item 12-2.

Mayor Pigatt asked Assistant City Manager George Ellis to introduce Agenda Item 12-2.

City Clerk Joanna Flores informed the Commission that there was a substitute resolution provided with some changes.

Mayor Pigatt asked if the Commission had to adopt the substitute item.

City Attorney Norris-Weeks informed the Commission that because the substitute resolution does not change the nature of what is being proposed in Agenda Item 12-2, it is proper for it to be voted on.

Assistant City Manager George Ellis asked Budget Administrator Bob Anathan to introduce the item.

Budget Administrator Bob Anathan reviewed his FY 22 Budget Preliminary Approval presentation for the Commission.

Commissioner Davis asked if the funds from the American Rescue Plan were included in the budget for the coming fiscal year.

Budget Administrator Bob Anathan informed the Commission that the representatives of the State of Florida have seen a total of $7.5 million in funds available from the American Rescue Plan, but because there is no precise number and the ground rules for utilization of those funds are not known, a budget amendment will be needed once the funds become fully available.

Mayor Pigatt asked if the proposed budget aligns with the 5-year recovery plan that was submitted last year.

Budget Administrator Bob Anathan stated that the fund balance is in much better shape than it was in the 5-year plan, but he also noted that staffing is up over what was in the plan.

Mayor Pigatt asked if the proposed budget accounted for a timetable for the elimination of all outstanding deficits.

Budget Administrator Bob Anathan said that the City has eliminated the deficit in the general fund and the stormwater fund. Mr. Anathan cautioned that despite his recommendations, there is no immediate action plan for the deficit in the water & sewer fund.

Mayor Pigatt asked if current expenditures and revenues are balanced in the proposed budget.

Budget Administrator Bob Anathan stated that expenditures and revenues are balanced in the general fund and stormwater fund, but not in the water and sewer fund.

Mayor Pigatt asked if all operating revenue included in the proposed budget is sufficient to cover all costs of operation, including depreciation.

Budget Administrator Bob Anathan explained that depreciation is not appropriate for this purpose, but once again reminded the Commission that the water and sewer fund is problematic while the storm water fund is very healthy.

Mayor Pigatt asked if improved collection of debts and revenues is accounted for in the proposed budget.

Budget Administrator Bob Anathan explained that collections have suffered because the City agreed to not turn off the services being provided to residents during the pandemic, but he assured the Commission that those collections are on the road to recovery and that the proposed budget accounts for two additional staff members to improve the collection of debts and revenues.

Mayor Pigatt asked if a capital improvement plan had been developed for the City, to be updated annually.

Budget Administrator Bob Anathan stated that there is currently a 1-year plan and that the stormwater plan will make it possible to develop a 5-year plan.

Mayor Pigatt expressed concern that based on the answers provided by Budget Administrator Bob Anathan, the proposed budget is not abiding by the agreement required by the City's financial oversight. The Mayor also recalled that since he has been on the dais, the budget has been submitted to the State of Florida, which makes changes to it as a final budget for the Commission to approve, and he asked if that had changed for this year.

Budget Administrator Bob Anathan assured the Commission that the State of Florida has made it very clear in every conversation he's had with them, that any changes the Commission makes to the proposed budget after the State reviews it, would just have to be resubmitted.

Mayor Pigatt asked if the State would have another 20 days to review the proposed budget, if any additional changes are made after their initial review, noting that the City is in a position to have to resubmit the proposed budget.

Budget Administrator Bob Anathan offered assurances that because the representatives of the State of Florida will have reviewed the City's entire proposed budget, they'll be able

to focus on any changes that are made, and if those changes lower expenditures, he believes the review will be expedited and completed much quicker than 20 business days.

Mayor Pigatt addressed the City's four major challenges and asked how the proposed budget addresses the financial challenges, by making sure outstanding debts are paid within five years.

Budget Administrator Bob Anathan explained that because Miami-Dade County is considering adding debt to the current debt that the City is already paying, for the meter installation in the middle of next year, that debt is going to be owed slightly beyond the five-year period. Mr. Anathan also noted that the assumption is that the yearly payments will continue, and the debt would be paid off in another 3 ½ years. He also said that either the building will be refinanced or a balloon payment in the range of $3 million would be made in FY '26, on the debt associated with 780 Fisherman Street, which would not be quite within the 5-year period. Mr. Anathan also informed the Commission that the debt for the City's red-light cameras has not been addressed and said that the City must determine exactly how much is owed, to then begin discussions about repayment for the debt which the representatives of the State said they have no authority to waive outright.

Mayor Pigatt asked if the proposed budget included any changes to the Finance Department's salaries, to address the issues in that department.

Budget Administrator Bob Anathan informed the Commission that the proposed budget includes an increase in salary for the City's Finance Director to $125,000 which he said has been deemed to be competitive. Mr. Anathan also said that the salaries for the other positions in the Finance Department have not been deemed to be uncompetitive.

Mayor Pigatt asked if the proposed budget included anything to increase the ability to recruit the people needed to address the City's finances.

Budget Administrator Bob Anathan said that the City has a request for proposals out that is looking to outsource the Finance Department.

Mayor Pigatt addressed the City's challenge with water billing, and he asked if the proposed budget included funding to complete a study to reduce water rates.

Budget Administrator Bob Anathan informed the Commission that funding for a water rate study is not included in the proposed budget and pointed out that with the water and sewer fund's debt service being roughly 25% of revenue, reducing water rates would exacerbate the problem. Mr. Anthan assured the Commission that through his own analysis of the operation of other utilities, he determined that the City's cost structure is favorable.

Mayor Pigatt addressed the City's challenge with the DERM moratorium and asked if the proposed budget included any funding to help address the annual review of occupational licensing.

Budget Administrator Bob Anathan said that while he was unaware of a requirement for an annual review of occupational licensing, nor the workload involved, he believes that it is meant to be addressed by the change in leadership of the department.

Mayor Pigatt asked what major projects are being anticipated in the coming year for the City's roads and streets.

Budget Administrator Bob Anathan informed the Commission that only about a mile and half of road is included in the proposed budget because of the pending stormwater projects, to avoid resurfacing streets that then must have additional work be done on them when the new stormwater system is ready to be installed.

Mayor Pigatt asked how the Commission priorities are reflected in the proposed budget.

Budget Administrator Bob Anathan stated that the proposed budget includes items within each division that are responsive to the Commission's priorities.

Mayor Pigatt asked if the proposed budget includes funding for a city-wide deep cleaning.

Budget Administrator Bob Anathan explained that the proposed budget includes funding for the doubling of the people who will be on the road daily to pick up all the illegal dumping that's occurring throughout the City, in addition to tree trimming, and the painting of some of the City's buildings.

Mayor Pigatt asked if the proposed budget included funding for the creation of a special taxing district.

Budget Administrator Bob Anathan stated that the funding needed for the creation of a special taxing district has not directly been identified.

Mayor Pigatt stated that he wanted to have everything on the record because it is uncommon for him as Mayor to vote no on the annual budget, but he said that the issues he raised were the reasons why he cannot support the budget at this moment. The Mayor noted that the Commission received the documentation for the budget last week, the day before a Budget Workshop. He asserted that he wants to make sure that the Commission is in alignment with the City's financial oversight board. The Mayor said that he believed the millage rate could be dropped even further if so much was not being spent within the budget, in consideration of being over budget by $5.6 million and using the City's fund balances while in financial crisis.

Vice Mayor Williams stated that some of the questions that were asked of Budget Administrator Bob Anathan seemed to be more related to specific departments, and she asked if he is supposed to know the answer to all the questions that were asked of him.

Budget Administrator Bob Anathan expressed that while the Public Works Director would probably have given crisper answers than he did, to do his job correctly, he should know the answers to the questions that were asked of him.

Vice Mayor Williams expressed that she would not want the Commission to make a judgement based on Budget Administrator Bob Anathan not knowing why a particular department put certain line items into their budget.

Budget Administrator Bob Anathan explained that the operational audit put him about 3 months behind his schedule and apologized that the Commission had only received the budget document 10 days ago.

Mayor Pigatt assured Budget Administrator Bob Anathan that his work is unquestioned because it has outshone anything he has personally ever seen since he has been sitting on the dais. The Mayor said that Mr. Anathan is one person, and that the work is done by the entire team of departments and management. He added that the questions which were asked, have been brought up in prior Commission workshops and his number one goal is to make sure that the City is getting out of financial oversight and addressing the major challenges.

Commissioner Taylor asked if the proposed budget is passed by the Commission, if it would go to the State of Florida for them to let the City know if there is an issue with it.

Budget Administrator Bob Anathan explained that based on the Commission's vote, the proposed budget would be sent to the State of Florida for a first pass approval and comments, which could include recommended adjustments.

Commissioner Davis asked if after the feedback on the proposed budget is received from the State of Florida, if the Commission can change line items in the budget, or if they can only increase or decrease specific values.

Budget Administrator Bob Anathan informed the Commission that they have the right to change any line item they want except the millage rate, because if they try to raise that, it's going to be expensive.

Mayor Pigatt pointed out that the Commission can make changes to the proposed budget once they receive feedback from the State of Florida, but they would have to resubmit it to the State. The Mayor reminded his colleagues that in previous years, the Commission has had to pass a budget every month because they were delayed in submitting the budget and

getting it approved by the State. He also pointed out that last year was the first time the State of Florida didn't recommend any changes.

There being no further discussion on Agenda Item 12-3, the resolution passed by a 3-1 vote.

Commissioner Taylor	Yes
Vice Mayor Williams	Yes
Commissioner Burke	Not Present
Commissioner Davis	Yes
Mayor Pigatt	No

3. (13-9) A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO ACCEPT GRANT FUNDING FROM THE STATE OF FLORIDA, DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO), AND EXECUTE CORRESPONDING AGREEMENT HL136, ATTACHED HERETO; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

The above resolution was read by Assistant City Attorney Candice Cobb.

Mayor Pigatt asked if there was a motion to discuss Agenda Item 12-3.

It was moved by Commissioner Taylor, seconded by Vice Mayor Williams to discuss Agenda Item 12-3.

Mayor Pigatt asked Assistant City Manager Ellis to introduce Agenda Item 12-9.

Assistant City Manager Ellis stated that Agenda Item 12-3 is proposing that the Commission accept the money obtained through legislation sponsored by State Representative James Bush, for the fencing needed by the Parks & Recreation Department.

Commissioner Davis stated that the reason he pulled Agenda Item 12-3 was to formally acknowledge Representative James Bush for his help in securing the funding needed for Opa-locka's parks. The Commissioner shared that he worked intimately in the development of Kaboom Park in Magnolia North, and he noted that because of the funding, it will also be receiving fencing that will help curb some of the illegal activity that has been going on.

Mayor Pigatt echoed his colleagues' sentiments, thanking Representative James Bush and all those in Tallahassee who helped make sure the funding came to the City. The Mayor also invited everyone to the Police Station groundbreaking on Friday at 1:00 PM.

There being no further discussion on Agenda Item 12-9, the resolution passed by a 4-0 vote.

Vice Mayor Williams	Yes	
Commissioner Burke	Not	Present
Commissioner Davis	Yes	
Commissioner Taylor	Yes	
Mayor Pigatt	Yes	

13. ADMINISTRATION:

CONSENT AGENDA:

Consent agenda items 1, 3 and 9 were pulled from the consent agenda. Vote taken on these items can be viewed under Agenda Item 12 – Action Items.

2. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, SETTING THE PROPOSED MILLAGE RATE OF 9.6500 MILLS FOR COMPUTATION OF AD VALOREM TAXES FOR THE CITY OF OPA-LOCKA, FLORIDA AS REQUIRED BY LAW FOR THE BUDGET FOR FISCAL YEAR (FY) 2021-2022; ESTABLISHING THE DATE, TIME AND PLACE FOR THE FIRST HEARING TO CONSIDER THE PROPOSED MILLAGE RATE AND PROPOSED BUDGET FOR FY 2021-2022; DIRECTING THE CITY MANAGER TO FORWARD A COPY OF THIS RESOLUTION TO THE FLORIDA DEPARTMENT OF REVENUE, PROPERTY TAX OVERSIGHT, TRIM COMPLIANCE SECTION; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

4. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR REMOVAL OF UNDERGROUND STORAGE TANKS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

5. **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, RATIFYING THE PROPOSAL AND EXECUTION BY THE CITY MANAGER OF AN AGREEMENT BETWEEN THE CITY OF OPA-LOCKA AND LEXIPOL, LLC; AUTHORIZING PAYMENT IN THE AMOUNT OF FIFTY-THREE THOUSAND NINE HUNDRED SIXTY-TWO DOLLARS AND THIRTY-FIVE CENTS ($53,962.35); PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.** *Sponsored by City Manager*

6. **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO PIGGYBACK AN EXISTING CONTRACT WITH THE CITY OF NORTH MIAMI FOR SURPLUS AUCTION SERVICES; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.** *Sponsored by City Manager*

7. **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO PIGGYBACK THE MIAMI DADE COUNTY CONTRACT WITH H&R PAVING, INC. FOR QUALIFIED PROFESSIONAL SERVICES FOR THE INSTALLATION OF A NEW SIDEWALK IN THE TOWN CENTER AREA, IN THE CITY OF OPA-LOCKA, IN AN AMOUNT NOT TO EXCEED TWO HUNDRED FIFTY-SEVEN THOUSAND TWO HUNDRED NINE DOLLARS ($257,209); PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. Sponsored by City Manager**

8. **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE THE FIRST AMENDMENT TO THE ASSESSMENT AND EVALUATION PROJECT AGREEMENT FOR CAIRO LANE, NW 127TH STREET AND ALEXANDRIA DRIVE TO INCREASE THE PROJECT SCOPE OF WORK, IN AN AMOUNT NOT TO EXCEED TWO HUNDRED NINETY THOUSAND DOLLARS ($290,000.00); PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.** *Sponsored by City Manager*

Vote taken on Consent Agenda Items can be viewed under Agenda Item 6 – Approval of the Consent Agenda.

14. NEW ITEMS:

There were none.

15. PLANNING & ZONING:

A. PUBLIC HEARINGS:

1. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING THE FINAL SITE PLAN REQUEST FOR THE CONSTRUCTION AND OPERATION OF A RESIDENTIAL MIXED-USE BUILDING LOCATED AT 2050 ALI BABA AVENUE, IDENTIFIED BY FOLIOS 08-2122-003-2140, 08-2122-003-2150, 08-2122-003-2160; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager* **Deferred from RCM 07/14/2021**

The above resolution was read by Assistant City Attorney Candice Cobb.

Mayor Pigatt asked the Planning & Community Development Department Director Gregory Gay to introduce Agenda Item 15-A-1.

Planning & Community Development Director Gregory Gay stated that the development proposed in Agenda Item 15-A-1 would be in the Magnolia North area, built on a site that is approximately 12,500 square feet. Mr. Gay said that the Planning and Zoning Board offered their approval of the development with 30 units and 32 parking spaces, subject to parking modifications. He reported that the developer made modifications, while keeping the building envelope the same, going from a standard parking garage configuration to an automated parking facility with 66 parking spaces and 2 additional handicapped parking spaces, to meet the minimum requirements for the number of units within the development. He explained that modifying the plan from a standard parking garage to an automated parking facility, made it possible to add eight additional units. Mr. Gay informed the Commission that his department's staff recommends approval of the site plan as well as the complimentary development agreement item. He said that the proposed project's development team was available to make a presentation, and to address any questions or concerns.

Mayor Pigatt opened the Public Hearing for Agenda Item 15-A-1.

Mr. Robert Holland whose office is located at 3250 NE 1st Avenue, Suite #334, Miami, FL informed the Commission that the team working on the proposed development is made up of members who have decided to come back as young

professionals to invest in Opa-locka. Mr. Holland offered assurances that the comments made by the board at the last meeting were heard, in addition to the insistence of the City Manager, and he asserted that he hoped everybody would be comfortable with the development based on what was hammered out. He outlined the details of the project proposed in Agenda Item 15-A-1, as described in the site plan and development agreement.

Mr. Eddie Seymour identified himself as the architect of record from Flux Architects, located at 1160 NW North River Drive, Miami, FL. Mr. Seymour reviewed the floor plans and renderings provided to the Commission in their agenda packets for Agenda Item 15-A-1.

Vice Mayor Williams stated that the Commission doesn't often get to see the faces of developers, and said she appreciated seeing Mr. Robert Holland as the developer of the project proposed in Agenda Item 15-A-1. The Vice Mayor asked Mr. Holland if some of the tenants will be able to apply for affordable housing through a voucher system from Miami-Dade County.

Mr. Robert Holland explained that while any resident in any City could qualify for Section 8 housing, he said that the aim for the 38 units that would be built in the development proposed in Agenda Item 15-A-1, is to have young professionals as tenants who could make it affordable with Miami-Dade County's gap financing.

Vice Mayor Williams asked for an example of the type of business that would be within the retail space being included in the project being proposed by Agenda Item 15-A-1 and expressed her concern that the business in the retail space would have to compete with the residents of the property for parking. She added that she wanted to put on the record that she wants to make sure that the Commission is not creating future parking issues for the next generation to fix.

Mr. Robert Holland stated that the 500 square foot retail space could be a convenience store, which he said would not attract major traffic because it would be for the people from the neighborhood, who would use the store as pedestrians. He added that after hearing the comments from the Commission about parking, they added another level to the parking.

Mayor Pigatt asked if the Commission was voting on the development proposed by Agenda Item 15-A-1, as it was presented in their agenda packet.

Planning & Community Development Director Gregory Gay informed the Commission that they are voting on the development proposed by Agenda Item 15-A-1, based on the supplemental plans that were provided at the end of the agenda

packet. Mr. Gay explained that they were provided what the Planning & Zoning Board initially approved so that they would have a record of it, as the modifications were presented.

Mayor Pigatt stated that he loves the project that was presented as a space for young professionals that is needed, but he noted that what is before the Commission differs from what was presented. The Mayor recalled that it is the same challenge that was experienced at the last meeting.

Planning & Community Development Director Gregory Gay explained that the title for the project was created at the time it was presented before the Planning & Zoning Board, and that they could not make a modification to the title, but the information about how the project has evolved, has been provided to the Commission. Mr. Gay suggested that the Commission can amend the title of the resolution to reflect the change to 38 units and 68 parking spaces.

Mayor Pigatt asked what percentage of the units included in the development being proposed by Agenda Item 15-A-1, would be for affordable housing.

Planning & Community Development Director Gregory Gay informed the Commission that the development being proposed by Agenda Item 15-A-1 is dedicated to workforce housing, which he said is a new category of housing recognized by Miami-Dade County and is not viewed as affordable housing.

Mayor Pigatt pointed out that for the development being proposed by Agenda Item 15-A-1 to be built taller than what is permitted by the height restriction, it would have to be 20% for low-income residents, 50% for senior residents, be a public space or utilize the City's Moorish architecture.

Planning & Community Development Director Gregory Gay pointed out that the architect and team for the development being proposed by Agenda Item 15-A-1, have tried to replicate Moorish architecture within their designs, to reflect that it is a building within the Opa-locka community.

Vice Mayor Williams stated that she would like to hear from City Attorney Norris-Weeks about which way the Commission needs to move, to not keep deferring Agenda Item 15-A-1.

City Attorney Norris-Weeks offered to craft the language that the Commission is comfortable with and is also agreed to by the applicant who is requesting approval for the development being proposed in Agenda Item 15-A-1.

Commissioner Taylor stated that he is on the same page as Vice Mayor Williams because the language included in Agenda Item 15-A-1 states one thing, but they are hearing another, and he said he likes that it was referred to City Attorney Norris-Weeks, to see what the Commission can do during the meeting.

Planning & Community Development Director Gregory Gay offered to put together a substitute motion for Agenda Item 15-A-1, which would include the changes in the number of units and parking spaces.

Mayor Pigatt asked if there was a motion to call a 5-minute recess.

It was moved by Vice Mayor Williams, seconded by Commissioner Taylor to recess the meeting for 5 minutes.

There being no discussion, the motion to recess for 5 minutes passed by a 4-0 vote.

Commissioner Burke	Not Present
Commissioner Davis	Yes
Commissioner Taylor	Yes
Vice Mayor Williams	Yes
Mayor Pigatt	Yes

Mayor Pigatt recessed the Commission Meeting for 5 minutes.

After a 5-minute recess, Mayor Pigatt called the Commission Meeting back to order at 10:15 PM.

There being no additional members of the public to address the Commission, Mayor Pigatt closed the public hearing on Agenda Item 15-A-1.

Community Development Director Gregory Gay informed the Commission that after a re-evaluation of the City code, it was determined that because of the mixed-use overlay for the development being proposed by Agenda Item 15-A-1, the height of the building can be increased to eight stories. Mr. Gay also recommended modifications to the third whereas within the resolution, to stipulate 38 units, 516 square feet of retail space, 962 square feet of leasing office space, and 68 parking spaces comprised of 66 automated parking spaces and 2 handicapped parking spaces.

Mayor Pigatt asked if the development proposed by Agenda Item 15-A-1 complies with the requirement in the City Code that developments are supposed to have 1.5 parking spaces per 2-bedroom unit and 2 parking spaces per 3-bedroom unit.

Planning & Community Development Director Gregory Gay informed the Commission that the development proposed by Agenda Item 15-A-1 includes 19 units that are being designed as 2-bedroom units and an additional 19 units that are being designed as 3-bedroom units, and thus it does comply with the requirements of the City Code.

Commissioner Davis asked what the parking requirements were for the commercial aspect of the project being proposed by Agenda Item 15-A-1.

Planning & Community Development Director Gregory Gay informed the Commission that the City's Code stipulates that 1 parking space is required for every 500 square feet of commercial space, and thus the development being proposed by Agenda Item 15-A-1, which includes 516 square feet of commercial space, only requires 1 additional parking space.

Mayor Pigatt asked City Attorney Norris-Weeks to guide him on how to lay out the motion to make the amendment to Agenda Item 15-A-1.

City Attorney Norris-Weeks informed the Commission that it would be fine to make a motion accepting the adjustments made to the resolution proposed by Agenda Item 15-A-1, as put forth by Planning & Community Development Director Gregory Gay.

It was moved by Commissioner Davis, seconded by Commissioner Taylor to amend Agenda Item 15-A-1.

There being no discussion, the motion passed by a 4-0 vote.

Commissioner Davis	Yes
Commissioner Taylor	Yes
Vice Mayor Williams	Yes
Commissioner Burke	Not Present
Mayor Pigatt	Yes

Mayor Pigatt stated that he cannot support agenda items that make last minute changes and do not have things on point because of a lot of things that have required a lot of changes in the past. The Mayor expressed that despite his plan to vote "no" on Agenda Item 15-A-1, he would love to see something like the proposed development come to Opa-locka.

There being no further discussion on Agenda Item 15-A-1, the resolution passed by a 3-1 vote.

Commissioner Taylor	Yes
Vice Mayor Williams	Yes
Commissioner Burke	Not Present
Commissioner Davis	Yes
Mayor Pigatt	No

2. **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING A DEVELOPMENT AGREEMENT FOR THE CONSTRUCTION AND OPERATION OF A RESIDENTIAL MIXED-USE BUILDING LOCATED AT 2050 ALI BABA AVENUE, IDENTIFIED BY FOLIOS 08-2122-003-2140, 08-2122-003-2150, AND 08-2122-003-2160; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.** *Sponsored by City Manager* **Deferred from RCM 07/14/2021**

The above resolution was read by Assistant City Attorney Candice Cobb.

Mayor Pigatt asked Assistant City Manager George Ellis to introduce Agenda Item 15-A-2.

Assistant City Manager George Ellis asked Planning & Community Development Department Director Gregory Gay to introduce Agenda Item 15-A-2.

Planning & Community Development Director Gregory Gay stated that Agenda Item 15-A-2 proposes the development agreement for the Alibaba Apartments project, whose site plan the Commission previously approved through Agenda Item 15-A-1. Mr. Gay informed the Commission that the development agreement includes provisions to encourage the developers to employ Opa-locka residents. He also reported that the Planning & Zoning Board recommends approval.

Mayor Pigatt opened the Public Hearing for Agenda Item 15-A-2.

There being no members of the public to address the Commission, Mayor Pigatt closed the public hearing on Agenda Item 15-A-2.

Mayor Pigatt asked Community Development Director Gregory Gay to read into the record, the modified resolution being proposed by Agenda Item 15-A-2.

Community Development Director Gregory Gay recommended that the following modifications be made to the resolution being proposed by Agenda Item 15-A-2,

including changing the third whereas to state that the development will be comprised of 38 residential units, 516 square feet of retail space, 516 square feet of leasing office space and 68 parking spaces, including 2 handicapped spaces.

Commissioner Davis asked if the development agreement being proposed in Agenda Item 15-A-2, includes the language that was in the site plan for, which stipulated the requirement to have the building designed with Moorish architecture

Community Development Director Gregory Gay explained that the development agreement being proposed in Agenda Item 15-A-2, did not include any stipulations requiring the building to be designed with Moorish architecture, but he stated that it can be included.

Mr. Robert Holland stated that the team developing the project being proposed in Agenda Item 15-A-2, accepted the condition requiring the building to be designed with Moorish architecture.

Mayor Pigatt asked Community Development Director Gregory Gay to provide the Commission with the language that was being proposed to amend Agenda Item 15-A-2.

Community Development Director Gregory Gay recommended that within the development agreement for the project being proposed by Agenda Item 15-A-2, that under Item L and the final site plan, a clause should be added stipulating that the building will be designed with Moorish architecture.

It was moved by Commissioner Davis, seconded by Commissioner Taylor, to amend Section L of the developer agreement being proposed by Agenda Item 15-A-2.

There being no discussion, the motion passed by a 4-0 vote.

Commissioner Davis	Yes	
Commissioner Taylor	Yes	
Vice Mayor Williams	Yes	
Commissioner Burke	Not	Present
Mayor Pigatt	Yes	

Mayor Pigatt asked if Community Development Director Gregory Gay had to restate the earlier motion to further amend the developer agreement.

City Attorney Norris-Weeks informed the Commission that Community Development Director Gregory Gay put the suggested modifications into the document, and she offered to make the changes to the resolution.

It was moved by Commissioner Davis, seconded by Commissioner Taylor, to amend Section 3 of the developer agreement being proposed by Agenda Item 15-A-2.

There being no discussion, the motion passed by a 4-0 vote.

Commissioner Davis	Yes
Commissioner Taylor	Yes
Vice Mayor Williams	Yes
Commissioner Burke	Not Present
Mayor Pigatt	Yes

There being no further discussion on Agenda Item 15-A-2, the resolution passed by a 3-1 vote.

Vice Mayor Williams	Yes
Commissioner Burke	Not Present
Commissioner Davis	Yes
Commissioner Taylor	Yes
Mayor Pigatt	No

B. APPEALS:

16. ORDINANCES/RESOLUTIONS/PUBLIC HEARINGS:

A. FIRST READING ORDINANCE(S)/PUBLIC HEARING(S):

B. SECOND READING ORDINANCE(S)/PUBLIC HEARING(S):

1. AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE A LEASE AGREEMENT WITH SFSE LLC. TO OCCUPY SPACE AT 780 FISHERMAN STREET; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; CONFLICTS OF LAW, SEVERABILITY; AND

PROVIDING FOR AN EFFECTIVE DATE (first reading/public hearing held on July 14, 2021). *Sponsored by City Manager*

The above resolution was read by Assistant City Attorney Candice Cobb.

Mayor Pigatt opened the Public Hearing for Agenda Item 16-B-1.

There being no members of the public to address the Commission, Mayor Pigatt closed the public hearing on Agenda Item 16-B-1.

It was moved by Commissioner Davis, seconded by Commissioner Taylor, to discuss Agenda Item 16-B-1.

Mayor Pigatt asked Assistant City Manager George Ellis to introduce Agenda Item 16-B-1.

Assistant City Manager George Ellis informed the Commission that Agenda Item 16-B-1 is the second reading of an ordinance dealing with the property on Fisherman Street and the lease agreement with the school that is trying to purchase more leasing space from the City.

Commissioner Davis recalled that during the first reading of Agenda Item 16-B-1, most of the discussion was centered around the tax penalty of $160,000 being imposed on the City for having a for-profit entity operating in the Town Center One building. The Commissioner expressed his opinion that the balance of the tax penalty should be addressed before the Commission moves forward with the agenda item.

Mayor Pigatt stated that he recorded his thoughts on Agenda Item 16-B-1 during the last Commission Meeting.

There being no further discussion on Agenda Item 16-B-1, the ordinance passed by a 3-1 vote.

Commissioner Taylor	Yes
Vice Mayor Williams	Yes
Commissioner Burke	Not Present
Commissioner Davis	Yes
Mayor Pigatt	No

C. RESOLUTION(S)/PUBLIC HEARING:

17. CITY MANAGER'S REPORT:

Mayor Pigatt asked Assistant City Manager George Ellis to deliver a report to the Commission.

Assistant City Manager George Ellis stated that a report was sent out to all the members of the City Commission and he offered to receive any questions that they may have.

Mayor Pigatt asked that reports be delivered to the public on the City's four major challenges. The Mayor shared that the Financial Oversight Board told him that the Commission needs to discuss the City's finances, and he said that during the City Manager's Report is the time to do so.

Assistant City Manager George Ellis stated that Mayor Pigatt is correct, and he offered assurances that the Commission will get a report on the City's four major challenges, including finances. Mr. Ellis added that there will be a Financial Oversight Board Meeting at Sherbondy Village on Friday at 9:30 AM to discuss the City's financial status and how Opa-locka is looking from the perspective of the State's representatives. He also shared that on Friday at 1:00 PM, the City will have a shovel ceremony with the monies that State Representative James Bush was able to secure for the new Police Department.

18. OFFICIAL BOARD REPORTS:

There were none.

19. FUTURE AGENDA ITEMS:

There were none.

20. MAYOR/COMMISSION REPORTS:

Vice Mayor Williams reported that on August 14th, she and Mayor Pigatt will be hosting a Unity in the Community event with the NAACP from 10 AM to 12 PM, followed by a book bag and school supply and uniform voucher giveaway for Opa-locka residents, at the Helen Miller Center from 12 to 2 PM. The Vice Mayor also shared that the "I Am Opa-locka" flags that have been placed around the City are an initiative of hers. She said that Opa-lockians embody pride and walk with confidence daily. Vice Mayor Williams added that the campaign will be a platform from which the City's residents, employees and businesses will be saluted.

Mayor Pigatt echoed Vice Mayor Williams and shared that he is happy to host the NAACP, which he said has been hosting Unity in the Community events across Miami-Dade County with other cities, bringing the public together with the Police Department and elected officials to make sure that Cities are being responsive to their residents. The Mayor also expressed that he feels it is good to see the "I Am Opa-locka" flags and the sidewalk repairs moving forward. He stated that when he first got elected in 2016, he committed to holding the City accountable and offered assurances that there is nothing personal about anything he does. Recalling that when he got on the dais, the decorum was completely different, the Mayor committed to continue making sure that

the dais is very respectful. He stated that his focus is on the hard work that comes to the Mayor's Office and not on a lot of the events. While applauding his colleagues for organizing events, he asked for consideration for the items that he brings to the Commission for the people that he represents and urged that they not be distracted by the personal things that keep coming up.

21. OFFICIAL BOARD APPOINTMENTS:

There were none.

22. ADJOURNMENT:

There being no further business to come before the City Commission, it was moved by Commissioner Taylor, seconded by Vice Mayor Williams to adjourn the meeting at 10:47 p.m.

_____

Matthew A. Pigatt
Mayor

Attest:

_____

Joanna Flores, CMC
City Clerk

CITY OF OPA-LOCKA
"The Great City"

CLERK'S ACTION SUMMARY MINUTES
SPECIAL COMMISSION MEETING
August 18, 2021
5:30 P.M.

1. CALL TO ORDER:

Mayor Matthew A. Pigatt called the meeting to order at 5:40 p.m. on Wednesday, August 18, 2021 at Sherbondy Village, 215 Perviz Avenue, Opa-locka, Florida.

2. ROLL CALL:

The following members of the City Commission were present: Commissioner Chris Davis, Commissioner John H. Taylor Jr., Vice Mayor Veronica J. Williams and Mayor Matthew A. Pigatt. Also, in attendance were: City Manager John E. Pate, City Attorney Burnadette Norris-Weeks, City Clerk Joanna Flores and Assistant City Attorney Candace Cobbs.

3. INVOCATION:

The Invocation was delivered by Commissioner John H. Taylor Jr.

4. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited in unison.

5. PUBLIC INPUT:

Clerk Flores announced the protocols for public participation at city commission meetings.

Former Commissioner Dorothy Johnson of 13724 NW 22nd Place, Opa-locka, Florida, appeared virtually through zoom and expressed her concerns as it relates to the cost of having a special election to fill the unexpired term as of result of the passing of Commissioner Alvin Burke. She suggested that the Commission appoint the next individual who received the highest votes from the November 2020 City of Opa-locka General Election.

Clerk Flores advised that a representative from the Florida League of Cities was virtually present should there be any questions from the dais relating to agenda item 6(d).

There being no additional persons to speak, Mayor Pigatt closed the floor for public input.

6. RESOLUTIONS:

A motion was made by Mayor Pigatt, seconded by Commissioner Davis to change the order of the resolutions to consider agenda items 6(a) and 6(b) as the last resolutions under agenda item 6.

There being no discussion, the motion passed by a 4-0 vote.

Commissioner Davis	Yes
Commissioner Taylor	Yes
Vice Mayor Williams	Yes
Mayor Pigatt	Yes

Agenda items 6(a) and 6(b) were taken out of order and can be viewed as the last items under agenda item 6 – Resolutions.

c) A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO ENTER INTO RENEWAL INSURANCE CONTRACTS WITH AVMED, INC. AND METLIFE FOR MEDICAL, DENTAL, AND VISION INSURANCE FOR CITY EMPLOYEES; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

The above resolution was read by Attorney Cobbs.

It was moved by Commissioner Taylor, seconded by Commissioner Davis to pass the resolution.

City Manager Pate briefly introduced the item and requested that the Commission support this item.

There being no discussion, the motion passed by a 4-0 vote.

Commissioner Taylor	Yes
Vice Mayor Williams	Yes
Commissioner Davis	Yes
Mayor Pigatt	Yes

d) A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE A RENEWAL INSURANCE AGREEMENT WITH THE FLORIDA LEAGUE OF CITIES, INC. (ADMINISTRATOR OF THE FLORIDA MUNICIPAL INSURANCE TRUST) FOR PROPERTY, LIABILITY AND WORKERS COMPENSATION INSURANCE FOR FISCAL YEAR 2021-2022; ACCEPTING AND IMPLEMENTING THE REQUIRED CONDITIONS AT A COST OF TWO MILLION, SIX HUNDRED NINETY-EIGHT THOUSAND, NINETY-EIGHT DOLLARS ($2,698,098.00); AUTHORIZING THE EXECUTION OF ALL NECESSARY DOCUMENTS BY THE PROPER CITY OFFICIALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

The above resolution was read by Attorney Cobbs.

It was moved by Commissioner Taylor, seconded by Vice Mayor Williams to pass the resolution.

City Manager Pate briefly introduced the item and stated that the city's liability insurance increased by approximately $200,000.00 due to the increased headcount within the police department, proper headcount within the police department and the fact that the city has newer vehicles within the police fleet.

Mayor Pigatt requested an explanation relating to the high renewal quote of $2.6 million dollar for the city's general professional liability insurance and workers compensation when compared to other municipalities.

City Manager Pate explained that the city has had significant litigation activity prior to his time so the level of risk increased. The $200,000 increase is not related to any general liability with lawsuit related activity. As far as workers compensation, there were employees classified incorrectly as high risk to the insurance carrier and the city through risk management has since made sure the classifications were reported properly. Manager Pate said he foresees a rebate being provided for workers compensation.

Following further brief discussion, the motion passed by a 4-0 vote.

Vice Mayor Williams	Yes
Commissioner Davis	Yes
Commissioner Taylor	Yes
Mayor Pigatt	Yes

e) A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, RATIFYING THE CITY MANAGER'S EXPENDITURE TO WRIGHT AND YOUNG FUNERAL HOME, INC. TO COVER A PORTION OF THE FUNERAL EXPENSES FOR COMMISSIONER ALVIN BURKE, IN AN AMOUNT OF TWELVE THOUSAND, FIVE HUNDRED DOLLARS ($12,500.00); PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

The above resolution was read by Attorney Cobbs.

It was moved by Commissioner Taylor, seconded by Commissioner Davis for discussion.

City Manager Pate briefly introduced the item. He explained that research was conducted and in 1996 there was ordinance authorizing $7,500 towards funeral expenses of elected officials, both current and past, however, the ordinance was repealed in 2008. The request was submitted to the state of Florida for the appropriateness of the expense. Manager Pate stated that at 5:00 p.m. today, he was informed that in 2003 there was litigation filed against the city with regards to gratuities of elected officials and that the $550 salary and funeral expenses was challenged and upheld by the court, thus the reason of the repeal. When this expenditure was made, the state of Florida requested ratification by the City Commission since there was a previous ordinance in

1996 and due to the repeal in 2008. The state thought it would be fitting to bring before this Commission for ratification.

He further requested the Commission's support in ratification of this expense.

Vice Mayor Williams stated that in reading the ordinance there should have been a special commission meeting called to seek permission from the Commission.

City Attorney Norris-Weeks said that the ordinance the Vice Mayor is referring to is a repealed ordinance, however, there would have been an ordinance passed in 1996 allowing for funeral expenses for dignitaries. The ordinance was later repealed in 2008. In the repealed ordinance, it did allow for expenses of up to $7,000 for dignitaries and deceased commissioners, however, there was a process as Vice Mayor pointed out and the process was for the manager to have an immediate meeting to ask for authorization to exercise the expenses.

City Manager reiterated that the necessary research was conducted, and the ordinances were sent to the state of Florida for review regarding the emergency expenditure. Also, the City Attorney requested and was provided with a copy of both ordinances and the documentation from the state of Florida. He said that the expense falls under his authority of under $25,000.

He further said that as he spoke to the Commission with regards to the repeal of the ordinance in 2008, there was no reasoning provided and in saying that he acted accordingly. Manager Pate advised the state approved the emergency expenditure, the expenditure was made, and ratification is being requested.

Attorney Norris-Weeks clarified that she only reviewed he documents in preparation for the commission item and her question to the City Manager was how can this be a public purpose.

City Manager Pate clarified that the approval for emergency expenditure was approved, and it was requested after the expenditure was made, that the Commission ratify the expense.

Commissioner Davis questioned the process for ratifying the item since this was a point of concern at the last Financial Emergency Meeting in terms of certain expenditures being submitted without proper legislation.

City Manager Pate explained that the state was speaking in terms of getting ratification for expenditures that exceed $25,000.00 and what occurred was that the transaction was made and prematurely sent to the state before the ratification.

Commissioner Davis asked, would this expenditure apply since it is within the scope of the City Manager's spending limit?

City Manager Pate replied, correct.

Although Commissioner Taylor appreciated what the city did in honor of Commissioner Burke, he asked, if the Commission was going to ratify the expenditure tonight and whether there would be any collateral damage going forward?

City Manager Pate deferred the question to the City Attorney to provide a response on the collateral damage and then he would provide his response.

City Attorney Norris-Weeks stated that she didn't know what the lawsuit was previously that caused the repeal of the ordinance in 2008 but she suspects what it may have been about is whether it is a public purpose because the City Manager's right to pay under his authority is not just to pay for anything, it is to pay for things that are "a public purpose" and there is case law. She said she would be interested in seeing the lawsuit, but honestly, she could not predict the collateral damage.

City Manager Pate explained that the litigation filed in the early 2000's argued that the paying of funeral expenses was considered as additional compensation for Commission members and it went against the Charter. The thought process was to ensure a city commissioner was honored in the appropriate way and he doesn't find the expenditure to be overly expensive.

Vice Mayor Williams voiced her concerns relating to the comments from the City Manager on this matter. She said that a simple conversation or phone call would have been great.

City Manager Pate apologized to the Vice Mayor and explained his rationale for the expenditure.

Mayor Pigatt echoed the concerns of his colleagues and said this is a very difficult situation for the Commission to be in. As a Commission, they must decide based upon the policies and procedures and rules and regulations of the city especially since the city is amid an operational audit and financial oversight. Understanding that the City Manager's Office has a cap of $25,000 that can be used for public purpose, the Mayor asked, why is this item being presented to the Commission and why does the Commission have to ratify this decision?

City Manager Pate explained that it was not his recommendation to have the Commission ratify this expenditure, however, the expenditure was sent to the state of Florida as an emergency; the state approved the emergency expenditure with a caveat that the expenditure is ratified at the next available commission meeting.

Mayor Pigatt asked for clarification on the process and inquired as to whether the state approved the expenditure before or after the expenditure was made.

City Manager Pate said that the state approved the expenditure before the expenditure was made.

Mayor Pigatt asked whether the state had the repealed legislation?

City Manager Pate replied, yes.

Mayor Pigatt asked, and the state approved that knowing that it was not within our laws to do so?

City Manager Pate stated that the answer is yes, but he doesn't think that was the thought process. The thought process was that there was an ordinance in place in 1996 which was repealed in 2008. When the city commissioner passed away, he requested the expenditure to be made on an emergency basis which means the vendor gets paid. Prior to ratification it was approved and in a caveat of approval, the state requested for the City Commission to ratify the expenditure.

Mayor Pigatt asked if that was legal advice?

City Manager Pate said he would not call that legal advice. Manager Pate explained that he nor the state was aware that there was a lawsuit until 5:00 p.m. today which is when he had knowledge. He said he could have easily deferred or pulled the item from the agenda, but he is a person of integrity, so he kept the item on the agenda.

Mayor Pigatt expressed his concerns with regards to not being comfortable with the information he had to be able to move the item forward. He said that the Commission needs a legal opinion on this matter to be clear about whether the Commission has the ability and authority to do this. One of the first things that was done when the city first went into financial oversight was the review of the compensation of the Commission and some of the compensation was removed. Additionally, there were operational findings relating to the compensation. The Mayor said he was hesitant to vote/approve an item that goes down that lane.

He further requested that the item be removed from the agenda and that the Commission is provided with more information before the item is presented again.

Commissioner Davis said he didn't have a problem with the expenditure given that it falls within the City Manager's authority as outlined by the Charter. However, his only concern is the liability the Commission may face. The Commissioner shared some of the Mayor's sentiments and said he was in favor of deferring the item until the Commission can receive a legal opinion on the matter.

City Manager Pate requested that the item be deferred until the next regularly scheduled commission meeting or special commission meeting.

- Resolutions 6(a) and 6(b) were taken out of order

a) A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPOINTING _____ AS A MEMBER OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, TO FILL THE VACANCY ON THE CITY COMMISSION CREATED BY THE PASSING OF COMMISSIONER ALVIN BURKE; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Commissioner Taylor and Vice Mayor Williams*

The above resolution was read by Attorney Cobbs.

It was moved by Vice Mayor Williams, seconded by Commissioner Taylor for discussion.

Commissioner Taylor explained that he sponsored the following two items to give the Commission both options to fill the vacancy pursuant to the Charter. This item provides for an appointment to fill the vacancy on the Commission and the following item provides for a special election to fill the vacancy.

Commissioner Davis spoke in favor of the resolution to appoint a member of the Commission to fill the vacancy because it is a better option from a cost benefit perspective.

It was moved by Commissioner Taylor, seconded by Vice Mayor Williams to pass the above resolution appointing former Commissioner Sherelean Bass as a member of the City Commission to fill the vacancy on the City Commission created by the passing of Commissioner Alvin Burke.

There being no discussion, the motion passed by a 4-0 vote.

Commissioner Davis	Yes
Commissioner Taylor	Yes
Vice Mayor Williams	Yes
Mayor Pigatt	Yes

b) A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, CALLING FOR A SPECIAL ELECTION TO BE HELD IN AND FOR THE CITY OF OPA-LOCKA, FLORIDA, ON _____, TO FILL COMMISSIONER ALVIN BURKE'S UNEXPIRED CITY COMMISSION TERM ENDING NOVEMBER 2022; PROVIDING AUTHORIZATION FOR THE CITY CLERK TO PUBLISH THE APPROPRIATE NOTICE OF THE SPECIAL ELECTION IN A NEWSPAPER OF GENERAL CIRCULATION AS SET FORTH IN SECTION 8.5-3 OF THE CODE OF ORDINANCES OF THE CITY OF OPA-LOCKA, FLORIDA; FURTHER DIRECTING THE CITY CLERK TO CAUSE A CERTIFIED COPY OF THE RESOLUTION HEREIN TO BE DELIVERED TO THE SUPERVISOR OF ELECTIONS OF MIAMI-DADE COUNTY, FLORIDA; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Commissioner Taylor and Vice Mayor Williams*

No action was taken on agenda item 6(b) due to the passage of agenda item 6(a).

7. DISCUSSION ITEM:

a) CITY COMMISSION PRIORITIES

Mayor Pigatt explained that he placed the City Commission Priorities discussion item on the agenda so that the Commission always have an opportunity to discuss items that are pertinent. The Mayor said that there were some recent events that occurred, and he would like to get the

Commission thoughts in this public setting. The first one is the uptick in shootings and the Commission priorities moving forward with the budget and beautification.

He further requested that the City Manager provide an understanding of what the city is doing to address the recent shootings over the past few weeks.

City Manager Pate provided a brief update as it relates to the recent shootings.

Mayor Pigatt stated that in the city's budget that was sent to the state, during the meeting he noticed that there was a lack of the City Commission priorities in the actual budget especially the number one priority in terms of the beautification of the city. He asked, what is the plan to make sure that a deep cleaning is done, signs are repaired, landscaping is done on a regular basis, and trash is picked-up. He asked, what is in place to make sure that happens this year.

Airia Austin, Director of Public Works came forward and provided a brief overview as it relates to the beautification of the city.

Of concern to Mayor Pigatt was the beautification of the city which has a very noticeable difference when compared to other communities. He noted that other communities have people picking up trash, cleaning up, maintaining, and other things of that nature on a regular basis and when he looks at the city, he has not seen that to the level that would make the city look just as beautiful or even more beautiful than others. In reviewing the budget, he noticed that there is going to be a 6 Million Dollar surplus and he is concerned that the number one challenge and issue of the residents isn't being addressed. In hearing the explanation, it didn't address the funds that will be allocated to people who will maintain, landscape, pressure clean/deep clean, and maintain signage in this city. As a government, their ability as a Commission to do that is within the budget by ensuring that the funds are allocated so that they have the resources and the people that can do so.

He asked for clarification as to whether the city's beautification would be addressed in next year's budget.

Mr. Austin said that as of July 2021, the City Manager has authorized an increase in staffing to address the city's beautification to include trimming trees, spraying of weeds on sidewalks, and elimination of overgrowth around the city. This is a systematic operation which is reflected in the bi-weekly report. He offered to provide the presentation as to what they are doing daily to address these items of concern.

City Manager Pate advised that the city's employees are out pressure cleaning sidewalks systematically and reassured the Commission that beautification is a top priority. However, he cannot budget for something initially until the proper RFP is done and pricing is in place. The city will be doing an RFP to ensure they have other vendors to supplement staffing. He requested that Mr. Austin provide the Commission with a comprehensive report with pictures to show the work that is being done. He said that the city is doing the best that they can and will always strive to do better. He asked that the Commission provide any specific recommendations that the

Commission would like to see in the budget or specific dollars amounts that should go towards beautification.

Mayor Pigatt stated, with all due respect, the reports are good for those sitting on the dais to see, but the Commission represents the thousands of residents in the city and those residents need to see; they need to feel good when they come home from work, when they leave, when family comes visit; they need to see that level of respect. Many employees live in surrounding communities and there's a level of standard and the Commission wants that standard here in Opa-locka. The Mayor said that he wants to be confident that the city has the monies and that the beautification plan is budgeted for in the upcoming budget.

Commissioner Taylor asked for an update on the structural analysis for Historic City Hall.

Mr. Austin advised that the item is still ongoing, and the timeline is four months from the award which was three months ago.

Commissioner Taylor suggested that the city is inspected because the COVID-19 vaccination signs were still visible throughout the city and the vaccination site is no longer in the city. He went to request a routine maintenance clean-up plan for the city and provided several areas throughout the city that needed attention. The Commissioner stated that he would like the city to be proactive and not reactive because the only time they seem to be moving is when there is a concern mentioned by the City Manager or Commission member.

Vice Mayor Williams said that illegal dumping has been a systemic problem in Opa-locka for many, many years. She asked, what is the breakdown that the city has not been able to fix when it comes to illegal dumping and the systemic issue of it.

Mr. Austin stated that systemic illegal dumping became more prevalent in Opa-locka with the termination of the transfer station. Now that residents must drive outside the city limits to utilize a county facility for bulky waste, they find it easier to dump on the sides of the streets. The city has had discussions with the county and at this time they are not interested in restarting a collection site in the city of Opa-locka, but he is looking at other methodologies. The city will be conducting daily collection of illegal dumping in the commercial corridors and the roll out of cameras coupled with the Vice Mayor's initiative for people to report illegal dumpers.

Vice Mayor Williams informed the City Manager that her question had not been answered in terms of the systemic and why this has been a problem, but that could be a long-term range or something that needs to be figured out. She thanked Mr. Austin for his response, however, she didn't think that deploying more trash pick-ups would be the answer. Although the city does need to pick up the trash, it's going to keep coming back and the city has to ask the question "why? Why does it keep coming back?". The Vice Mayor said that the illegal trash was not only commercial but residential as well. As a resident, she said she must speak up and be passionate about the issue because this has been something that she has personally witnessed.

She further said that she didn't know what it would take or who is going to study the issue, but other municipalities have figured it out.

Mr. Austin said that as a part of the new ruling by the county reference illegal dumping, rather than a 14-day window in the residential area, it is going to be addressed in three days. The county has ramped up their efforts in addressing illegal dumping in the residential area, unfortunately that does not carry over to the commercial corridors and that's why the city is going to take on that challenge. He mentioned that one of the city's historically bad areas for illegal dumping was 31st Avenue between 129 and 132 Street and since the city has beautified that area, the problem is gone.

Mayor Pigatt said that is the point he is making, the moment they beautify and do their part as a city to make these areas look beautiful and maintain them, there will be a significant reduction in illegal dumping. The Mayor said he wants to make sure the city is doing its part as a city to invest in beautifying the 4.5 square miles.

Mr. Austin added that the city is addressing it systematically.

Mayor Pigatt acknowledged hearing what is being said, however, he is looking for the dollars, the plan, and the maintenance schedule.

Commissioner Davis recalled during a previous meeting with Miami-Dade stormwater that they offered advise relevant to the city's waterways and how the city keeps those waterways clean. As the Mayor alluded to, they drive through the community all day and see the pictures of the work that Public Works is doing. When the city's waterways were clean it was a beautiful sight to see, but here we are weeks later, and the city is back at ground zero. Ultimately what came out of Miami-Dade County was that you can't tackle illegal dumping, trash and blight in the community in silos; you must have support from the community. In speaking about waterways, often the trash comes from trash that is left on the banks, the shores, the parks, public spaces which ends up in the waterways. In that analysis with Miami-Dade County, it appears the city must have robust communication with the residents. With the "I am Opa-locka" campaign and marketing materials, Commissioner Davis said it would be prudent to inform the community of the illegal dumping program or provide the city's plan in the next fiscal year to address illegal dumping, along with the slum and blighted areas within the community. It is important to let the community know what the city's position is, and although everyone may not agree or follow the rules, there will be some sort or momentum and movement in the right direction. Miami-Dade County stormwater has been willing to work with the city to get that information out to the community and he would like to see some sort of education and public campaign centered around that to aid the movement. It is imperative for the city to get the support of the community and he would like to see it move forth with whatever marketing strategy necessary.

Mayor Pigatt asked City Manager Pate to provide a breakdown as to how his leave time is being accounted for.

City Manager Pate advised that he is not comfortable bringing up this matter on the dais as he didn't feel it was appropriate especially in this venue in that the Commission is aware he has legal counsel regarding addressing various issues. The Manager advised that his legal counsel has been in communication with the City Attorney on various issues. The Manager said that he

felt he was being caught off guard with this and if this was a question that was posed to him, and he was prepared for then he would be more than happy to answer. At this point, he said he was at a loss for words, but he would make sure his legal counsel reaches out to the City Attorney regarding the matter.

Mayor Pigatt requested that the City Manager provide a memorandum or written documentation that would provide the Commission with a clear idea of the standard protocol because there are HR policies in terms of regular employees. The Mayor said he just wants to make sure that the Commission is very clear about the protocols.

8. ADJOURNMENT:

There being no further business to come before the City Commission, it was moved by Commissioner Taylor, seconded by Commissioner Davis to adjourn the meeting at 7:24 p.m.

_____
Matthew A. Pigatt
Mayor

ATTEST:

_____
Joanna Flores, CMC
City Clerk

CONSENT AGENDA

Sponsored by: City Manager

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH H.W. LOCHNER INC. TO PROVIDE ENGINEERING CONSULTING SERVICES TO REPLACE THE WATER MAINS IN THE CITY OF MIAMI GARDENS, NORTH OF NW 151st STREET TO NW 154th STREET BETWEEN 37th AVENUE AND 32nd AVENUE, IN AN AMOUNT NOT TO EXCEED ONE HUNDRED FIFTY THOUSAND DOLLARS ($150,000.00); PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Opa-Locka ("City") seeks to maintain the City's water distribution system in good repair; and

WHEREAS, the City of Opa-Locka is contractually obligated to provide water and sewer services to certain portions of the City of Miami Gardens; and

WHEREAS, a portion of the City's water distribution system, which is beneath the City of Miami Gardens roadway, has had numerous leaks in the past year. The roadway is located north of NW 151st Street to NW 154th Street Between 37th Avenue and 32nd Avenue; and

WHEREAS, the City of Miami Gardens is planning to undertake a major resurfacing project for the roadway and needs to have any projects contemplated by the City of Opa-Locka completed before resurfacing can begin; and

WHEREAS, the proposed project is for engineering services and preparation of a complete set of construction contract plans for water main replacement in an amount not to exceed One Hundred Fifty Thousand Dollars ($150,000.00); and

WHEREAS, on June 10, 2020, through Resolution #20-9767, the City Commission of the City of Opa-Locka ("Commission") accepted bid proposals from several Consultants for continuing professional architectural and engineering consulting services pursuant to RFQ No. 20-0324200. The Commission further authorized the City Manager to enter into multiple agreements for architectural and engineering consulting services as provided therein; and

WHEREAS, the City Commission approved entering into an agreement with

H.W. Lochner, Inc. for architectural, construction testing, inspections and general consulting engineering services; and

WHEREAS, H.W. Lochner, Inc. has proposed a scope of work/proposal to provide all project management and professional engineering services required for the design and preparation of a complete set of construction contract plans for the Water Main Replacement for the City, pursuant to the proposal attached hereto as Exhibit "A", in an amount not to exceed One Hundred Fifty Thousand Dollars; and

WHEREAS, the City Manager recommends approval of this project to reduce repair costs and water loss; and

WHEREAS, the City Commission finds that it is in the best interest of the City and its residents to enter into an agreement with H.W. Lochner, Inc., attached hereto as Exhibit "B" for the provision of qualified professional services, as set forth herein, and same.

NOW THEREFORE BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA:

Section 1. The recitals to the preamble herein are incorporated by reference.

Section 2. The City Commission of the City of Opa-Locka hereby authorizes the City Manager to enter into an agreement with H.W. Lochner Inc., attached hereto as Exhibit "B", to provide engineering consulting services to replace the water mains in Miami Gardens, north of NW 151st Street to NW 154th Street between 37th Avenue and 32nd Avenue, in an amount not to exceed One Hundred Fifty Thousand Dollars ($150,000.00), pursuant to the proposal attached hereto as Exhibit "A".

Section 3. Sections of this Resolution may be renumbered or re-lettered and corrections of typographical errors which do not affect the intent may be authorized by the City Manager, or the City Manager's designee, without need of public hearing, by filing a corrected copy of same with the City Clerk.

Section 4. This Resolution shall take effect immediately upon adoption and is subject to the approval of the Governor or his designee.

PASSED AND ADOPTED this 8th day of September, 2021.

Matthew A. Pigatt, Mayor

ATTEST:

Joanna Flores, City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Taylor	_____ (Yes)	_____ (No)
Commissioner Bass	_____ (Yes)	_____ (No)
Commissioner Davis	_____ (Yes)	_____ (No)
Vice-Mayor Williams	_____ (Yes)	_____ (No)
Mayor Pigatt	_____ (Yes)	_____ (No)

City of Opa-locka
Agenda Cover Memo

Department Director:	Airia Austin			**Department Director Signature:**				
City Manager:	John E. Pate			**CM Signature:**				
Commission Meeting Date:	*09/08/2021*		**Item Type:** *(Enter X in box)*	**Resolution**	**Ordinance**		**Other**	
				X				
Fiscal Impact: *(Enter X in box)*	**Yes**	**No**	**Ordinance Reading:** *(Enter X in box)*		**1st Reading**		**2nd Reading**	
	X		**Public Hearing:** *(Enter X in box)*		**Yes**	**No**	**Yes**	**No**
						X		X
Funding Source: *Account#* **:**	*(Enter Fund & Dept.)* Ex: See Financial Impact Section		**Advertising Requirement:** *(Enter X in box)*		**Yes**		**No**	
							X	
Contract/P.O. Required: *(Enter X in box)*	**Yes**	**No**	**RFP/RFQ/Bid#:**					
	X							
Strategic Plan Related *(Enter X in box)*	**Yes**	**No**	**Strategic Plan Priority Area:**		**Strategic Plan Obj./Strategy:** *(list the specific objective/strategy this item will address)*			
	X		**Enhance Organizational** ■ **Bus. & Economic Dev** □ **Public Safety** ■ **Quality of Education** □ **Qual. of Life & City Image** ■ **Communication** □					
Sponsor Name	City Manager		**Department:**		City Manager			

Short Title:

Miami Garden Water Service Line - Improvement Design

Staff Summary:

A resolution of the City Commission, of the City of Opa-locka authorizing the City Manager to enter into an agreement with H.W. Lochner Inc to provide engineering consulting services to replace the water mains in Miami Gardens north of NW 151 Street to NW 154 Street between 37th Avenue and 32nd Avenue.

On June 10, 2020, the City Commission accepted bid proposals in response to RFQ No. 20-0324200 and authorized the City Manager to enter into multiple agreements for architectural and engineering consulting services. H.W. Lochner Inc is one of the firms selected to be part of the City's library of Engineering and Architectural Consultants to perform professional services for specific projects for the City on an as-needed basis.

This portion of the water distribution system has had numerous leaks in the past year. Additionally, this portion of the distribution system is beneath the City of Miami Gardens roadway. Miami Gardens is planning to undertake a major resurfacing project for this roadway and needs to have any projects

contemplated by the City of Opa-locka completed before resurfacing can begin. This project is for engineering services and preparation of a complete set of construction contract plans for water main replacement for $150,000.00.

Financial Impact

Account	Description	Available	Project	Remaining Balance
75-535638	Miami Gardens Service Lines	$200,000	$150,000	$50,000

Proposed Action:

Staff recommends approval of this project to reduce repair costs and water loss.

Attachment:

1. Agenda
2. Proposal provided by H.W. Lochner Inc
3. RFQ Specific Project Contract with H.W. Lochner In
4. E-Verify Form

LOCHNER

H.W. Lochner, Inc.
8750 NW 36th Street
Suite 360
Miami, FL 33178

T 305.503.9873
F 305.503.9882

hwlochner.com

CONSULTANT WORK ORDER PROPOSAL
Water Main Replacement for City of Opa-Locka

Date: July 2, 2021

Dear Mr. Airia Austin:

HW Lochner, Inc. proposes to provide the services identified below for the project entitled "Water Main Replacement for City of Opa-Locka pursuant to RFQ No. 20-0324200 for Architectural and Engineering Consulting Services, submitted on May 15, 2020.

I. GENERAL

The general objective for the Consultant is to provide all project management and professional engineering services required for the design and preparation of a complete set of construction contract plans for the Water Main Replacement for the City of Opa-Locka, as listed below.

Elements of work shall include water main plans design, plans production, coordination, and permitting. See attached map of water main location.

All plans and design documents are to be prepared with Standard English values in accordance with all applicable City of Opa-Locka manuals and guidelines, as well as the Miami-Dade County Public Works Manual, Miami-Dade County Water and Sewer Department, Miami-Dade County PERA, SFWMD Manual, and the Florida Greenbook (Manual of Uniform Minimum Standards for Design, Construction, and Maintenance for Streets and Highways).

II. SCOPE OF WORK

Project Activity 1: Specifications Package

Task No. 1 Specification Package Preparation

This task includes preparing a specifications package utilizing the City of Opa-Locka boilerplate.

Project Activity 2: Water Main Design

Task No. 2.1 Water Main Design and Plans Production

Determine water main design and create production plans.

Task No. 2.2 Design Documentation
Water main design documentation in report format.

Task No. 2.3 Cost Estimate
Prepare cost estimates for the water main components, including earthwork and materials reflected within the plans set.

Task No. 2.4 Details
Prepare details for the water main, trenching, thrust blocks, asbestos contamination containment/ handling and pipe network components.

Quality Assurance/Quality Control
Incorporated into Tasks 2 above

Includes implementation of QA/QC plan. Also includes internal peer review and/or constructability reviews, responses to comments and any resolution meetings if required. HW LOCHNER will provide copies of QA/QC documentation in digital format per submittal at 60% and 100%, where applicable. Copies will include signature or stamp that QA/QC was completed.

Project Activity 3: Coordination

Task No. 3.1 Public Involvement/ Communication
Includes preparation of materials for meetings with the public, such as business owners and home owners. Activities may include exhibits, flyer preparation, and fact sheet.

Task No. 3.2 Utility Coordination
Includes utility coordination, conflict location, identification, and adjustments.

Task No. 3.3 Meetings
Includes meetings with Water and Sewer Department, City of Opa-Locka Public Works, meetings with the project manager and public involvement meetings.

Task No. 3.4 Site Visits
Includes 2 site visits to evaluate existing conditions.

Quality Assurance/Quality Control
Incorporated into Tasks 3 above

Includes implementation of QA/QC plan. Also includes internal peer review and/or constructability reviews, responses to comments and any resolution meetings if required. HW LOCHNER will provide copies of QA/QC documentation in digital format

per submittal at 60%, 100%, and permit. Copies will include signature or stamp that QA/QC was completed.

Supervision
Incorporated into Tasks 3 above

Includes all efforts required to supervise all technical design analysis and plans production.

Project Activity 4: Permitting
Task No. 4.1 Complete and Submit All Required Permit Applications
Includes the following permits and approvals

- Water and Sewer Department
- City of Opa-Locka Public Works Department Permits

Quality Assurance/Quality Control
Incorporated into Task 4.1 above

Includes implementation of QA/QC plan. Also includes internal peer review and/or constructability reviews, responses to comments and any resolution meetings if required. HW LOCHNER will provide copies of QA/QC documentation in digital format for the permit submittal, where applicable. Copies will include signature or stamp that QA/QC was completed.

Supervision
Incorporated into Task 4.1 above

Includes all efforts required to supervise all technical permit analysis and plans production.

Coordination
Incorporated into Task 4.1 above

Includes all efforts to coordinate with all disciplines of the project team to produce permit submittal documents.

III. SUB-CONSULTANTS

No sub-consultants are required for the proposed work effort

IV. SCHEDULE OF WORK – TIME OF PERFORMANCE

A schedule, indicating actual delivery dates, will be provided to the City upon receipt of the NTP.

V. COMPENSATION

Consultant shall perform the Work detailed in this Proposal for a Total fee of One Hundred and Fifty Thousand Dollars and Zero Cents ($150,000.00). The City shall not be liable for any fee, cost, expense or reimbursable expense or other compensation beyond this amount. Cost breakdown is shown below.

Task No.	Task Name	Fee
1	Specification Package Preparation	$ 2,400.00
2.1	Water Main Design and Plans Production	$ 113,475.00
2.2	Design Documentation	$ 2,500.00
2.3	Cost Estimate	$ 3,400.00
2.4	Details	$ 3,865.00
3.1	Public Involvement/ Communication	$ 3,600.00
3.2	Utility Coordination	$ 3,960.00
3.3	Meetings	$ 7,200.00
3.4	Site Visits	$ 4,800.00
4.1	Permitting	$ 4,800.00
	Grand Total	$ 150,000.00

VII. DATA PROVIDED BY CITY

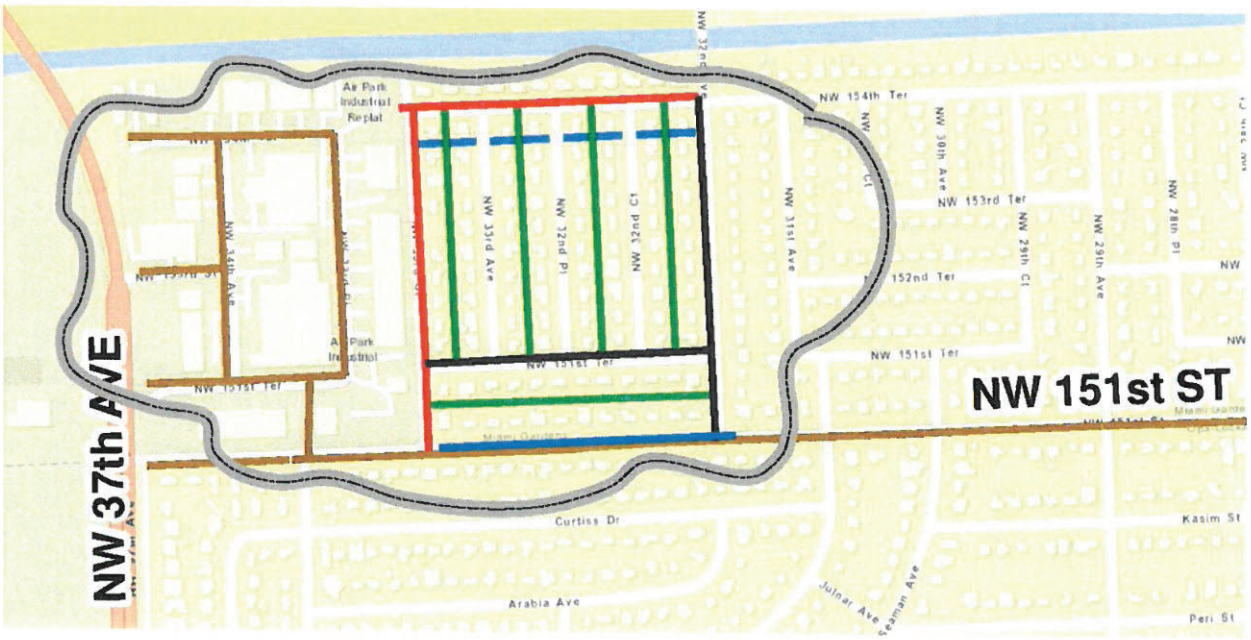
The following information or documents are to be provided by the City, if available: Water Main As-Builts, Drainage As-Builts and other City owned facilities.

This Proposal does not include survey services, geotechnical services, post-design services, nor Construction Engineering and Inspections (CEI) services.

VIII. PROJECT MANAGER

CONSULTANT'S Project Manager for this Work Order assignment will be Manuel A. Sauleda, PE

IX. WATER MAIN LOCATION EXHIBIT



CONSULTANT'S Project Manager for this Work Order assignment will be Manuel A. Sauleda, PE

Submitted by: _____
Edwin Mojena, PE, Vice-President
HW Lochner, Inc.

Reviewed and approval in concept
Recommended by:

_____
Mr. Airia Austin
City of Opa-Locka Public Works Director

PROJECT AGREEMENT
FOR DESIGN SERVICES
BETWEEN
THE CITY OF
OPA-LOCKA AND
H.W. LOCHNER INC

THIS PROJECT AGREEMENT (the "Agreement") is made and entered into this _____ day of _____**,** 2021 between the **CITY OF OPA-LOCKA, FLORIDA,** a Florida Municipal Corporation with its principal offices located at **780 Fisherman Street, 4th Floor. Op-locka FL. 33054** (the "City"), and **H.W. LOCHNER INC** (the "Consultant"), a Florida corporation authorized to conduct business in the State of Florida, with principal offices located at **225 w. Washington Street, 12th floor. Illinois, 60606.**

WITNESSED:

WHEREAS, on June 10, 2020, the City approved a pool of Qualified Firms to provide Architectural and Engineering Consulting Services to the City on an as needed basis pursuant to RFQ# 20-0324200 Library of Miscellaneous Professional Consultants; and

WHEREAS, the Consultant is a member of the pool under the subcategory of Civil Engineering, Landscape Architectural, Structural Engineering and Traffic Engineering Services and has executed a Continuing Services Agreement; and

WHEREAS, the Consultant has been selected by the City to provide Engineering Consulting Design Services (known as the “Project”, the “Services” or the “Scope of Services”) for the design and preparation of a complete set of construction contract plans for water main replacement.

NOW, THEREFORE, in consideration of the foregoing recitals, which are incorporated herein, and the mutual covenants, terms and conditions provided below, the Consultant and the City agree as follows:

1. CONTRACT DOCUMENTS

The Contract Documents referred to in this Agreement shall be comprised of the following:

1.1 This Agreement (the "Specific Projects" or "Project Agreement") between the parties), including any General Terms and Conditions, Supplementary Conditions, Statement of Work or any other provisions contained within this Agreement;

1.2 A Scope of Services request completed by the Consultant and accepted by the City, attached hereto as **Attachment "A";** and

1.3 Any and all applicable addenda, proposals executed and submitted by the Consultant and accepted by the City, specifications and insurance certificates; and

1.4 All amendments mutually agreed to after execution of this Agreement.

These Contract Documents comprise the entire agreement for the Services agreed to herein between the parties, and incorporated into and made a part of this Agreement as if attached to this Agreement or repeated herein. In the event of a conflict between this Agreement and any other Contract Document(s), this Agreement shall prevail.

2. THE WORK

Consultant shall furnish all labor, materials and equipment necessary to provide professional Services as specified in the Scope of Services and accepted by the City.

3. PERIOD OF SERVICE

The Consultant shall begin work promptly after receipt of a fully executed copy of this Agreement and a letter of Notice to Proceed from the City and shall complete the Project within the time mutually agreed upon, as specified in the Scope of Services request accepted by the City.

4. COMPENSATION

Compensation (the "Contract Sum") for performing the Services related to the Project shall be the fee of **One Hundred Fifty Thousand Dollars** ($150,000.00) specified in the Scope of Services request accepted by the City.

5. PAYMENTS

5.1 The City shall pay the Contract Sum to the Consultant subject to the completion of tasks as specified in the Attachment “A”. The City shall pay the Consultant for work performed subject to the specifications of the job and any additions and deductions by subsequent change order provided in the Contract Documents. All payments shall be governed by the Florida Prompt Payment Act, Chapter 218, Part VII, Florida Statutes.

5.2 The Consultant shall provide periodic invoices to the City upon completion of a substantial amount of Services relating to the Scope of Services contained within this Agreement. Payment shall be made to the Consultant upon approval of submitted invoices to the City.

6. TERMINATION

This Agreement may be terminated by the City for convenience upon ninety (90) calendar days' written notice to the Consultant. In the event of such termination, any Services performed by the Consultant under the this Agreement shall, at the option of the City, become the City's property, and the Consultant shall be entitled to receive compensation for any work completed pursuant to this Agreement to the satisfaction of the City up through the date of termination. Under no circumstances shall City make payment for Services that have not been performed.

This Agreement may be terminated by either party for cause upon five calendar days' written notice to the other should such other party fail to perform in accordance with its material terms through no fault of the party initiating the termination. In the event the Consultant abandons this Agreement or causes it to be terminated by the City, the Consultant shall indemnify and save the City harmless against loss pertaining to this termination. In the event that the Consultant is terminated by the City for cause and it is subsequently determined by a court of competent jurisdiction that such termination was without cause, such termination shall thereupon be deemed a termination for convenience and the provisions in the paragraph above shall apply.

7. DEFAULT:

In the event of a default by Consultant, the default provisions contained in the Continuing Services Agreement between the parties shall govern.

8. ANTI-LOBBYING/NO CONTINGENT FEE:

The provisions of Section 11 of the Continuing Services Agreement shall apply to this Agreement.

9. WARRANTIES AND GUARANTEES:

9.1 The Consultant warrants that its Services are to be performed within the limits prescribed by the City and with the usual thoroughness and competence of the Consultant's architectural and/or engineering profession.

9.2 The Consultant shall be responsible for technically deficient designs, reports or studies due to negligent acts, errors or omissions. The Consultant shall, upon the request of the City, promptly correct or replace all deficient work due to negligent acts, errors or omissions without cost to the City.

10. BINDING EFFECT:

This Agreement shall bind and the benefits thereof shall inure to the respective parties hereto, their legal representatives, executors, administrators, successors and assigns.

11. AMENDMENTS AND MODIFICATION:

No amendments and/or modifications of this Agreement shall be valid unless in writing and signed by each of the parties to the Agreement.

12. MERGER: AMENDMENT:

This Agreement, including the referenced Contract Documents, and any attachments, constitute the entire agreement between Consultant and City, and all negotiations and oral understandings between the parties are merged herein. This Agreement may be supplemented and/or amended only by a written document executed by both Consultant and City.

13. NONASSIGNABILITY:

Consultant shall not assign, subcontract or transfer any rights or delegate any duties arising under this Agreement without prior written consent of the City, which consent may be withheld by the City in its sole discretion.

14. NOTICES:

Whenever either party desires to give notice to the other, it shall be given by written notice, sent by certified United States mail, with return receipt requested, addressed to the party for whom it is intended, at the place last specified, and the place for giving of notice in compliance with the provisions of this paragraph. For the present, the parties designate the following as the respective places for giving of notice, to-wit:

FOR CONSULTANT:

H.W. Lochner Inc
225 W. Washington Street
12th Floor
Illinois, 60606

FOR CITY:

City of Opa-Locka
John Pate, City Manager
780 Fisherman Street
Opa-Locka, FL 33054

WITH COPY TO:

Burnadette Norris-Weeks, P.A.
City Attorney
401 North Avenue of the Arts
(NW 7th Avenue)
Fort Lauderdale, FL 33311
Telephone: 954-768-9770
Facsimile: 954-768-9790

15. SEVERABILITY; WAIVER:

Any provision in this Agreement that is prohibited or unenforceable under Florida or federal law shall be ineffective to the extent of such prohibitions or unenforceability without invalidating the remaining provisions hereof. Also, the non-enforcement of any provision by either party to this Agreement shall not constitute a waiver of that provision nor shall it affect the future enforceability of that provision or the remainder of this Agreement.

16. Scrutinized Companies

16.1 Contractor certifies that it and its subcontractors are not on the Scrutinized Companies that Boycott Israel List. Pursuant to Section 287.135, F.S., the City may immediately terminate this Agreement at its sole option if the Contractor or its subcontractors are found to have submitted a false certification; or if the Contractor, or its subcontractors are placed on the Scrutinized Companies that Boycott Israel List or is engaged in the boycott of Israel during the term of the Agreement.

16.2 If this Agreement is for more than one million dollars, the Contractor certifies that it and its subcontractors are also not on the Scrutinized Companies with Activities in Sudan, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria as identified in Section 287.135, F.S. Pursuant to Section 287.135, F.S., the City may immediately terminate this Agreement at its sole option if the Contractor , its affiliates, or its subcontractors are found to have submitted a false certification; or if the Contractor, its affiliates, or its subcontractors are placed on the Scrutinized Companies with Activities in Sudan List, or Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria during the term of the Agreement.

16.3 The Contractor agrees to observe the above requirements for applicable subcontracts entered into for the performance of work under this Agreement.

16.4 As provided in Subsection 287.135(8), F.S., if federal law ceases to authorize the above-stated contracting prohibitions then they shall become inoperative.

17. OTHER PROVISIONS:

17.1 Titles and paragraph headings are for convenient reference and are not a part of this Agreement.

17.2 In the event of conflict between the terms of this Agreement and any terms or conditions contained in any attached or referenced Contract Documents, the terms in this Agreement shall prevail.

17.3 No waiver or breach of any provision of this Agreement shall constitute a waiver of any subsequent breach of the same or any other provision, and no waiver shall be effective unless made in writing.

17.4 Consultant acknowledges that the public shall have access, at all reasonable times, to certain documents and information pertaining to City contracts,

pursuant to the provisions of Chapter 119, Florida Statutes. Consultant agrees to maintain public records in Consultant's possession or control in connection with Consultant's performance under this Agreement and to provide the public with access to public records in accordance with the record maintenance, production and cost requirements set forth in Chapter 119, Florida Statutes, or as otherwise required by Law. Consultant shall ensure that public records that are exempt or confidential from public records disclosure requirements are not disclosed except as authorized by Law, for the duration of this Agreement and following completion of this Agreement until the records are transferred to the City.

17.5 Unless otherwise provided by Law, any and all reports, surveys, and other data and documents provided or created in connection with this Agreement are and shall remain the property of City. Upon completion of this Agreement or in the event of termination by either party, any reports, photographs, surveys and other data and documents and all public records prepared by, or in the possession or control of Consultant, whether finished or unfinished, shall become the property of City and shall be delivered by Consultant to the City Manager, at no cost to the City, within seven days of termination of this Agreement. All such records stored electronically by Consultant shall be delivered to the City in a format that is compatible with the City's information technology systems. Upon completion or termination of this Agreement, Consultant shall destroy any and all duplicate public records that are exempt or confidential and exempt from public records disclosure. Any compensation due to Consultant shall be withheld until all documents are received as provided herein. Consultant's failure or refusal to comply with the provisions of this Section shall result in the immediate termination of this Agreement by the City.

17.6 Upon request by City's records custodian, provide City with a copy of requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

IF CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (305) 953-2821, OR BY MAIL: CITY OF OPA-LOCKA - CITY CLERK'S OFFICE, 780 FISHERMAN STREET, 4TH FLOOR. OPA-LOCKA FL 33054.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed by their respective duly authorized representatives the day and year written below.

FOR CITY:

ATTEST:

CITY OF OPA-LOCKA

_____
Joanna Flores, City Clerk

By:_____
John Pate
City Manager

Dated: _____

Approved as to form and legal sufficiency for the use of and reliance by the City of Opa-Locka only:

_____
City Attorney
Burnadette Norris-Weeks, PA

FOR CONSULTANT:

WITNESS:

H.W. LOCHNER INC

_____

By: _____
Authorized Representative

_____
Print Name

_____
Print Name

_____
Date

Corporate Seal:

ATTACHMENT "A"

Consultant Scope of Work and **Fee Proposal dated July 2, 2021** to provide engineering services for the design and preparation of a complete set of construction contract plans for the **Water Main Replacement for the amount of One Hundred Fifty Thousand Dollars ($150,000.00)**

E-VERIFY FORM

Definitions:

"Contractor" means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration.

"Subcontractor" means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

Effective January 1, 2021, public and private employers, contractors and subcontractors will begin required registration with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and

b) All persons (including sub-vendors/subconsultants/subcontractors) assigned by Vendor/Consultant/Contractor to perform work pursuant to the contract with the Department. The Vendor/Consultant/Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the City of Opa-locka; and

Should vendor become successful Contractor awarded for the above-named project, by entering into this Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.

Company Name: _____

Authorized Signature:_____

Print Name: _____

Title: _____

Date;_____

Sponsored by: City Manager

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO PIGGYBACK THE MIAMI DADE COUNTY CONTRACT WITH H&R PAVING, INC. FOR QUALIFIED PROFESSIONAL SERVICES FOR THE DRAINAGE SYSTEM IMPROVEMENT OF NW 30th AVENUE, IN THE CITY OF OPA-LOCKA, IN AN AMOUNT NOT TO EXCEED ONE HUNDRED THIRTY-FIVE THOUSAND, THREE HUNDRED, SIXTY-EIGHT DOLLARS AND SEVENTY CENTS ($135,368.70), WITH AN ADDITIONAL TEN PERCENT (10%) CONTINGENCY BUDGET OF THIRTEEN THOUSAND, FIVE HUNDRED THIRTY-SEVEN DOLLARS ($13,537.00); PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Opa-Locka ("City") desires to make repairs to its drainage system. NW 30th Avenue, located between NW 135th Street and NW 127th Street, is approximately 2,560 ft. in length and has a French drainage system that manages stormwater runoff for its length except for the last 500 feet at the NW 127th Street end. This section floods every time there is a rain event; and

WHEREAS, the City has received a proposal from to H&R Paving Inc., attached hereto as Exhibit "A", to mitigate the flooding situation at this location for One Hundred Thirty-Five Thousand, Three Hundred, Sixty-Eight Dollars and Seventy Cents ($135,368.70). This includes installation of 150 feet of 24-inch French drainpipe, 15 inches of cross drainpipe, two catch basin structures, and two manholes; and

WHEREAS, Miami-Dade County previously awarded a contract to H&R Paving Inc. for Push Button Intersections Improvement (award letter attached as Exhibit "B"), pursuant to its Request for Price Quotations (RPQ) No. 20190236, for a one-and-a-half year period commencing March 20, 2021 through September 21, 2021. This Miami-Dade contract fits the scope of the current City proposed project; and

WHEREAS, the City Manager is requesting the City Commission's authorization to enter into an agreement with Contractor to expand the existing French drain system for NW 30th Avenue; and

WHEREAS, the City Manager further recommends in addition to the proposal amount of $135,368.70, an additional 10% ($13,537.00) be authorized in the event small additional change orders may become necessary; and

WHEREAS, pursuant to Section 2-318(3) of the City's Purchasing Code (as approved by Ordinance 2020-07) the City may purchase and acquire under contracts with the federal government, the State of Florida or its political subdivisions and also municipal co-operative purchasing organizations and programs and when the City Manager has determined that the prices of the original contract are competitive and reasonable; and

WHEREAS, the City Commission finds that it is in the best interest of the City to piggyback the Miami-Dade County contract with H&R Paving Inc. in order to benefit from already negotiated rates and enter into an agreement with Consultant, attached hereto for Exhibit "C", for the improvement of NW 30th Avenue drainage, pursuant to the proposal, attached hereto as Exhibit "A", in an amount not to exceed One Hundred Thirty-Five Thousand, Three Hundred, Sixty-Eight Dollars and Seventy Cents ($135,368.70) and further authorize establishment of a contingency budget of Thirteen Thousand, Five Hundred Thirty-Seven Dollars ($13,537.00) for small change orders which may arise.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF OPA LOCKA, FLORIDA:

Section 1. RECITALS ADOPTED.
The recitals to the preamble herein are incorporated by reference.

Section 2. AUTHORIZATION
The City Commission of the City of Opa-Locka, Florida hereby authorizes the City Manager to piggyback on the Miami-Dade County contract with H&R Paving Inc. for qualified professional services for the improvement of NW 30th Avenue drainage, pursuant to the proposal, attached hereto as Exhibit "A", in an amount not to exceed One Hundred Thirty-Five Thousand, Three Hundred, Sixty-Eight Dollars and Seventy Cents ($135,368.70) and further authorize establishment of a contingency budget of Thirteen Thousand, Five Hundred Thirty-Seven Dollars ($13,537.00) for small change orders which may arise and enter into an agreement with H&R Paving Inc, attached hereto for Exhibit "C."

SECTION 3. SCRIVENER'S ERRORS.

Sections of this Resolution may be renumbered or re-lettered and corrections of typographical errors which do not affect the intent may be authorized by the City Manager, or the City Manager's designee, without need of public hearing, by filing a corrected copy of same with the City Clerk.

Section 4. EFFECTIVE DATE.

This Resolution shall take effect upon the adoption and is subject to the approval of the Governor or Governor's Designee.

PASSED AND ADOPTED this 8th day of September, 2021.

_____

Matthew A. Pigatt, Mayor

ATTEST:

_____

Joanna Flores, City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

_____

Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Taylor	_____ (Yes)	_____ (No)
Commissioner Bass	_____ (Yes)	_____ (No)
Commissioner Davis	_____ (Yes)	_____ (No)
Vice-Mayor Williams	_____ (Yes)	_____ (No)
Mayor Pigatt	_____ (Yes)	_____ (No)

City of Opa-locka
Agenda Cover Memo

Department Director:	Airia Austin			**Department Director Signature:**				
City Manager:	John E. Pate			**CM Signature:**				
Commission Meeting Date:	*09/08/2021*		**Item Type:** *(Enter X in box)*	**Resolution**	**Ordinance**		**Other**	
				X				
Fiscal Impact: *(Enter X in box)*	**Yes**	**No**	**Ordinance Reading:** *(Enter X in box)*		**1st Reading**		**2nd Reading**	
	X		**Public Hearing:** *(Enter X in box)*		**Yes**	**No**	**Yes**	**No**
						X		X
Funding Source: *Account# :*	*(Enter Fund & Dept.)* Ex: See Financial Impact Section		**Advertising Requirement:** *(Enter X in box)*		**Yes**		**No**	
							X	
Contract/P.O. Required: *(Enter X in box)*	**Yes**	**No**	**RFP/RFQ/Bid#:**					
	X							
Strategic Plan Related *(Enter X in box)*	**Yes**	**No**	**Strategic Plan Priority Area:**		**Strategic Plan Obj./Strategy:** *(list the specific objective/strategy this item will address)*			
	X		**Enhance Organizational** ■ **Bus. & Economic Dev** □ **Public Safety** ■ **Quality of Education** □ **Qual. of Life & City Image** ■ **Communication** □					
Sponsor Name	City Manager		**Department:**		City Manager			

Short Title:

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA TO AUTHORIZE THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH H&R PAVING, INC. FOR DRAINAGE SYTEM IMPROVEMENT OF NW 30th AVENUE

Staff Summary:

NW 30th Avenue, located between NW 135th Street and NW 127th Street, is approximately 2,560 ft. in length and has a French drainage system that manages stormwater runoff for its length except for the last 500 feet at the NW 127th Street end. This section floods every time there is a rain event.

Staff has received a proposal to mitigate the flooding situation at this location for $135,368.70. This includes installation of 150 feet of 24-inch French drainpipe, 15 inches of cross drainpipe, two catch basin structures, and two manholes.

H&R Paving, Inc. has an existing contract with Miami-Dade County in response to RPQ # 20190236 for "Push Button Intersection Improvement South" that fits the scope of this project for piggybacking purposes. Staff is requesting the City Commission authorize the City Manager to enter into an agreement with the Contractor to expand the existing French drain system for NW 30th Avenue.

Financial Impact

Staff recommends that in addition to the proposal amount of $135,368.70, an additional 10% ($13,537) be authorized in the event small additional change orders may become necessary.

Account	Description	Available	Project	Remaining Balance
43-538632	NW 30th Avenue Drainage	$160,000	$148,906	$11,094

Proposed Action:

Staff recommends the City Commission authorize the City Manager to sign a contract with H&R Paving, Inc. for improvement of NW 30th Avenue drainage based on the proposal of H&R Paving, Inc. for $135,368.70 and further authorize establishment of a contingency of $13,537 for small change orders which may arise.

Attachment:

1. Agenda
2. Proposal provided by H&R Paving, Inc
3. Street Map
4. MDC NTP Letter and BID form Package in response to the RFQ No. 20190236
5. Opa-locka Piggyback Contract.

1955 NW 110 Ave., Miami, FL 33172
Telephone: (305) 261-3005
Fax: (305) 592-6079

PROPOSAL

QUOTE NO.	AR476
DATE:	August 23, 2021

LICENSED AND INSURED

TO	CITY OF OPA LOCKA 780 FISHERMAN ST OPA- LOCKA, FLORIDA 33054
CONTACT	CARLOS

TO	NW 30 AVE DRAINAGE
CONTACT	

We hereby propose to furnish all labor, material, equipment and insurance, **SUBJECT TO ALL TERMS AND CONDITIONS AS SET FORTH ON BOTH SIDES OF THIS PROPOSAL, AS FOLLOWS:**

1. M.O.T = $ 4,623.00
2. REGULAR EXCAVATION SWALE AREA 3707.77 SY X $10.00 SY = $37,077.70
3. RE GRADE SWALE 3707.77 SY X $ 10.00 SY = $37,077.70
4. ADJUST 6 EXISTING INLETS X $250.00 EA = $1,500.00
5. INSTALL (2) P-7T MAX 15' DEEP X $5250.00 EA = $10,500.00
6. INSTALL (2) 36"TYPE D-3 CB X $4000.00 EA = $8,000.00
7. INSTALL 150 LF OF 24" FRENCH DRAIN X $175.00 LF = $26,250.00
8. INSTALL 40 LF OF 18" PIPE HDPE X $66.00 LF = $2,640.00
9. INSTALL (2) EA POLLUTION RETARDANT BAFFLE X $400.00 EA = $800.00
10. ROADWAY RESTORATION INCLUDING 8" LIME ROCK BASE AND 2" OF SP 12.5 ASPHALT
    205 SY X $33.66 SY = $6,900.30

TOTAL **$ 135,368.70**

We hereby propose to furnish labor and materials - complete in accordance with the above specifications, for the sum shown above, with payment to be made as follows:

NOTE: Cost of permits to be billed additionally. Subgrade preparation if required under equipment rental basis. This proposal subject to acceptance within 30 days and is void thereafter at the option of **H & R PAVING, Inc.** (READ RESERVE SIDE)

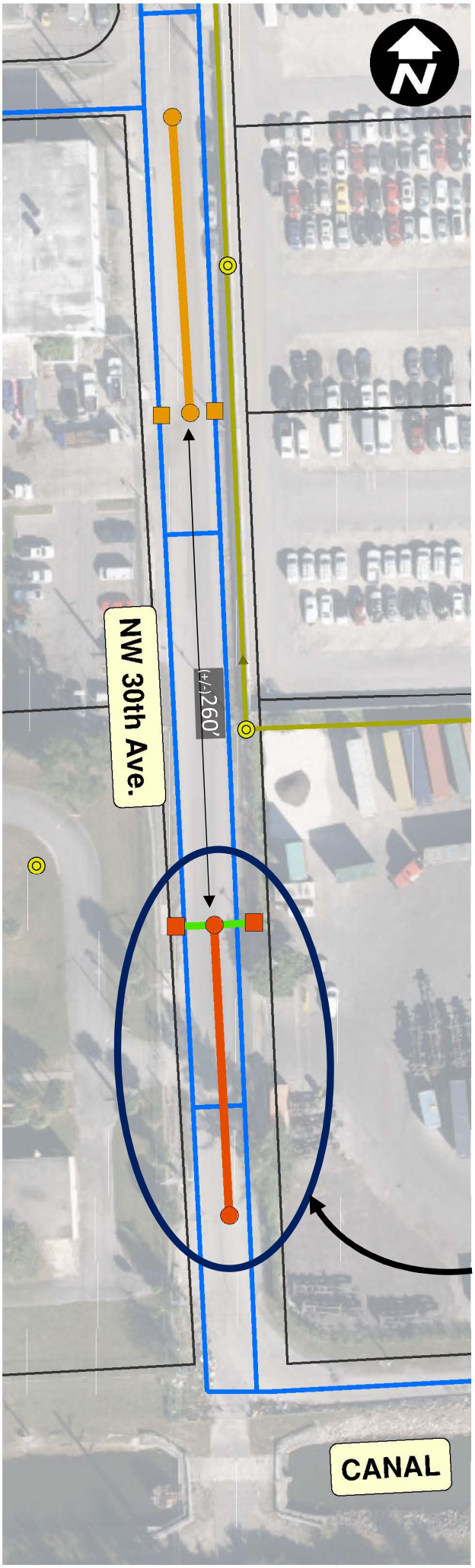
Authorized Signature: _____

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.1/3 upon acceptance, when rock base is in place, balance upon completion. INTEREST will be charged on all delinquent accounts at the highest legal rate of interest allowable under the laws of the state of Florida.

ACCEPTED: _____ Signature: _____

Date: _____ Signature: _____



NW 30th Ave Drainage Improvements

- Proposed Manhole
- Proposed Catch Basin
- Existing Catch Basin
- Existing Manhole
- Sewer MH
- Proposed French Drain (24"-150')
- Proposed Pipe (15")
- Existing French Drain
- Water Main
- Gravity Main
- Property Limits

Proposed Drainage Location

MIAMI-DADE COUNTY

May 7, 2020

Raul Gonzalez
H & R Paving, Inc.
1955 N.W. 110th Avenue
Miami, Florida 33172

Department of Transportation and Public Works
Capital Improvements Division
Capital Improvements Division
111 NW 1st Street, 14th Floor
Miami, FL 33128
T 305-375-1918 F 305-375-5909

Re: Notice of Proceed for **MCC 7360 Plan – RPQ No: 20190236**
Push Button Intersections Improvement - South

CERTIFIED MAIL No: 7016 0910 0000 9051 5550
EMAIL: HR@hrpaving.com
TELEPHONE: 305-261-3005

Dear **Raul Gonzalez:**

This letter will serve as your notification that you are to proceed with the work described in **RPQ# 20190236 starting Monday, March 30th, 2020** and that all work must be completed on schedule in accordance with the contract documents. The time allotted for the contract is **540 consecutive calendar days** which results in a scheduled completion date of **Tuesday, September 21st, 2021. In the event the project is not completed by the scheduled completion date and a time extension has not been granted, your firm shall be subject to any liquidated and or stipulated damages as defined in the contract documents for this project.**

Push Button Intersections Improvements - South

The complete execution of this Notice to Proceed shall constitute a contract for the work described in the RPQ under the Request for Price Quotation (RPQ) under the MCC 7360 Plan. **Failure to properly execute and return this document within ten (10) calendar days of the date of this letter may result in the County rescinding the award to your firm and awarding the subject project to the next lowest responsive and responsible bidder.**

The terms and conditions applicable to this contract are in the 7360 Contract dated 6/1/2003 and the totality of the contract documents (including but not limited to the RPQ including any special provisions contained therein, drawings and specifications, addenda, and any contract modifications or change order, etc.).

This letter will also serve as a reminder that all work must be performed in accordance with the Contract Documents and in accordance with all applicable Federal, State and local laws, codes and regulations. In accordance the contract procedure, the Miami-Dade County **Purchase Order Release Number is PCMT2000062.**

Should you have any question regarding this notification, please contact Joaquin Rabassa at 305-375-4338.

Sincerely,

Joaquin Rabassa, P.E.
Construction Manager 3

To Be Completed by The Contracting Firm

I understand and accept the terms and conditions for the **RPQ # 20190236** referenced above.

Accepted by:
Company Name: H&R PAVING INC.
Authorized Representative Name: RAUL GONZALEZ
Authorized Representative Signature: [signature]
Dated: 5/13/2020

The foregoing was sworn and subscribed before me this 13th day of MAY, 2020 by RAUL GONZALEZ. Who is personally known to me or who produced _____ as identification who being duly sworn, deposes and says that the above is true to the best of his knowledge, information and belief.

My Commission expires: 2022

NOTARY PUBLIC
STATE OF FLORIDA

Abe Rodriguez
Commission # GG160467
Expires: January 11, 2022
Bonded thru Aaron Notary

Note: Whoever is signing above is authorized to bind the corporation and must be an officer of the corporation as verified through the Florida Division of Corporations.

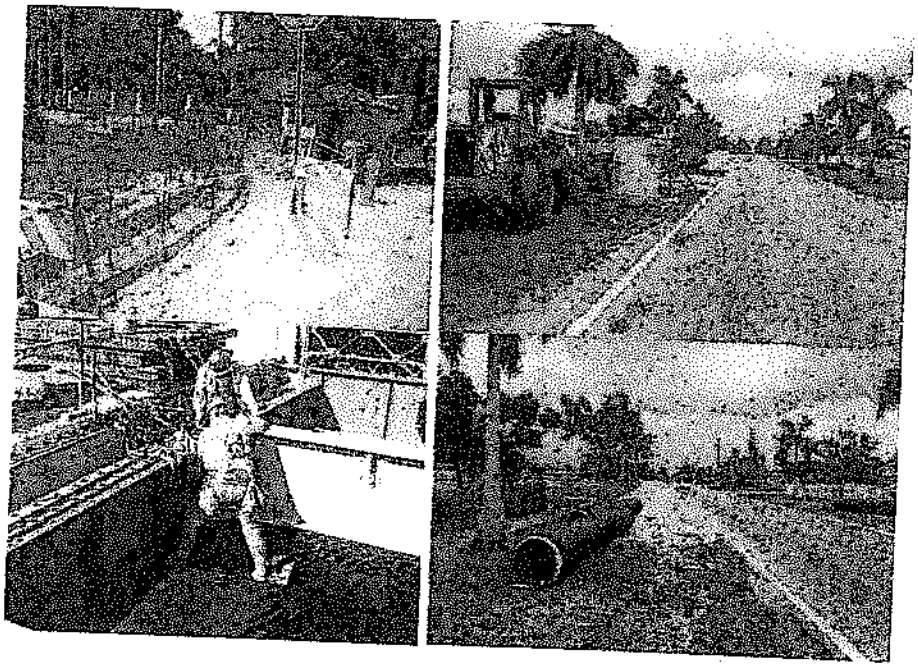
Cc: Frank Guyamier, P.E., DTPW
Alfredo Muñoz, P.E., DTPW
Roxana Bayarre, P.E., DTPW
Manuel Garcia, DTPW
Alvaro Castro, DTPW
Alicia Arce, DTPW
Bassam Moubayed, DTPW
Marcia Martin, ISD
Freddy Valero, DTPW
Rene Idarraga, P.E., DTPW

"H & R Paving, Inc" AA

Miami-Dade County

Department of Transportation and Public Works

SET # _____ OF _____ SETS



Push Button Intersections Improvement-South

Miami-Dade County

Various Locations Countywide

Supplemental Solicitation
and Contract Documents

Small Business Enterprise-Construction Program (SBE-Construction):
CSBE Trade Set Aside

Community Workforce Program:
10.00% Goal

DTPW Capital Improvements Engineer:
Alicia Arce

RPQ Advertisement Date:
9/19/2019

Miscellaneous Construction Contract (MCC) Program:
MCC 7360 Plan-CICC 7360-0/08 RPQ No. 20190236

MIAMI-DADE COUNTY
Carlos A. Gimenez, Mayor

Department of Transportation and Public Works
Capital Improvements Division
111 NW First Street, Suite 1410
Miami, Florida 33128-1970
T 305-375-2930; F 305-375-2931

miamidade.gov

CLERK OF THE BOARD
2019 NOV 25 PM 3:47
CLERK, CIRCUIT & COUNTY CTS
MIAMI-DADE COUNTY, FLA.
#1

November 25, 2019
Mr. Raul Gonzalez
H & R Paving, Inc.
1955 NW 110th Avenue
Miami, Florida 33172

E-Mail: abe@hrpaving.com
Telephone: (305) 261-3005

Re: **Recommendation for Award CICC 7360-0/08 Contract – RPQ No. 20190236**
Push Button Intersection Improvement South

Dear Mr. Gonzalez:

In accordance with Section 2-84.4 of the Code of Miami Dade County, this letter serves to notify you and all bidders on this solicitation that your firm has been recommended for award for the referenced Request for Price Quotation (RPQ) based on the bid submitted on Wednesday, October 23, 2019. Pursuant to the reference legislation, the three (3) day protest period shall commence upon the posting of this recommendation to award. This contract award will be effective only in accordance with the condition of the solicitation, which requires execution by both parties of the Notice to Proceed (NTP)

The value at award is **$2,007,250.24**. This includes your base bid amount of **$1,737,277.00** a contingency amount of **$173,727.70** and dedicated allowances totaling **$96,245.54**. The contract term is established as **540-calendar days**. However, the recommendation of award is contingent upon the submission of the required items listed below:

1. Performance and Payment Bond as required under Article 1.08, Payment and Performance Bonds of the Supplementary Instructions to Bidders. Provide three (3) original sets of the attached document.
2. Letter from Bonding Agent granting Miami-Dade County authorization to date the Performance Bond
3. Copies of current insurance certificates
4. Copies of required license(s).
5. In accordance with Miami-Dade County Code §2-1701 as amended by County Ordinance No. 13-66, Contractor must submit a Workforce Plan to the Miami-Dade County Internal Services Department, Small Business Development Division through the Department within 15 days of notification of award of the Contract. The County will not enter into the contract until it receives the contractor's Workforce Plan and deems the Plan acceptable.

The preceding documents are required as outlined within the RPQ project specification and the MCC 7360 Plan. They and to be submitted within 10 business days. Failure to submit the document(s) within the specified time, or any extension granted, will result in the award being rescinded

Subsequent to the review and approval of the aforementioned documents, you are required to obtain the required permits in the time stipulated in the RPQ. Upon obtaining the permit(s), a copy(s) must be submitted to the Project Manager prior to commencement of work. No work is to be performed without a permit unless the Project Manager issues a written directive to proceed without permit(s).

Additionally, please be advised that your firm must have the resources to ensure work proceeds without delay once the "Notice to Proceed" is issued. Lack of equipment, personnel or additional contracts with similar completion schedules, will not be reason for delay.

No award of this contract shall be effective and thereby give rise to a contractual relationship with the County unless and until a purchase order for this RPQ has been approved and issued, and a Notice to Proceed has been executed.

Should you have any questions, please contact me at (305) 375-2930.

Sincerely,

Alfredo E. Muñoz, P.E.
Chief, Capital Improvements Division
Department of Transportation and Public Works

AM: aa

cc: Manuel O. Garcia, DTPW
Bassam Moubayed, DTPW
Rene Idarraga, P.E., DTPW
Joaquin Rabassa, P.E DTPW
Roxana Bayarre, P E DTPW
Alicia Arce, DTPW
Alvaro Castro, DTPW
Daniel Viaud, DTPW
Marcia Martin, ISD
Laurie Johnson, ISD
Alice Hidalgo-Gato, ISD
Catherine Forte, ISD
Meisel Vera, ISD
Clerk of the Board
Project File

Miami-Dade County Department of Transportation and Public Works

Contract Prices

Project Title: Push Button Intersections Improvement-South
Contractor: H & R PAVING INC.

Project No: 20190236
Bid Date: 10/23/2019

Item Number	Description	Unit	Estimated Quantity	Unit Price	Estimated Total
7WS-1	Night Differential	P.N.	60.0	$500.00	$30,000.00
102-71-11A	TEMPORARY BARRIER WALL (Concrete) (Furnish & Install)	L.F.	50.0	$29.00	$1,450.00
102-74-2	BARRICADES (Temporary, Type III, 6')	EA/DAY	70.0	$3.00	$210.00
102-74-1A	BARRICADES (TEMPORARY- TYPE I, II & VP)	EA/DAY	20,000.0	$0.25	$5,000.00
102-76	FLASHING ARROW BOARD (Temporary, Multimode)	EA/DAY	100.0	$10.00	$1,000.00
102-77	HIGH INTENSITY FLASHING LIGHTS (TEMPORARY, TYPE "B")	EA/DAY	50.0	$1.00	$50.00
102-91-1A	PAVEMENT MARKING TEMPORARY (Solid) (Any width) (Yellow or White) (Paint)	L.F.	44,000.0	$0.35	$15,400.00
102-99	VARIABLE MESSAGE SIGN (Temporary)	EA/DAY	300.0	$25.00	$7,500.00
102-60A	WORK ZONE SIGNS	EA/DAY	2,600.0	$1.00	$2,600.00
104-10-3	Sediment Barrier	L.F.	200.0	$5.00	$1,000.00
104-18	Inlet Protection System	EA	30.0	$100.00	$3,000.00
104-11A	FLOATING TURBIDITY BARRIER	L.F.	25.0	$25.00	$625.00
110-4-1-1	REMOVAL AND DISPOSAL OF EXISTING CURB AND GUTTER	L.F.	2,500.0	$5.00	$12,500.00
110-4-8	REMOVAL AND DISPOSAL OF EXISTING ASPHALT (without base preparation)	S.Y.	900.0	$20.00	$18,000.00
110-4-10B	REMOVE AND DISPOSE EXISTING SIDEWALK	S.Y.	500.0	$15.00	$7,500.00
120-1	REGULAR EXCAVATION	C.Y.	1,700.0	$10.00	$17,000.00
120-4	SUBSOIL EXCAVATION (This item is contingent upon the actual field conditions and may be increased, decreased or eliminated by the Engineer)	C.Y	50.0	$50.00	$2,500.00
120-6-1	EMBANKMENT (INCLUDES BORROW) (This item is contingent upon existing field conditions and may be increased, decreased or eliminated by the Engineer)	C.Y.	50.0	$50.00	$2,500.00
120-8	RE-GRADE EXISTING SWALE - (Where shown specifically on plans, or as directed by Engineer, contingent item may be increased or decreased by Engineer.	S Y	800.0	$10.00	$8,000.00
121-70-2	FLOWABLE FILL	C.Y.	40.0	$250.00	$10,000.00
160-4	TYPE "B" STABILIZATION (12" Thick) (Min. C.B.R. 30)	S.Y	2,500.0	$2.00	$5,000.00
162-5	FINISH SOIL LAYER (Landscaping)	C.Y.	160.0	$20.00	$3,200.00
200-1-10	LIMEROCK BASE (8" Thick, Primed)	S.Y.	3,500.0	$22.00	$77,000.00
200-2	BASE PREPARATION FOR NEW SIDEWALK CONSTRUCTION (Where needed at the discretion of the Engineer)	S.Y.	300.0	$25.00	$7,500.00
285-7	OPTIONAL BASE	S.Y.	150.0	$40.00	$6,000.00
327-70	MILLING EXISTING PAVEMENT [(1")(Payment for greater cuts will be paid proportionally)]	S.Y.	50,000.0	$2.50	$125,000.00
334-2-13-1	Hot Mix Asphalt, Traffic C, SP-9.5	TON	800.0	$105.00	$84,000.00
337-8-42	Hot Mix Asphalt Friction Course, Traffic C, FC-9.5, PG 76-22	TON	3,500.0	$115.00	$402,500.00
339-1	MISCELLANEOUS ASPHALT PAVEMENT	TON	20.0	$250.00	$5,000.00
425-1	INLET [(Swale) (3 foot inside dimension, circular or square)]	EA.	6.0	$3,500.00	$21,000.00
425-1-35	CURB INLET TYPE P-5 (Any Dimension) (Max. 15' Deep)	EA.	4.0	$4,900.00	$19,600.00
425-1-36	CURB INLET TYPE P-6 (Any Dimension) (Max. 15' Deep)	EA.	4.0	$5,500.00	$22,000.00
425-1-541	INLET TYPE D	EA.	12.0	$3,500.00	$42,000.00
425-1-610	INLET SWALE [(TYPE P-10)(42" Inside dimension, circular or square)]	EA.	5.0	$4,000.00	$20,000.00
425-1-907	POLLUTION RETARDANT BAFFLE (With neoprene gasket at all contact edges)	EA.	5.0	$400.00	$2,000.00

Miami-Dade County Department of Transportation and Public Works

Contract Prices

Project Title: Push Button Intersections Improvement-South
Project No: 20190236
Contractor: H & R PAVING INC.
Bid Date: 10/23/2019

Item Number	Description	Unit	Estimated Quantity	Unit Price	Estimated Total
425-1-909A	INLETS (Special) (Modify)	EA.	5.0	$5,500.00	$27,500.00
425-2-11	MANHOLE TYPE USP 3-27.1 (36" diameter) (Maximum 15' deep)	EA.	5.0	$4,000.00	$20,000.00
425-2-41	MANHOLE (Type P-7T, Any dimension, maximum 15' deep)	EA.	6.0	$5,250.00	$31,500.00
425-2-72	MANHOLE TYPE J-7T-, (Any dimension, maximum 15' deep)	EA.	4.0	$6,100.00	$24,400.00
425-5	ADJUST MANHOLE (This item is contingent upon field conditions and may be increased, decreased or eliminated by the Engineer)	EA.	18.0	$350.00	$6,300.00
425-6	ADJUST EXISTING VALVE BOXES (MIAMI-DADE COUNTY ONLY) (This item is contingent upon field conditions and may be increased, decreased or eliminated by the Engineer)	EA.	23.0	$300.00	$6,900.00
425-82	MODIFY STRUCTURE- Cut to enlarge opening as needed in order to accomodate pipe due to utility conflict(s), brick and mortar as needed.	EA.	6.0	$500.00	$3,000.00
425-11B	CATCH BASIN, DRAIN FIELD AND STUB PIPES [(Incl. plastic filter fabric) and 50' of 18" perforated pipe, pipe length and direction of pipe, to be determined on the field by the engineer]	EA.	5.0	$11,500.00	$57,500.00
430-171-121	PIPE CULVERT - 12" Diameter	L.F.	15.0	$80.00	$1,200.00
430-171-123	PIPE CULVERT - 15" Diameter	L.F.	100.0	$70.00	$7,000.00
430-171-125	PIPE CULVERT - 18" Diameter	L.F.	200.0	$66.00	$13,200.00
430-171-129	PIPE CULVERT 24" DIAMETER	L.F.	50.0	$90.00	$4,500.00
443-70-3-3	French Drain (18" diameter pipe, trench depth 15 ft bls)	L.F.	800.0	$100.00	$80,000.00
443-70-4-3	French Drain (24" diameter perforated pipe; trench depth 15 ft. BLS)	L.F.	100.0	$175.00	$17,500.00
520-1-15	CONCRETE VALLEY GUTTER (3' Wide)	L.F.	20.0	$40.00	$800.00
520-2	CONCRETE CURB AND GUTTER (Any type, Including base preparation)	L.F.	15,000.0	$18.00	$270,000.00
522-1(1)	CONCRETE SIDEWALK [4" THICK, 3,000 P.S.I. CONCRETE AT 28 DAYS (Includes the cost of pedestrian ramps and sidewalk curbs)	S.Y.	800.0	$48.00	$38,400.00
522-2	CONCRETE SIDEWALK (6" Thick, 3000 P.S.I. concrete at 28 days) (including pedestrian ramps and sidewalk curbs)	S.Y.	150.0	$48.00	$7,200.00
522-8	CONCRETE CROSSWALK (10" thick, 3000 p.s.i at 28 Days, Including base preparation and Reinfrocement)	S.Y.	30.0	$90.00	$2,700.00
526-70-2B	INSTALLATION OF BRICK PAVERS, any type, including Base Preparation.	S.Y	120.0	$60.00	$7,200.00
527-2	DETECTABLE WARNING ON WALKING SURFACE	S.F.	380.0	$27.00	$10,260.00
530-1	RIP RAP (SAND CEMENT)	C.Y.	5.0	$100.00	$500.00
536-73B	GUARDRAIL REMOVAL	L.F	50.0	$20.00	$1,000.00
538-1A	GUARDRAIL, RESET	L.F.	30.0	$120.00	$3,600.00
575-1-1	SODDING (Pensacola Bahia or match existing) (includes watering)	S.Y.	2,600.0	$10.00	$26,000.00
635-1-11	PULL BOX, METER TYPE (Polymer)	AS.	10.0	$400.00	$4,000.00
700-40-01	ROADSIDE SIGNS ((SINGLE POST) (LESS THAN 12 S.F.))	AS.	100.0	$207.00	$20,700.00
700-46-22	RESET EXISTING POST AND SIGN	EA.	10.0	$50.00	$500.00
700-48-18	SIGN PANEL (LESS THAN 15 SF.)	EA.	80.0	$92.00	$7,360.00
700-48-60A	REMOVE EXISTING SIGNS & POSTS	AS.	6.0	$50.00	$300.00
705-11-1	DELINEATOR (Flexible Tubular)	EA.	20.0	$46.00	$920.00
706-1-12	REFLECTIVE PAVEMENT MARKERS (class B, mono or bi-directional, all colors)	EA.	1,500.0	$3.45	$5,175.00
706-2	REMOVAL OF EXISTING PAVEMENT MARKERS	EA.	60.0	$2.00	$120.00
710-11-160	PAINTED PAVEMENT MARKINGS (Standard)(White)(Message)	EA.	15.0	$35.00	$525.00

Miami-Dade County Department of Transportation and Public Works
Contract Prices

Project Title: Push Button Intersections Improvement-South
Contractor: H & R PAVING INC.

Project No: 20190236
Bid Date: 10/23/2019

Item Number	Description	Unit	Estimated Quantity	Unit Price	Estimated Total
710-11-170	PAINTED PAVEMENT MARKING (Standard) (White) (Arrows)	EA	40.0	$23.00	$920.00
710-11-290	PAINTED PAVEMENT MARKINGS (Standard) (Yellow) (Island Nose)	S.F.	500.0	$2.30	$1,150.00
711-2	SKIP TRAFFIC STRIPE (6' STRIPE, 10' SPACE) (WHITE THERMOPLASTIC) (6" WIDE)	L.F.	600.0	$1.15	$690.00
711-11-121	THERMOPLASTIC (White) (Solid) (6")	L.F.	11,000.0	$0.81	$8,910.00
711-11-122	THERMOPLASTIC (White) (Solid) (8")	L.F.	800.0	$0.92	$736.00
711-11-123	THERMOPLASTIC (White) (Solid) (12")	L.F.	2,000.0	$2.30	$4,600.00
711-11-124	THERMOPLASTIC (White) (Solid) (18")	L.F.	600.0	$3.45	$2,070.00
711-11-125	THERMOPLASTIC (White) (Solid) (24")	L.F.	2,000.0	$3.45	$6,900.00
711-11-151	THERMOPLASTIC (White) (Dotted/Guideline) (6")	L.F.	300.0	$0.81	$243.00
711-11-160	THERMOPLASTIC (White) (Message)	EA	10.0	$115.00	$1,150.00
711-11-170	THERMOPLASTIC (White) (Arrows)	EA	50.0	$58.00	$2,900.00
711-11-221	THERMOPLASTIC (Yellow) (Solid) (6")	L.F.	10,000.0	$0.81	$8,100.00
711-11-224	THERMOPLASTIC (Yellow) (Solid) (18")	L.F.	850.0	$3.45	$2,932.50
711-11-241	THERMOPLASTIC (Yellow) (Skip) (6")	L.F.	300.0	$0.81	$243.00
711-11-251	THERMOPLASTIC (Yellow) (Dotted/Guideline) (6")	L.F.	150.0	$0.81	$121.50
711-72	REMOVAL OF EXISTING PAVEMENT MARKINGS (Thermoplastic & Paint)	S.F.	200.0	$0.58	$116.00
711-99	EDGING	L.F.	100.0	$1.00	$100.00

ALLOWANCE ACCOUNTS
(used as approved by the engineer pursuant to the requirements of the Contract Documents)

999	CONTINGENCY FUND (10% OF SUBTOTAL AMOUNT)	L.S.	1.0	$173,727.70	$173,727.70
102-10A	OFF-DUTY LAW ENFORCEMENT OFFICER	L.S.	1.0	$25,000.00	$25,000.00
102-1M	MAINTENANCE OF TRAFFIC (Including traffic cones, temporary signs, flag men, etc.) (Shall not exceed 2% of Contract Sub-total Amount)	L.S.	1.0	$34,745.54	$34,745.54
110-1-1D	CLEARING AND GRUBBING	L.S.	1.0	$18,500.00	$18,500.00
300-1-999	BITUMINOUS MATERIAL ADJUSTMENT	L.S.	1.0	$10,000.00	$10,000.00
990	ALLOWANCE-PERMITS	L.S.	1.0	$8,000.00	$8,000.00

Department of Transportation and Public Works
Capital Improvements Division
111 NW 1 Street, Suite 1410
Miami FL , 33128

MIAMI-DADE COUNTY, FLORIDA
REQUEST FOR PRICE QUOTATION (RPQ)
Contract No: MCC 7360 Plan - CICC 7360-0/08
RPQ No: 20190236

RPQ BID FORM – ATTACHMENT 5A

RPQ Project Name: Push Button Intersection Improvement- South

Price Proposal (Cost to Perform the work must be stated here. State 'No Bid' if not submitting a price proposal)

$ 1,737,277.00

Bidder's Company Name: H&R Paving Inc.

Company Address: 1955 NW 110 Ave

City: Miami State: FL Zip: 33172

Telephone No: 3059013005 Fax No: 3055926179 EMail: Alex@HRPaving.com

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED BELOW BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE COUNTY MAY, HOWEVER IN ITS SOLE DISCRETION ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.

Name of Person Submitting Quote (Print): Raul Gonzalez.

Number of Addendums received: None (if none' write "None")

Signature: [signature] Date: 2/22/19

Note: Quotes must be submitted on this form. Quote envelope must state RPQ Number, date and time due and the Bidder's Name. Use of any other form for submission of the price quotation shall result in the rejection of the price quotation. Late bids will not be opened. *Low bidder will be notified, in the Recommendation of Award, of the requirements to submit current copies of insurance certificates in accordance with the Contract Documents. By signature, the CONTRACTOR agrees to be bound by the terms set forth in the MCC 7360 Plan.*

Memorandum

MIAMI-DADE COUNTY

DATE: November 22, 2019

TO: Alfredo Munoz , PE
Capital Improvements Section Chief
Department of Transportation and Public Works

FROM: Gary Hartfield, Division Director
Internal Services Department
Small Business Development

SUBJECT: Compliance Review
Project RPQ No 20190236
Push Button Intersection Improvements South

Small Business Development (SBD) a Division of the Internal Services Department has completed its review of the subject project for compliance with the Small Business Enterprise - Construction (SBE-Con) program for construction The contract measures established for this project are a SBE-Con Trade Set Aside in Concrete work and a SBE-Con Trade Set Aside in Traffic Stripes and Markings Painted and/or Thermoplastic

Miami-Dade County Department of Transportation and Public Works has submitted contract documents that included the Certificate of Assurance for the firms listed below acknowledging the project s SBE measures Each firm also submitted their Utilization Plan (UP) identifying the SBE subcontractors to fulfill the goal via the Business Management Workforce System (BMWS) and the following is their pre-award compliance status and summary

	FIRM	STATUS
1	H & R Paving Inc	Compliant
2	Metro Express Inc	Compliant
3	Star Paving Corp	Compliant

SUMMARY:

H & R Paving, Inc., a non-certified SBE-Con firm committed to utilize the following certified SBE-Con firms Quality Paving Corp to perform 100% of the Concrete Trade and Highway Striping Inc to perform 100% of the Pavement Markings Trade The subcontractors confirmed their participation via the BMWS in agreement with the measures

H & R Paving Inc , has satisfied the contract s Trade Set Aside measures for Concrete work and Traffic Stripes and Markings and is in compliance with the overall Small Business measure established for this contract

Metro Express, Inc., a non-certified SBE-Con firm committed to utilize the following certified SBE-Con firms American Builders Masters Corp to perform 100% of the Concrete Trade and Road Runner Striping Technologies, Inc to perform 100% of the Pavement Markings Trade The subcontractors confirmed their participation via the BMWS in agreement with the measures

Metro Express Inc., has satisfied the contract s Trade Set Aside measures for Concrete work and Traffic Stripes and Markings and is in compliance with the overall Small Business measure established for this contract.

Star Paving Corp., a certified SBE-Con firm committed to perform 50% of the Concrete Trade and to utilize the following certified SBE-Con firms JCM Development Group, Inc., to perform 50% of the Concrete Trade and P & J Striping, Inc to perform 100% of the Pavement Markings Trade The subcontractors confirmed their participation via the BMWS in agreement with the measures

Star Paving Corp. has satisfied the contract s Trade Set Aside measures for Concrete work and Traffic Stripes and Markings and is in compliance with the overall Small Business measure established for this contract.

SBD has verified that none of the aforementioned firms are listed on the Goal Deficit Make-Up Report as of November 1, 2019 and the History of Violations Report as of November 20, 2019 with an open violation Please note that SBD staff reviewed and addressed compliance with the SBE-Con Program Department of Transportation and Public Works is responsible for any other issues that may exist

Should you have any questions or need any additional information, please do not hesitate to call Jhonnatan Escalante Capital Improvement Project Analyst at (305) 375-3192

c Laura Johnson SBD
Alicia Alice OFPM

SURETY BID BOND	DATE BOND EXECUTED (must not be later than bid opening date) October 23, 2019	REV. 02/16 DTPW

PRINCIPAL (Full legal name and business address)

H & R Paving, Inc.
1955 NW 110th Avenue
Miami, FL 33172

TYPE OF ORGANIZATION ('X' one)

☐ Individual ☐ Partnership ☐ Joint Venture ☒ Corporation

SURETY (Name and business address)

Philadelphia Indemnity Insurance Company
One Bala Plaza, Suite 100
Bala Cynwyd, PA 19004 - 1403

PENAL SUM OF BOND: Five Percent of the Total amount Bid

BID IDENTIFICATION: Project No 20190236 | Bid Opening Date October 23, 2019

County Project Name | Push Button Intersection Improvement South

OBLIGATION

Principal and Surety jointly and severally bind themselves, their heirs, executors, administrators, successors and assigns to pay to Miami-Dade County, Florida (herein after County) upon default of Principal the penal sum set forth on the face of this Bond.

Principal and Surety agree that the Penal Sum of the Bond is a liquidated damage reasonably estimated to compensate the County for damages suffered as a result of the Principal's default including but not limited to any resulting from delay, reprocurement costs and incremental costs of contracting.

Default of Principal shall occur in the event that the Principal withdraws Bid within 180 days after bid opening (or any extension thereof agreed to in writing by the Bidder and County), or, after proper notification of intent to Contract from the County, fails to comply with all pre-award requirements including, but not limited to providing Payment and Performance Bonds with good and sufficient surety and the necessary Insurance Certificates pursuant to the Contract Documents, and enter into a written Contract with the County, as may be required, all within 10 days after the prescribed forms are presented to Principal for signature or as otherwise required by the Bidding Documents.

Payment under this Bond will be due and payable upon default of Principal and within 30 calendar days after receipt by Principal and Surety of written notice of default from County, which notice will be given with reasonable promptness, identifying this Bond and the Project.

Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent, or representative who executed this Bond on behalf of Surety to execute, seal, and deliver such Bond and bind the Surety thereby.

CONDITIONS

The Principal has submitted the Bid identified above.

THEREFORE

By executing this instrument Surety agrees that its obligation is not impaired by any extension(s) of the time for acceptance of the bid that the Principal may grant to the County. Notice to the Surety of extensions is waived. However, waiver of the notice applies only to extensions aggregating not more than 60 calendar days in addition to the period originally allowed for acceptance of the bid. Any changes in or under the Contract Documents and compliance or noncompliance with any formalities connected with the Contract or the changes does not affect Surety's obligation under this Bond.

WITNESS

The Principal and Surety executed this Bond and affixed their seals on the above date. Copy of Authorized Agent's current Identification Card as issued by State of Florida Insurance Commissioner must be attached.

H & R Paving, Inc.	PRINCIPAL	
SIGNATURE		Principal's Corporate Seal
NAME AND TITLE (Typed)	[illegible] - President	
Philadelphia Indemnity Insurance Company	**SURETY**	
SIGNATURE OF ATTORNEY-IN-FACT		Surety's Corporate Seal
PRINTED NAME OF ATTORNEY-IN-FACT (Typed)	Warren M. Alter	
SIGNATURE OF AUTHORIZED FLORIDA AGENT		
PRINTED NAME OF AUTHORIZED FLORIDA AGENT (Typed)	Warren M. Alter	

FLORIDA DEPARTMENT OF FINANCIAL SERVICES

WARREN MITCHELL ALTER

License Number : A004782

Resident Insurance License

- [illegible] LIFE
- 0210 - GENERAL LINES (PROP & CAS
- 0215 - LIFE & HEALTH

WARREN MITCHELL ALTER

A004782

Life,Variable Annuity & Health
Life & Health
Gen. Lines (Prop. & Cas. Ins.)

ISSUED:04/09/92
746891

Issue Date

[illegible]/1989
05/27/1989
04/03/1989

Note: To validate the content of this license you may review the individual or business entity's license record under "Licensee Search" on the FL Dept. of Financial Services website at http://www.myfloridacfo.com/agents.

Jeff Atwater
Chief Financial Officer
State of Florida

706

PHILADELPHIA INDEMNITY INSURANCE COMPANY
One Bala Plaza, Suite 100
Bala Cynwyd, PA 19004-0950

Power of Attorney

KNOW ALL PERSONS BY THESE PRESENTS: That **PHILADELPHIA INDEMNITY INSURANCE COMPANY** (the Company), a corporation organized and existing under the laws of the Commonwealth of Pennsylvania, does hereby constitute and appoint **David T. Satine, Warren M. Alter and Jonathan A. Bursevich of Alter Surety Group, Inc.** , its true and lawful Attorney-in-fact with full authority to execute on its behalf bonds, undertakings, recognizances and other contracts of indemnity and writings obligatory in the nature thereof, issued in the course of its business and to bind the Company thereby, in an amount not to exceed **$50,000,000**.

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of PHILADELPHIA INDEMNITY INSURANCE COMPANY on the 14th of November 2016

RESOLVED: That the Board of Directors hereby authorizes the President or any Vice President of the Company (1) Appoint Attorney(s) in Fact and authorize the Attorney(s) in Fact to execute on behalf of the Company bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof and to attach the seal of the Company thereto, and (2) to remove, at any time, any such Attorney-in-Fact and revoke the authority given And, be it

FURTHER RESOLVED: That the signatures of such officers and the seal of the Company may be affixed to any such Power of Attorney or certificate relating thereto by facsimile, and any such Power of Attorney so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking to which it is attached.

IN TESTIMONY WHEREOF, PHILADELPHIA INDEMNITY INSURANCE COMPANY HAS CAUSED THIS INSTRUMENT TO BE SIGNED AND ITS CORPORATE SEALTO BE AFFIXED BY ITS AUTHORIZED OFFICE THIS 27TH DAY OF OCTOBER, 2017

(Seal)

Robert D. O'Leary Jr., President & CEO
Philadelphia Indemnity Insurance Company

On this 27th day of October, 2017, before me came the individual who executed the preceding instrument, to me personally known, and being by me duly sworn said that he is the therein described and authorized officer of the **PHILADELPHIA INDEMNITY INSURANCE COMPANY**, that the seal affixed to said instrument is the Corporate seal of said Company, that the said Corporate Seal and his signature were duly affixed

COMMONWEALTH OF PENNSYLVANIA
NOTARIAL SEAL
Morgan Knapp, Notary Public
Lower Merion Twp., Montgomery County
My Commission Expires Sept. 25 2021
Member, Pennsylvania Association of Notaries

(Notary Seal)

Notary Public Morgan Knapp

residing at Bala Cynwyd, PA

My commission expires September 25, 2021

I, Edward Sayago, Corporate Secretary of PHILADELPHIA INDEMNITY INSURANCE COMPANY, do hereby certify that the foregoing resolution of the Board of Directors and the Power of Attorney issued pursuant thereto on the 27th day of October, 2017 are true and correct and are still in full force and effect I do further certify that Robert D. O'Leary Jr., who executed the Power of Attorney as President, was on the date of execution of the attached Power of Attorney the duly elected President of PHILADELPHIA INDEMNITY INSURANCE COMPANY

In Testimony Whereof I have subscribed my name and affixed the facsimile seal of each Company this 23rd day of October, 20 19

1927

Edward Sayago, Corporate Secretary
PHILADELPHIA INDEMNITY INSURANCE COMPANY

MIAMI-DADE COUNTY

SMALL BUSINESS DEVELOPMENT
CERTIFICATE OF ASSURANCE(COA)
SMALL BUSINESS PARTICIPATION ON COUNTY PROJECTS

This completed form must be submitted with bid documents by all bidders/proposers on a Miami-Dade County project with Small Business Enterprise ("SBE") program measure(s).

Project No 20190236 Project Title Push Button Intersections Improvement- South

Bidder/Proposer H&R Paving Inc. FEIN 591690150

Address 1955 NW 110 Ave City Miami State FL ZIP 33172

Phone Number 305-201-9005 Email address Abe@HRPaving.com

The bidder/proposer is committed to meeting the established measure(s) assigned to this project: ____% SBE-A/E ____% SBE-Cons, Y Trade Set-aside SBE-Cons, ____% SBE-G, and/or ____% SBE-S
(For Goals, write in the percentage. For Set aside, put Y or N.)

Raul Gonzalez - President — Prime Bidder's Signature — 10/22/19

Print Prime Bidder's Name & Title — Date

To satisfy the requirements for Step 1 - Bid Submittal and Compliance with Small Business Enterprise Program(s), the following are required.

1. Acknowledgement of the SBE-Architecture & Engineering, SBE-Construction, SBE Good and/or SBE-Service (non-construction, architecture or engineering) measure(s) established for this project via this Certificate of Assurance
2. Agree to engage in the solicitation of approved Miami-Dade County Small Business Enterprise firm(s) to achieve the established measure(s) as indicated in the Project Documents (specifications)
3. Agree to select and submit the names of the certified SBEs to satisfy the measures via Miami-Dade County's Business Management Workforce System ("BMWS") within the specified timeframe upon email notification from the Small Business Development ("SBD") Division of BMWS

To satisfy the requirements for Step 2 - Bid Evaluation and Recommendation for Award, please attest that:

I understand that my company will be deemed non-compliant and not eligible for award if I fail to (1) submit this form with my bid/proposal documents and/or (2) submit my company's Utilization Plan which shall list all certified Miami-Dade County Small Business Enterprise firms whom will be subcontracted with to satisfy the project's established SBE measure(s) via BMWS within the specified timeframe upon email notification from SBD or BMWS. Each SBE subcontractor, subconsultant, and/or sub-vendor will also be required to confirm its contractual relationship via BMWS within the specified timeframe for final approval by SBD.

STATE OF FLORIDA

COUNTY OF MIAMI-DADE

BEFORE ME, an officer duly authorized to administer oaths and take acknowledgement, personally appeared Raul Gonzalez, who being first sworn deposes and affirms that the provided information statements are true and correct to the best of his/her knowledge, information and belief.

Signature of Owner

SWORN TO and subscribed before me this day 22 of Oct 20 19

Abe Rodriguez
Commission # GG190487
Expires: January 11, 2022
Bonded thru Aaron Notary

Signature of Notary Public-State of Florida

My Commission Expires 2022

COLLUSION AFFIDAVIT

(Code of Miami-Dade County Section 2-8.1.1 and 10-33.1) (Ordinance No. 08-113)

BEFORE ME, A NOTARY PUBLIC, personally appeared Raul Gonzalez who being duly sworn states: (insert name of affiant)

I am over 18 years of age, have personal knowledge of the facts stated in this affidavit and I am an owner, officer, director principal shareholder and/or I am otherwise authorized to bind the bidder of this contract

I state that the bidder of this contract

☒ is not related to any of the other parties bidding in the competitive solicitation and that the contractor's proposal is genuine and not sham or collusive or made in the interest or on behalf of any person not therein named, and that the contractor has not, directly or indirectly, induced or solicited any other proposer to put in a sham proposal, or any other person, firm, or corporation to refrain from proposing, and that the proposer has not in any manner sought by collusion to secure to the proposer an advantage over any other proposer

OR

☐ is related to the following parties who bid in the solicitation which are identified and listed below.

Note Any person or entity that fails to submit this executed affidavit shall be ineligible for contract award In the event a recommended contractor identifies related parties in the competitive solicitation its bid shall be presumed to be collusive and the recommended contractor shall be ineligible for award unless that presumption is rebutted by presentation of evidence as to the extent of ownership, control and management of such related parties in the preparation and submittal of such bids or proposals. Related parties shall mean bidders or proposers or the principals corporate officers, and managers thereof which have a direct or indirect ownership interest in another bidder or proposer for the same agreement or in which a parent company or the principals thereof of one (1) bidder or proposer have a direct or indirect ownership interest in another bidder or proposer for the same agreement Bids or proposals found to be collusive shall be rejected

By [signature] 10/22 2019
Signature of Affiant Date

Raul Gonzalez - President 5,9,1,6,9,0,1,5,2
Printed Name of Affiant and Title Federal Employer Identification Number

H&R Paving Inc.
Printed Name of Firm

1955 NW 110 Ave Miami, FL 33172
Address of Firm

SUBSCRIBED AND SWORN TO (or affirmed) before me this 22nd day of Oct, 2019

He/She is personally known to me or has presented _____ as identification.
Type of identification

[signature]
Signature of Notary

Abe Rodriguez
Print or Stamp Name of Notary

Abe Rodriguez
Serial Number

Commission # GG150467
Expires: January 11, 2022
Bonded thru Aaron Notary

Expiration Date

Notary Public – State of FL

Miami-Dade County

Department of Procurement Management

Affirmation of Vendor Affidavits

In accordance with Ordinance 07-143 amending Section 2-8.1 of the Code of Miami-Dade County, effective June 1, 2008, vendors are required to complete a new Vendor Registration Package, including a Uniform Affidavit Packet (Vendor Affidavits Form), before being awarded a new contract. The undersigned affirms that the Vendor Affidavits Form submitted with the Vendor Registration Package is current, complete and accurate for each affidavit listed below.

Contract No.: 20190236 Federal Employer Identification Number (FEIN): 591690152

Contract Title: Push button Intersection Improvements - South

Affidavits and Legislation/ Governing Body

1	***Miami-Dade County Ownership Disclosure*** *Sec. 2-8.1 of the County Code*	6	***Miami-Dade County Vendor Obligation to County*** *Section 2-8.1 of the County Code*
2	***Miami-Dade County Employment Disclosure*** *County Ordinance No. 90-133, amending Section 2-8.1(d)(2) of the County Code*	7	***Miami-Dade County Code of Business Ethics*** *Article I, Section 2-8.1(i) and 2-11(b)(1) of the County Code through (6) and (9) of the County Code and County Ordinance No. 00-1 amending Section 2-11.1(c) of the County Code*
3	***Miami-Dade County Employment Drug-free Workplace Certification*** *Section 2-8.1.2(b) f the County Code*	8	***Miami-Dade County Family Leave*** *Article V of Chapter 11 of the County Code*
4	***Miami-Dade County Disability Non-Discrimination*** *Article I, Section 2-8.1.5 Resolution R182-00 amending R-385-95*	9	***Miami-Dade County Living Wage*** *Section 2-8.9 of the County Code*
5	***Miami-Dade County Debarment Disclosure*** *Section 10.38 of the County Code*	10	***Miami-Dade County Domestic Leave and Reporting*** *Article 8, Section 11A-60 11A-67 of the County Code*

Paul Gonzalez — Printed Name of Affiant

President — Printed Title of Affiant

(X) [signature] — Signature of Affiant

Hard Paving Inc. — Name of Firm

10/23/19 — Date

1755 NW 110 Ave Miami — Address of Firm

FL — State

33172 — Zip Code

Notary Public Information

Notary Public - State of FL County of Miami-Dade

Subscribed and sworn to (or affirmed) before me this 23rd day of Oct 20 19

by Paul Gonzalez He or she is personally known to me ☒ or has produced identification ☐

Type of identification produced: _____

[signature] — Signature of Notary Public

Abe Rodriguez — Print or Stamp of Notary Public

[illegible] — Expiration Date

Abe Rodriguez
Commission # GG160467
Expires: January Number 2022
Bonded thru Aaron Notary

Notary Public Seal

MIAMI-DADE COUNTY
Carlos A. Gimenez, Mayor

FAIR WAGE AFFIDAVIT

Before me, the undersigned authority appeared Raul Gonzalez (PRINT NAME)
the President (PRINT TITLE) of H&R Paving Inc. (PRINT NAME OF BIDDER OR PROPOSER),
who attests that H&R Paving Inc (PRINT NAME OF BIDDER OR PROPOSER) shall pay workers on the project minimum wage rates in accordance with Responsible Wages and Benefits section 2-11.16 of the Code of Miami-Dade County and the Labor Provisions of the contract documents.

State of FLORIDA
County of Miami-Dade

Sworn to (or affirmed) and subscribed before me this 22nd day of Oct 2019.

____ Personally known or ____ produced identification

(Signature of Notary Public - State of Florida)
Name of Abe Rodriguez

Abe Rodriguez
(Print, Type, or Stamp Commissioned Notary Public)

Type of identification produced ____

Abe Rodriguez
Commission # GG160467
Expires: January 11, 2022
Bonded thru Aaron Notary

Residents First Training and Employment Program
Responsible Contractor/Subcontractor Affidavit Form (RFTE 1)
(Miami-Dade County Code Section 2-11.17)

In accordance with Section 2-11.17 of the Miami-Dade County Code, all contractors and subcontractors of any tier performing on a contract for (i) the construction, demolition, alteration and/or repair of public buildings or public works projects valued in excess of $1,000,000 funded completely or partially by Miami-Dade County, or (ii) privately funded projects or leases valued in excess of $1,000,000 for the construction, demolition, alteration or repair of buildings or improvements on County owned land, and which are subject to Section 2-11.16 of the Code of Miami-Dade County shall comply with the requirements of the Residents First Training and Employment Program.

If applicable, the undersigned ☒ Contractor / ☐ Subcontractor verifies that should they be awarded the contract, the undersigned understands their obligation to comply with the following.

i. Prior to working on the project, all persons employed by the contractor / subcontractor to perform construction shall have completed the OSHA 10 Hour Safety Training course established by the Occupational Safety & Health Administration of the United States Department of Labor. Such training does not need to be completed at the time of bidding but shall be completed prior to the date persons are employed on the project.

ii. The contractor / subcontractor will make its best reasonable efforts to promote employment opportunities for local residents and seek to achieve a project goal of having fifty-one percent (51%) of all Construction Labor hours performed by Miami-Dade County residents. To verify workers' residency, firms shall require each worker to produce a valid driver's license or other form of government-issued identification.

Printed Name of Affiant | Printed Title of Affiant | Signature of Affiant

Name of Firm | Date

Address of Firm | State | Zip Code

Notary Public Information

Notary Public – State of _____ County of _____

Subscribed and sworn to (or affirmed) before me this _____ day of, _____ 20__

by _____. He or she is personally known to me ☐ or has produced identification ☐

Type of identification produced _____

Signature of Notary Public | Serial Number

Print or Stamp of Notary Public | Expiration Date | Notary Public Seal

Abe Rodriguez
Commission # GG150467
Expires: January 11, 2022
Bonded thru Aaron Notary

Miami-Dade County

Contractor Due Diligence Affidavit

Per Miami-Dade County Board of County Commissioners (Board) Resolution No. R-63-14 County Vendors and Contractors shall disclose the following as a condition of award for any contract that exceeds one million dollars ($1,000,000) or that otherwise must be presented to the Board for approval:

(1) Provide a list of all lawsuits in the five (5) years prior to bid or proposal submittal that have been filed against the firm its directors, partners, principals and/or board members based on a breach of contract by the firm. include the case name, number and disposition.

(2) Provide a list of any instances in the five (5) years prior to bid or proposal submittal where the firm has defaulted. include a brief description of the circumstances

(3) Provide a list of any instances in the five (5) years prior to bid or proposal submittal where the firm has been debarred or received a formal notice of non-compliance or non-performance such as a notice to cure or a suspension from participating or bidding for contracts whether related to Miami-Dade County or not

All of the above information shall be attached to the executed affidavit and submitted to the Procurement Contracting Officer (PCO)/ AE Selection Coordinator overseeing this solicitation The Vendor/Contractor attests to providing all of the above information, if applicable, to the PCO

Contract No

Federal Employer Identification Number (FEIN)

Contract Title

Printed Name of Affiant

Printed Title of Affiant

Signature of Affiant

Name of Firm

Date

Address of Firm

State

Zip Code

Notary Public Information

Notary Public - State of

County of

Subscribed and sworn to (or affirmed) before me this

day of

He or she is personally known to me ☐ or has produced identification

Type of identification produced

Signature of Notary Public

Print or Stamp of Notary Public

Expiration Date

Notary Public Seal

Abe Rodriguez
Commission # GG160467
Serial Number
Expires January 11, 2022
Bonded thru Aaron Notary

MIAMI-DADE COUNTY
Department of Transportation and Public Works (DTPW)

PROJECT: Push Button Intersections Improvement South
Project No. 20190236

ACKNOWLEDGEMENT OF ADDENDA

(Must be completed and submitted with required solicitation documents)

Instructions: Complete Part I or Part II as applicable

PART I: Listed below are the dates of issue for each Addendum received in connection with this solicitation

Addendum #1 Dated _____ 201___

Addendum #2. Dated _____ 201___

Addendum #3 Dated _____ 201___

Addendum #4. Dated _____ 201___

Addendum #5 Dated _____ 201___

Addendum #6 Dated _____ 201___

Addendum #7 Dated _____ 201___

Addendum #8 Dated _____ 201___

Addendum #9 Dated _____ 201___

Addendum #10 Dated _____ 201___

PART II:

X No Addendum was received in connection with this solicitation.

Authorized Signature _____ Date 10/30/19

Print Name: _____ Title: _____

Firm Name _____

Memorandum

Date: February 20, 2020

To: Rene Idarraga, P.E
Division Chief, Construction
Department of Transportation and Public Works (DTPW)

From: Alfredo E. Muñoz, P.E.
Chief, Capital Improvements Division
Department of Transportation and Public Works (DTPW)

Subject: Push Button Intersections Improvement-South
Project No. 20190236
Contract No. MCC Program 7360 Plan
Contractor – **H & R Paving, Inc**.

Attached is the approved, officially executed Purchase Order (P.O.), **#PCMT2000062** for the referenced project. The original approved P.O. must be turned over to the contractor. You may now issue a Notice to Proceed. Please remind the contractor that the Inspector General (IG) and User Access Program (UAP) fees apply to this contract and shall be deducted from all payments accordingly.

AM:/dv

Attachment

cc:

Alicia Arce, DTPW
Roxana Bayarre, P.E, DTPW
Manuel Garcia, DTPW
Alvaro Castro, DTPW
Clerk of the Board
Project File

MIAMI-DADE COUNTY
PURCHASE ORDER

DATE: 02/20/2020
** ORIGINAL **

PO NUMBER: PCMT2000062

VENDOR:

H & R PAVING INC

1955 NW 110 AVENUE
MIAMI, FL 33172

REQUESTING DEPARTMENT OR AGENCY:

MIAMI DADE TRANSIT CONSTRUCTIO

701 NW 1ST COURT
15TH FLOOR
MIAMI, FL 33136

VENDOR ID: 591690152 01	VENDOR TEL: (305)261-3005
PLEASE REFER ALL QUESTIONS CONCERNING THIS ORDER TO: LETICIA SMITH	TEL: (786)469-5291
CASH DISCOUNT: NET	FREIGHT CARRIER:

FOB: DEST-P
FOB DESTINATION, FREIGHT PREPAID. THE SELLER PAYS AND BEARS THE FREIGHT CHARGES.

AGENT CONTACT: CACERES, LAURA (305)375-5080	DELIVERY REQUIRED	DEPT. NO.	REQ NO.
	02/03/2020	MTCC	PCMT2000062

ISSUED UNDER CONTRACT NO: MCC-PROGRAM-7360
BPO ID : ABCW1300150

SHIP TO:	BILL TO:
MIAMI-DADE TRANSIT/ACCTS' PAYABLE P.O. BOX 010791 MIAMI, FL 331010791	MIAMI-DADE TRANSIT/ACCTS' PAYABLE P.O. BOX 010791 MIAMI, FL 331010791

ITEM	COMMODITY ID COMMODITY NAME/SPECIFICATIONS	QUANTITY	U/M	UNIT PRICE	TOTAL PRICE
001	906-99	1.00	LO	558,775.0700	558,775.07
	MISCELLANEOUS CONSTRUCTION				

(CONTINUED ON NEXT PAGE)

DATE: 02/20/2020
** ORIGINAL **

PO NUMBER: PCMT2000062

ITEM	COMMODITY ID / COMMODITY NAME/SPECIFICATIONS	QUANTITY	U/M	UNIT PRICE	TOTAL PRICE
	WORK INCLUDES BUT IS NOT LIMITED TO: CONSTRUCTION OF ASPHALTIC CONCRET ROAD BASE AND SURFACE; PAVEMENT REMOVAL, PAVEMENT MILLING, PAVEMENT MARKINGS SIGNAGE, DRAINAGE, SIDEWALKS, CONCRETE CURB, GUTTER, AND TRAFFIC SIGNAL INSTALLATION, ETC. IF ANY CHANGES ARE REQUIRED DUE TO CONFLICT OF DESIGN AND OR FIELD CONDITIONS THE ENGINEER WILL MAKE THE FINAL DETERMINATION.				
	PROJECT NUMBER: 20190236 PROJECT NAME:PUSH BUTTON INTERSECTIONS IMPROVEMENT-SOUTH PROJECT MANAGER: FREDDY VALERO MICELLANEOUS CONSTRUCTION CONTRACT PROGRAM MCC 7360 PLAN-CICC 7360-0/08 DURATION:540- CALENDAR DAYS LOCATION:INSIDE THE BOUNDARY AREA OF THE SOUTH PORTION OF MIAMI-DADE COUNTY UP TO SW 8 STREET.				
002	906-99 MISCELLANEOUS CONSTRUCTION	1.00	LO	542,500.0600	542,500.06
	CONTINUATION FROM LINE 001				
003	906-99 MISCELLANEOUS CONSTRUCTION	1.00	LO	542,500.0600	542,500.06
	CONTINUATION FROM LINE 002				
004	906-99 MISCELLANEOUS CONSTRUCTION	1.00	LO	93,501.8100	93,501.81
	CONTINUATION FROM LINE 003 TO COMPLETE THE BASE AMOUNT $1,737,277.00				
005	906-99 MISCELLANEOUS CONSTRUCTION	1.00	LO	173,727.7000	173,727.70
	THIS ITEM REFLECTS THE CONTINGENCY ALLOWANCE AS REQUIRED DURING THE COURSE OF THIS PROJECT. THE UTILIZATION OF THE ALLOWANCE CAN NOT EXCEED $173,727.70 WITHOUT THE PRIOR FORMAL APPROVAL THROUGH A CHANGE ORDER.				

(CONTINUED ON NEXT PAGE)

DATE: 02/20/2020 PO NUMBER: PCMT2000062
** ORIGINAL **

ITEM	COMMODITY ID / COMMODITY NAME/SPECIFICATIONS	QUANTITY	U/M	UNIT PRICE	TOTAL PRICE
006	906-99	1.00	LO	23,550.5400	23,550.54

MISCELLANEOUS CONSTRUCTION

THIS ITEM REFLECTS ALL DEDICATED ALLOWANCE AS REQUIRED DURING THE COURSE OF THIS PROJECT. THE UTILIZATION OF THESE ALLOWANCES CAN NOT EXCEED $96,245.54 WITHOUT A PRIOR FORMAL APPROVAL THROUGH A CHANGE ORDER. THE DEDICATED ALLOWANCE ARE DISTRIBUTE AS FOLLOWS:

CLEARING AND GRUBBING	$18,500.00
BITUMINOUS MATERIALS	$10,000.00
OFF-DUTY OFFICER	$25,000.00
MAINTENANCE OF TRAFFIC	$34,745.54
PERMITS	$ 8,000.00
TOTAL	$96.245.54

REMAINING DEDICATED ALLOWANCES BALANCE ON LINE NUMBER 007

007	906-99	1.00	LO	72,695.0000	72,695.00

MISCELLANEOUS CONSTRUCTION

CONTINUATION FROM LINE NUMBER 006 TO COMPLETE THE DEDICATED ALLOWANCE

COMMODITY LINE TOTAL	2,007,250.24
GRAND TOTAL	2,007,250.24

COSTS OF MANDATORY RANDOM AUDIT BY THE INSPECTOR GENERAL ARE INCORPORATED INTO THIS CONTRACT AS 1/4 OF 1% OF THE CONTRACT PRICE.

ADDITIONAL REQUIREMENTS AND TERMS:

THIS CONTRACT IS SUBJECT TO A USER ACCESS FEE UNDER THE COUNTY USER ACCESS PROGRAM (UAP) IN THE AMOUNT OF TWO PERCENT (2%). THE VENDOR PROVIDING GOODS AND SERVICES UNDER THIS CONTRACT SHALL INVOICE THE CONTRACT PRICE AND SHALL ACCEPT AS PAYMENT THEREOF THE CONTRACT PRICE LESS THE 2% UAP AS FULL AND COMPLETE PAYMENT FOR THE GOODS AND/OR SERVICES SPECIFIED ON THE INVOICE. THE COUNTY SHALL RETAIN THE 2% UAP FOR USE BY THE COUNTY TO HELP DEFRAY THE COST OF THE PROCUREMENT PROGRAM. VENDOR PARTICIPATION IN THIS INVOICE REDUCTION PORTION OF THE UAP IS MANDATORY.

(CONTINUED ON NEXT PAGE)

DATE: 02/20/2020
** ORIGINAL **

PO NUMBER: PCMT2000062

ITEM	COMMODITY ID / COMMODITY NAME/SPECIFICATIONS	QUANTITY	U/M	UNIT PRICE	TOTAL PRICE
	WORK INCLUDES BUT IS NOT LIMITED TO: CONSTRUCTION OF ASPHALTIC CONCRET ROAD BASE AND SURFACE; PAVEMENT REMOVAL, PAVEMENT MILLING, PAVEMENT MARKINGS SIGNAGE, DRAINAGE, SIDEWALKS, CONCRETE CURB, GUTTER, AND TRAFFIC SIGNAL INSTALLATION, ETC. IF ANY CHANGES ARE REQUIRED DUE TO CONFLICT OF DESIGN AND OR FIELD CONDITIONS THE ENGINEER WILL MAKE THE FINAL DETERMINATION. PROJECT NUMBER: 20190236 PROJECT NAME:PUSH BUTTON INTERSECTIONS IMPROVEMENT-SOUTH PROJECT MANAGER: FREDDY VALERO MICELLANEOUS CONSTRUCTION CONTRACT PROGRAM MCC 7360 PLAN-CICC 7360-0/08 DURATION:540- CALENDAR DAYS LOCATION:INSIDE THE BOUNDARY AREA OF THE SOUTH PORTION OF MIAMI-DADE COUNTY UP TO SW 8 STREET.				
002	906-99 MISCELLANEOUS CONSTRUCTION	1.00	LO	542,500.0600	542,500.06
	CONTINUATION FROM LINE 001				
003	906-99 MISCELLANEOUS CONSTRUCTION	1.00	LO	542,500.0600	542,500.06
	CONTINUATION FROM LINE 002				
004	906-99 MISCELLANEOUS CONSTRUCTION	1.00	LO	93,501.8100	93,501.81
	CONTINUATION FROM LINE 003 TO COMPLETE THE BASE AMOUNT $1,737,277.00				
005	906-99 MISCELLANEOUS CONSTRUCTION	1.00	LO	173,727.7000	173,727.70
	THIS ITEM REFLECTS THE CONTINGENCY ALLOWANCE AS REQUIRED DURING THE COURSE OF THIS PROJECT. THE UTILIZATION OF THE ALLOWANCE CAN NOT EXCEED $173,727.70 WITHOUT THE PRIOR FORMAL APPROVAL THROUGH A CHANGE ORDER.				

(CONTINUED ON NEXT PAGE)

CITY OF OPA-LOCKA AGREEMENT FOR DRAINAGE IMPROVEMENT

(Push Button Intersections Improvement-South Piggyback Competitive Award)

This Agreement is made this ____ day of _____, 2021, between the City of Opa-Locka, a municipal corporation organized and existing under the laws of the State of Florida and whose address is 780 Fisherman Street, Opa-Locka, Florida 33054 (the **"City"),** and H&R Paving, Inc. whose address is 1955 N.W. 110 Avenue, Miami, FL 33172(the **"Contractor").**

WITNESSETH

WHEREAS, the Contractor desires to enter into this Agreement ("Agreement") with City for drainage improvement services to the City (NW 30th Avenue – Drainage Improvement) (the "Project"); and

WHEREAS, the parties desire to incorporate the terms and conditions of the solicitation and contractual arrangement between Miami-Dade County (Department of Transportation and Public Works) and the Contractor, as set forth in the Miami-Dade County Request For Price Quotations No. 20190236 ("the RPQ"); and

WHEREAS, the City Code provides authority for the City to select and contract through the use of the competitive bid process of another government entity as an exception to the otherwise required formal bidding process.

NOW THEREFORE, in consideration of the mutual covenants set forth in this Agreement, the receipt and sufficiency of which is acknowledged, the parties agree as follows:

Section 1. Term. The term of this Agreement commences upon fully execution of this agreement and continues through _____, unless terminated earlier by its terms. The City shall have the option to renew for two (2) additional one-year terms.

Section 2. Contract Terms. The Contractor agrees to provide the City with drainage improvement services in accordance with the City's requirements as set forth herein and the Standard Contract between Miami-Dade County (Department of Transportation and Public Works) and the Contractor dated on or about March 30th, 2020 (the "Miami-Dade County Agreement"), attached hereto and incorporated herein as Exhibit "A". The exhibits are incorporated into this Agreement for all purposes, and are collectively referred to as the "Contract Documents", and represent the entire agreement between the parties. In the event of conflict between or among the Contract Documents, the order of priority shall be: this Agreement, the Miami-Dade County Agreement and the Contractor's accepted proposal.

Section 3. Scope of Work

The following provisions are included:

A City shall pay Contractor no more than the unit prices set forth in the Contract Documents and in accordance with the provisions of the Contract Documents. If the City requires services not covered by unit prices already made a part of the Contract Documents, the Contractor shall submit a detailed written proposal to the authorized City representative before providing any such services. For these purposes, Airia Austin, as PW & CIP Director, shall be the City Representative and may be reached at (305)953-2868 Ext. 1450.

B. If permits are required, Contractor shall submit complete and accurate permit applications to all applicable permitting agencies within ten work days of receiving from the City all documents necessary to file such permit applications. The City shall pay all permit and related fees directly to the permitting agencies, including any permit fees charged by the City.

C. The City of Opa-Locka shall be substituted for the County of Miami-Dade with regard to any and all provisions of the Miami-Dade County Agreement, the RPQ, and the Contractor's bid, including by example and not limitation, with regard to bond requirements, insurance, indemnification, licensing, termination, default and ownership of documents. All recitals, representations, and warranties of Contractor made in those documents are restated as if set forth fully herein,made for the benefit of the City, and

incorporated herein.

D. Contractor shall not commence work on the Project unless and until the requirements for insurance have been fully met by Contractor and appropriateevidence thereof, in the City's sole discretion, has been provided to and approved by the City.

Section 4. Assignment. Neither party may assign its rights or obligations under this Agreement without the consent of the other.

Section 5. Notice. Notice hereunder shall be provided in writing by certified mail, return receipt requested, or customarily used overnight transmission with proof of delivery, to the following parties, with mandatory copies, as provided below:

For City: John E. Pate, City Manager
City of Opa-Locka
780 Fisherman Street
Opa-Locka, Florida, Florida 33054

Copy lo: Burnadette Norris-Weeks, Esq.
City Attorney
Burnadette Norris-Weeks, P.A.
401 NW 7th Avenue
Fort Lauderdale, Florida 33311

For Contractor: Raul Gonzalez
1955 N. W. 110 AVE
Miami, FL 33172

Section 5. Severability. This Agreement sets forth the entire agreement between Contractor and City with respect to the subject matter of this Agreement. This Agreement supersedes all prior and contemporaneous negotiations, understandings and agreements, written or oral, between the parties. This Agreement may not be modified except by the parties' mutual agreement set forth in writing and signed by the parties.

IN WITNESS WHEREOF, the parties hereto have accepted, made, and executed this Agreement upon the terms and conditions above stated on the day and year first above written.

CITY: City of Opa-Locka

Date:_____

By:_____
John E. Pate, City Manager

APPROVED AS TO FORM AND
LEGAL SUFFICIENCYFOR THE USE
OF AND RELIANCE
BY THE CITY OF OPA-LOCKA ONLY:

By:_____
City Attorney
Burnadette Norris-Weeks, P.A.

By:_____
Joanna Flores, City Clerk

CONTRACTOR:
H&R Paving, Inc.

By: _____ Witness:_____

_____ _____
PRINT NAME

Date:_____

_____
TITLE

Date:_____

E-VERIFY FORM

Definitions:

"Contractor" means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration.

"Subcontractor" means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

Effective January 1, 2021, public and private employers, contractors and subcontractors will begin required registration with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and

b) All persons (including sub-vendors/subconsultants/subcontractors) assigned by Vendor/Consultant/Contractor to perform work pursuant to the contract with the Department. The Vendor/Consultant/Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the City of Opa-locka; and

Should vendor become successful Contractor awarded for the above-named project, by entering into this Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.

Company Name: _____

Authorized Signature:_____

Print Name: _____

Title: _____

Date;_____

Sponsored by: City Manager

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO PIGGYBACK THE MIAMI DADE COUNTY CONTRACT WITH H&R PAVING, INC. FOR QUALIFIED PROFESSIONAL SERVICES FOR ROADWAY MILLING & RESURFACING; AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT TO PROVIDE MILLING AND RESURFACING SERVICES WITHIN THE CITY, IN AN AMOUNT NOT TO EXCEED TWO HUNDRED NINETY TWO THOUSAND, TWO HUNDRED NINETY DOLLARS AND NINETY-FOUR CENTS ($292,290.94); PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Opa-Locka ("City") initiated the Milling & Resurfacing Project ("Project") to restore streets within the City that were in need of restoration. The Project was divided into phases based on prioritized needs to spread out the fiscal impact over time is anticipated to enhance the City's image as well as improving driving conditions; and

WHEREAS, Staff has developed a Scope of Services for Phase V of the Project and has received a proposal, attached hereto as Exhibit "A", for this scope for Two Hundred Ninety-Two Thousand, Two Hundred Ninety Dollars and Ninety-Four Cents ($292,290.94); and

WHEREAS, the City Manager recommends continuing this project while the vendor is already working in the City, finalizing Phase IV of the Project, to prevent delays from transitioning from one phase to the next; and

WHEREAS, the City has 96 lane-miles of roadways for which it is responsible. Through Phase IV, 23 lane-miles have been resurfaced. Phase V will add another 4 lane-mile of resurfaced roadways; and

WHEREAS, Miami-Dade County previously awarded a contract to H&R Paving Inc. for roadway resurfacing services and sidewalk installation (attached as Exhibit "B"), pursuant to its Request for Price Quotations (RPQ) No. 20200203, for a one and a half year period commencing January 4, 2021 through June 28, 2022; and

WHEREAS, pursuant to Section 2-318(3) of the City's Purchasing Code (as approved by Ordinance 2020-07) the City may purchase and acquire under contracts with the federal government, the State of Florida or its political subdivisions and also municipal co-operative purchasing organizations and programs and when the City Manager has determined that the prices of the original contract are competitive and reasonable; and

WHEREAS, the City Commission finds that it is in the best interest of the City to piggyback the Miami-Dade County contract with H&R Paving Inc. in order to benefit from already negotiated rates and enter into an agreement, attached hereto for Exhibit "C", for the milling and resurfacing of roadways within the City, pursuant to the proposal attached hereto as Exhibit "A", in an amount not to exceed Two Hundred Ninety-Two Thousand, Two Hundred Ninety Dollars and Ninety-Four Cents ($292,290.94).

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF OPA LOCKA, FLORIDA:

Section 1. RECITALS ADOPTED.
The recitals to the preamble herein are incorporated by reference.

Section 2. AUTHORIZATION
The City Commission of the City of Opa-Locka, Florida hereby authorizes the City Manager to piggyback the Miami-Dade County contract with H&R Paving Inc. and enter into an agreement, attached hereto for Exhibit "C", for the milling and resurfacing of roadways within the City, pursuant to the proposal attached hereto as Exhibit "A", in an amount not to exceed Two Hundred Ninety-Two Thousand, Two Hundred Ninety Dollars and Ninety-Four Cents ($292,290.94).

SECTION 3. SCRIVENER'S ERRORS.
Sections of this Resolution may be renumbered or re-lettered and corrections of typographical errors which do not affect the intent may be authorized by the City Manager, or the City Manager's designee, without need of public hearing, by filing a corrected copy of same with the City Clerk.

Section 4. EFFECTIVE DATE.
This Resolution shall take effect upon the adoption and is subject to the approval of the Governor or Governor's Designee.

PASSED AND ADOPTED this 8th day of September, 2021.

_____
Matthew A. Pigatt, Mayor

ATTEST:

_____
Joanna Flores, City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

_____
Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Taylor	_____ (Yes)	_____ (No)
Commissioner Bass	_____ (Yes)	_____ (No)
Commissioner Davis	_____ (Yes)	_____ (No)
Vice-Mayor Williams	_____ (Yes)	_____ (No)
Mayor Pigatt	_____ (Yes)	_____ (No)

City of Opa-locka
Agenda Cover Memo

Department Director:	Airia Austin			**Department Director Signature:**		
City Manager:	John E. Pate			**CM Signature:**		
Commission Meeting Date:	*09/08/2021*		**Item Type:** *(Enter X in box)*	**Resolution**	**Ordinance**	**Other**
				X		
Fiscal Impact: *(Enter X in box)*	**Yes**	**No**	**Ordinance Reading:** *(Enter X in box)*		**1st Reading**	**2nd Reading**
	X		**Public Hearing:** *(Enter X in box)*		**Yes** / **No**	**Yes** / **No**
						X / X
Funding Source: *Account# :*	*(Enter Fund & Dept.)* Ex: See Financial Impact Section		**Advertising Requirement:** *(Enter X in box)*		**Yes**	**No**
						X
Contract/P.O. Required: *(Enter X in box)*	**Yes**	**No**	**RFP/RFQ/Bid#:**			
	X					
Strategic Plan Related *(Enter X in box)*	**Yes**	**No**	**Strategic Plan Priority Area:**		**Strategic Plan Obj./Strategy:** *(list the specific objective/strategy this item will address)*	
	X		**Enhance Organizational** ■ **Bus. & Economic Dev** □ **Public Safety** ■ **Quality of Education** □ **Qual. of Life & City Image** ■ **Communication** □			
Sponsor Name	City Manager		**Department:**		City Manager	

Short Title:

Milling & Resurfacing Phase V

Staff Summary:

The City initiated the Milling & Resurfacing Project to restore streets in the City t in need of restoration. Staff has divided the project into phases based on prioritized needs to spread out the fiscal impact over time. Staff has developed a scope for Phase V and received a proposal for this scope for $292,290.94.

Staff recommends continuing this project while the vendor is already working in the City, finalizing Phase IV, to prevent delays from transitioning from one phase to the next. This project will enhance the City's image as well as improving driving conditions.

Therefore, Staff is requesting approval from the City Commission to authorize the City Manager to piggyback Miami Dade-County RFQ# 20200203 for Roadway Resurfacing and accept the proposal from H&R Paving, Inc. for completion of Phase V.

The City has 96 lane-miles of roadways for which it is responsible. Through Phase IV, 23 lane-miles have been resurfaced. Phase V will add another 4 lane-mile of resurfaced roadways.

Financial Impact

Account	Description	Available	Project	Remaining Balance
47-541340	Other Contracted Services	$373,166	$113,166	$260,000
44-541800	Resurfacing Improvements	$186,834	$179,125	$7,709
Total			$292,291	

Proposed Action:

Staff recommends approval of this item to avoid delays and to address safety issues.

Attachment:

1. Agenda
2. Proposal provided by H&R Paving, Inc.
3. Street Map
4. MDC NTP Letter and BID form Package in response to the RFQ No. 20200203
5. Opa-locka Piggyback Contract.

1955 NW 110 Ave., Miami, FL 33172
Telephone: (305) 261-3005
Fax: (305) 592-6079

PROPOSAL

QUOTE NO.	AR071824
DATE:	07/08/21

LICENSED AND INSURED

TO	CITY OF OPA LOCKA 780 FISHERMAN ST. OPA LOCKA, FL. 33054
CONTACT	CARLOS

TO	PHASE 5 MILLING AND RESURFACING
CONTACT	

We hereby propose to furnish all labor, material, equipment and insurance, **SUBJECT TO ALL TERMS AND CONDITIONS AS SET FORTH ON BOTH SIDES OF THIS PROPOSAL, AS FOLLOWS:**

Item #	Description	Unit	Qty	Unit Price	Contract Amount
2	Maintenance of Traffic	LS	19,561.94	1.00	19,561.94
34	Adjust Manhole	EA	15	$350.00	5,250.00
35	Adjust Valve Boxes	EA	15	$280.00	4,200.00
38	1" Pavement Milling	SY	26158	$2.00	52,316.00
41	Superpave Asph Conc, T-C, SP-9.5	TN	1767	$100.00	176,700.00
42	Retroflective Pavement Markers (Yellow)	EA	600	$3.45	2,070.00
45	Painted Solid Traffic Stripe Sld (6") White	LF	5000	$0.23	1,150.00
48	Painted Solid Traffic Stripe (18") White	LF	800	$1.15	920.00
49	Painted Solid Traffic Stripe Sld (24") White	LF	320	$1.15	368.00
51	Painted Std White Dotted/Guideline 6-10 GAP, Ext 6"	LF	450	$0.23	103.50
52	Painted STD White Message	EA	10	$34.50	345.00
54	Painted Std white Arrow	EA	50	$17.25	862.50
55	Painted Pavement Marking Yellow Sld 6"	LF	4950	$0.23	1,138.50
56	Painted Pavement Marking Yellow Sld 18"	LF	200	$0.69	138.00
59	Thermo STD White Solid (6")	LF	5000	$0.80	4,000.00
61	Thermo STD White Solid (12")	LF	1000	$2.30	2,300.00
62	Thermo STD White Solid (18")	LF	400	$3.60	1,440.00
63	Thermo STD White Solid (24")	LF	500	$3.60	1,800.00
66	Thermo Preformed White Message	EA	10	$345.00	3,450.00
67	Thwemo Sharrow and Bicycle Pavement Marking	EA	15	$345.00	5,175.00
68	Thermo STD White Arrow	EA	30	$51.75	1,552.50
69	Thermo STD Yellow Solid (6")	LF	5000	$0.80	4,000.00
70	Thermo STD Yellow Solid (18")	LF	1000	$3.45	3,450.00
				$	292,290.94

We hereby propose to furnish labor and materials - complete in accordance with the above specifications, for the sum shown above, with payment to be made as follows:

NOTE: Cost of permits to be billed additionally. Subgrade preparation if required under equipment rental basis. This proposal subject to acceptance within 30 days and is void thereafter at the option of **H & R PAVING, Inc.**

(READ RESERVE SIDE)

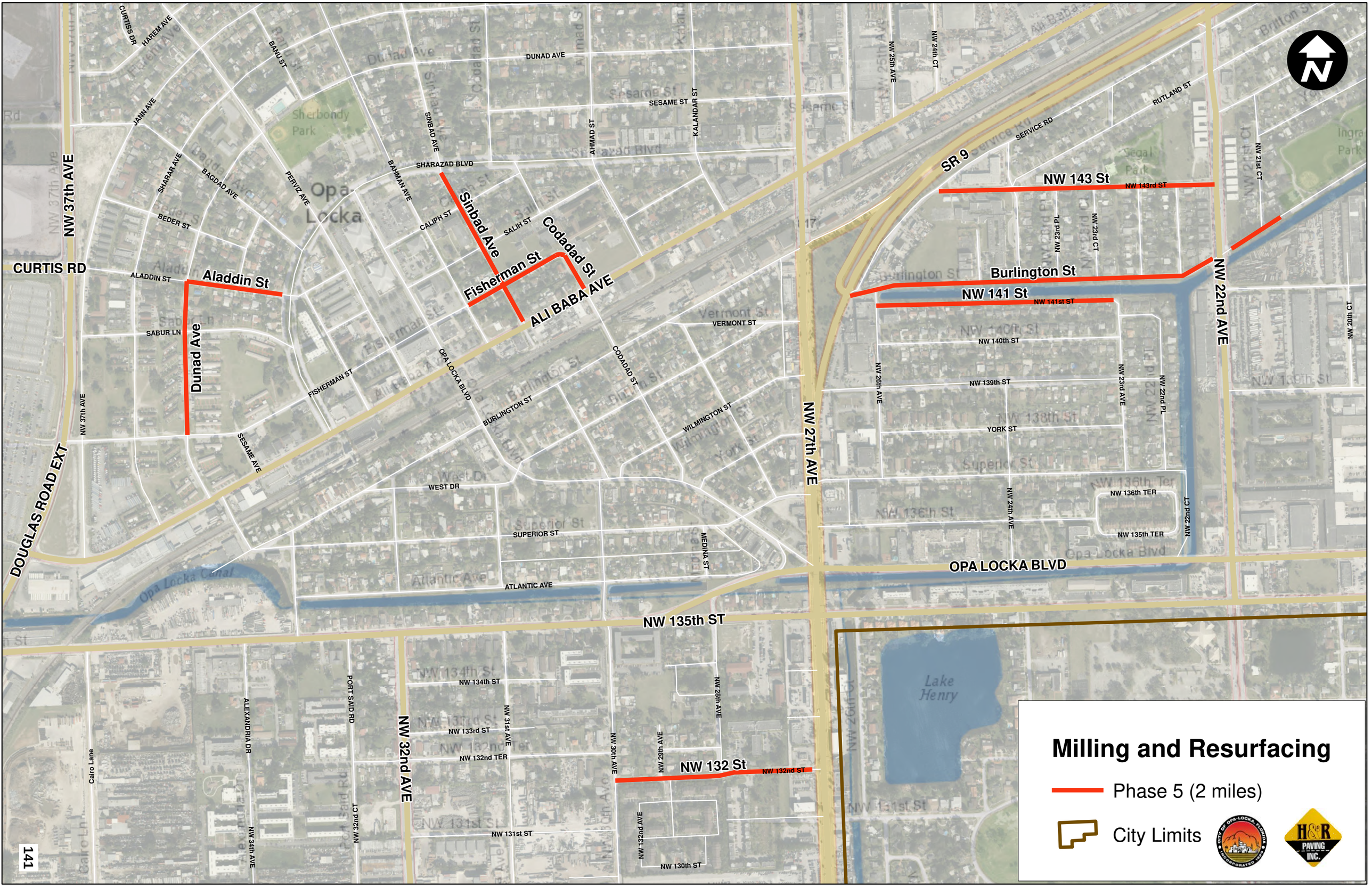
Authorized Signature: _____

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.1/3 upon acceptance, when rock base is in place, balance upon completion. INTEREST will be charged on all delinquent accounts at the highest legal rate of interest allowable under the laws of the state of Florida.

ACCEPTED: _____ Signature: _____

Date: _____ Signature: _____


Milling and Resurfacing
Phase 5 (2 miles)
City Limits
CURTIS RD
NW 37th AVE
DOUGLAS ROAD EXT
Aladdin St
Dunad Ave
Sinbad Ave
Fisherman St
Codadad St
ALI BABA AVE
SR 9
NW 143 St
Burlington St
NW 141 St
NW 22nd AVE
NW 27th AVE
OPA LOCKA BLVD
NW 135th ST
NW 132 St
NW 32nd AVE
Lake Henry
Opa Locka
Opa Locka Canal
Sherbondy Park
Segal Park
DUNAD AVE
SESAME ST
SHARAZAD BLVD
CALIPH ST
SALIH ST
ALADDIN ST
SABUR LN
FISHERMAN ST
BURLINGTON ST
VERMONT ST
WILMINGTON ST
WEST DR
SUPERIOR ST
ATLANTIC AVE
NW 140th ST
NW 139th ST
YORK ST
NW 136th TER
NW 135th TER
NW 134th ST
NW 133rd ST
NW 132nd TER
NW 131st ST
NW 130th ST
NW 143rd ST
NW 141st ST
NW 132nd ST
SERVICE RD
RUTLAND ST
NW 21st CT
NW 20th CT
NW 23rd PL
NW 23rd CT
NW 23rd AVE
NW 22nd PL
NW 22nd CT
NW 24th AVE
NW 24th CT
NW 25th AVE
NW 26th AVE
NW 28th AVE
NW 29th AVE
NW 30th AVE
NW 31st AVE
NW 32nd CT
NW 34th AVE
NW 37th AVE
CURTISS DR
HAREM AVE
BANU ST
JANN AVE
SHARAR AVE
BAGDAD AVE
PERVIZ AVE
BEDER ST
BAHMAN AVE
SINBAD AVE
AHMAD ST
KALANDAR ST
SESAME AVE
OPA LOCKA BLVD
MEDINA ST
PORT SAID RD
ALEXANDRIA DR
Cairo Lane
141

Milling & Resurfacing Phase 5

Street	From	To
Aladdin St	Sharazad Blvd	Dunad Ave
Burlington St	SR 9	NW 22 Ave
Burlington St	NW 22 Ave	Park Entrance
Codadad St	Fisherman St	Ali Baba Ave
Dunad Ave	Fisherman St	Aladdin St
Fisherman St	Bahman Ave	Codadad St
NW 132 St	NW 30 Ave	NW 27 Ave
NW 141 St	NW 26 Ave	NW 23 Ave
NW 143 St	Service Rd	NW 22 Ave
Sinbad Ave	Ali Baba Blvd	Sharazad Blvd

December 31, 2020

Raul Gonzalez
H & R Paving, Inc.
1955 N.W. 110 Avenue
Miami, Florida 33172

Department of Transportation and Public Works
Capital Improvements Division
111 NW 1st Street, 14th Floor
Miami, FL 33128
T 305-375-1918 F 305-375-5909

Re: Notice of Proceed for MCC 7360 Plan - CICC 7360- 0/08
RPQ No: 20200203 – Roadway Resurfacing – Multiple Sites

CERTIFIED MAIL No: 7013 3020 0001 9453 3672
TELEPHONE: (305)-261-3005
EMAIL: abe@hrpaving.com

Dear Mr. Raul Gonzalez:

This letter will serve as your notification that you are to proceed with the work described in RPQ# 20200203 starting Monday, January 4th, 2021 and that all work must be completed on schedule in accordance with the contract documents. The time allotted for the contract is 540 consecutive calendar days which results in a scheduled completion date of Tuesday, June 28th, 2022. In the event the project is not completed by the scheduled completion date and a time extension has not been granted, your firm shall be subject to any liquidated and or stipulated damages as defined in the contract documents for this project.

Roadway Resurfacing – Multiple Sites

The complete execution of this notice to proceed shall constitute a contract for the work described in the RPQ under the Request for Price Quotation (RPQ) under the MCC 7360 Plan. Failure to properly execute and return this document within seven (7) calendar days of the date of this letter may result in the County rescinding the award to your firm and awarding the subject project to the next lowest responsive and responsible bidder.

The terms and conditions applicable to this contract are in the 7360 Contract dated 6/1/2003 and the totality of the contract documents (including but not limited to the RPQ including any special provisions contained therein, drawings and specifications, addenda, and any contract modifications or change order, etc.).

This letter will also serve as a reminder that all work must be performed in accordance with the Contract Documents and in accordance with all applicable Federal, State and local laws, codes and regulations. In accordance the Contract procedure, the Miami-Dade County Purchase Order Number is PCMT2000415.

Should you have any question regarding this notification, please contact Frank Mendoza at 305-375-2111.

Sincerely,

Joaquin Rabassa, P.E.
Construction Manager 3

To Be Completed By The Contracting Firm

I understand and accept the terms and conditions for the RPQ # 20200203 referenced above.

Accepted by: Company Name: H&R PAVING INC
Authorized Representative Name: Abe Rodriguez
Authorized Representative Signature: _____
Dated: 1/4/2021

The foregoing was sworn and subscribed before me this 4th day of Jan, 2021 by Abe Rodriguez, who is personally known to me or who produced _____ as identification who being duly sworn, deposes and says that the above is true to the best of his knowledge, information and belief.

My Commission expires: _____
NOTARY PUBLIC
STATE OF FLORIDA

Daisy Quintero
Commission # GG203023
Expires: April 17, 2022
Bonded thru Aaron Notary

Note: Whoever is signing above is authorized to bind the corporation and must be an officer of the corporation as verified through the Florida Division of Corporations.

Cc: Frank Guyamier, P.E., DTPW
Alfredo Muñoz, P.E., DTPW
Roxana Bayarre, P.E. DTPW
Manuel Garcia, DTPW
Alvaro Castro, DTPW 12/31/20
Frank Mendoza, DTPW
Bassam Moubayed, DTPW
Marcia Martin, ISD
Carlos Palma, DTPW
Rene Idarraga ,P.E., DTPW
Alicia Arce, DTPW

Project No.: 20200203 PCMT2000415

Bid Form

PROJECT TITLE: Roadway Resurfacing – Multiple Sites

PROJECT NO: 20200203

IF THIS PROPOSAL IS ACCEPTED, THE UNDERSIGNED AGREES TO COMPLETE ALL WORK UNDER THIS CONTRACT WITHIN FIVE HUNDRED FORTY (540) CALENDAR DAYS AFTER THE EFFECTIVE DATE ESTABLISHED IN THE *NOTICE TO PROCEED WITH CONTRACT WORK*.

Item No	Quantity	Unit	Description	Written Unit Amount	Unit Price	Total
1WSR	360.0	S.F.	Saw cut and remove an average of two (2) inches of temporary cold asphalt patch on trench in order to expose and evaluate the condition of the base. If base is found suitable, clean loose material and replace the amount of cold patch removed with hot type S asphaltic concrete up to the level of the surrounding surface.	Three Dollars And Fifty Cents	3.50	1260.00
2WSR	480.0	S.F.	Saw cut and remove an average of two (2) inches of existing temporary cold asphalt patch on trench in order to expose and evaluate the condition of the base. If base is found unsuitable by the Engineer, remove base material and replace with a minimum of eight (8) inches of compacted limerock or six (6) inches of hot S asphaltic concrete. In either case, replace the cold patch removed with hot type S asphaltic concrete up to the level of the surrounding surface.	Three Dollars And Fifty Cents	3.50	1680.00
5WS1-A	8.0	P.N.	Night Differential for Milling	One Dollar	1.00	8.00
6WS1-A	8.0	P.N.	Night Differential for Resurfacing	One Dollar	1.00	8.00
101-1-B	15.0	W.O.	Mobilization	One Dollar	1.00	15.00
102-74-2	4,550.0	EA/DAY	BARRICADES (Temporary, Type III, 6')	Twenty Five Cents	.25	1,137.50
102-76	170.0	EA/DAY	FLASHING ARROW BOARD (Temporary, Multimode)	Ten Dollars No Cents	10.00	1,700.00
102-8A	35.0	S.Y.	RE-GRADE EXISTING SWALE (Without sod) (When required by the Engineer.)	One Dollar	1.00	35.00
102-99	430.0	EA/DAY	VARIABLE MESSAGE SIGN (Temporary)	Twenty Five Dollars	25.00	10,750.00
102-60A	1,300.0	EA/DAY	WORK ZONE SIGNS	One Cent	.01	13.00
110-4	115.0	S.Y.	REMOVAL OF EXISTING PAVEMENT	One Dollar	1.00	115.00

Bid Form

PROJECT TITLE: Roadway Resurfacing – Multiple Sites

PROJECT NO: 20200203

IF THIS PROPOSAL IS ACCEPTED, THE UNDERSIGNED AGREES TO COMPLETE ALL WORK UNDER THIS CONTRACT WITHIN FIVE HUNDRED FORTY (540) CALENDAR DAYS AFTER THE EFFECTIVE DATE ESTABLISHED IN THE *NOTICE TO PROCEED WITH CONTRACT WORK*.

Item No	Quantity	Unit	Description	Written Unit Amount	Unit Price	Total
110-4-1-1	3,415.0	L.F.	REMOVAL AND DISPOSAL OF EXISTING CURB AND GUTTER	Two Dollars and Thirty Cents	2.30	7,854.50
110-4-2A	2,600.0	S.Y.	REMOVAL OF EXISTING CONCRETE SIDEWALK (up to 8" thick, including base preparation)	Ten Dollars and Thirty Five Cents	10.35	26,910.00
120-1	16.0	C.Y.	REGULAR EXCAVATION	Fifteen Dollars	15.00	240.00
120-2-3	25.0	C.Y.	EMBANKMENT FOR ROAD BUILD-UP (Borrow material from Contractor's own source)	Five Dollars	5.00	125.00
120-2-4	25.0	C.Y.	EMBANKMENT MATERIAL FOR SHOULDER - Borrow material, from contractor's own source, see Special Provisions for description of material.	Ten Dollars	10.00	250.00
160-4	25.0	S.Y.	TYPE "B" STABILIZATION (12" Thick) (Min. C.B.R. 30)	Two Dollars	2.00	50.00
200-2	180.0	S.Y.	BASE PREPARATION FOR NEW SIDEWALK CONSTRUCTION (Where needed at the discretion of the Engineer)	Twenty Dollars	20.00	3600.00
210-1-2	35.0	S.Y.	LIMEROCK BASE (8" double course) (Primed)	Eighteen Dollars	18.00	630.00
327-70	202,000.0	S.Y.	MILLING EXISTING PAVEMENT [(1")(Payment for greater cuts will be paid proportionally)]	Two Dollars No Cents.	2.00	404,000.00
334-2-13-1	9,720.0	TON	Hot Mix Asphalt, Traffic C, SP-9.5	One Hundred Dollars, No Cents	100.00	972,000.00
337-8-42	4,165.0	TON	Hot Mix Asphalt Friction Course, Traffic C, FC-9.5, PG 76-22	One Hundred and Fifteen Dollars	115.00	478,975.00
425-4(2)	16.0	EA.	ADJUSTING INLETS	Two Hundred Dollars.	200.00	3200.00

Bid Form

PROJECT TITLE: Roadway Resurfacing – Multiple Sites

PROJECT NO: 20200203

IF THIS PROPOSAL IS ACCEPTED, THE UNDERSIGNED AGREES TO COMPLETE ALL WORK UNDER THIS CONTRACT WITHIN FIVE HUNDRED FORTY (540) CALENDAR DAYS AFTER THE EFFECTIVE DATE ESTABLISHED IN THE *NOTICE TO PROCEED WITH CONTRACT WORK*.

Item No	Quantity	Unit	Description	Written Unit Amount	Unit Price	Total
425-5	65.0	EA.	ADJUST MANHOLE (This item is contingent upon field conditions and may be increased, decreased or eliminated by the Engineer)	Three Hundred And Fifty Dollars	350.00	22,750.00
425-6	110.0	EA.	ADJUST EXISTING VALVE BOXES (MIAMI-DADE COUNTY ONLY) (This item is contingent upon field conditions and may be increased, decreased or eliminated by the Engineer)	Two Hundred And Eighty Dollars	280.00	30,800.00
425-721E	15.0	EA.	REMOVAL AND DISPOSAL of existing damaged frames and pick up new frames at Miami-Dade Water and Sewer, including adjustment and installation of Manholes.	Three Hundred And Fifty Dollars	350.00	5250.00
425-721F	26.0	EA.	REMOVAL AND DISPOSAL of existing damaged frames and pick up new frames at Miami-Dade Water and Sewer, including adjustment and installation of Water Valves.	Two Hundred And Eighty Dollars	280.00	7280.00
425-944B	10.0	EA.	RECONSTRUCT MANHOLE	One Hundred And Fifty Dollars	150.00	1500.00
520-2A Bids D	3,450.0 13	L.F.	CONCRETE CURB AND/OR GUTTER (Any type, Including base preparation)	Twenty One Dollars	21.00	72,450.00
522-1(1) Bids D	2,600.0 31	S.Y.	CONCRETE SIDEWALK [4" THICK, 3,000 P.S.I. CONCRETE AT 28 DAYS (Includes the cost of pedestrian ramps and sidewalk curbs)	Thirty Six Dollars And Twenty Two Cents	36.22	94,172.00
522-2 Bids D	180.0 31.5	S.Y.	CONCRETE SIDEWALK (6" Thick, 3000 P.S.I. concrete at 28 days) (including pedestrian ramps and sidewalk curbs)	Thirty Six Dollars And Twenty Two Cents	36.22	6,519.00
527-2 Bids D	1,420.0 22	S.F.	DETECTABLE WARNING ON WALKING SURFACE	Twenty Six Dollars	26.00	36,920.00
575-1-1	330.0	S.Y.	SODDING (Pensacola Bahia or match existing) (includes watering)	Five Dollars	5.00	1650.00
635-1-11 Bids D	48.0 200	AS.	PULL BOX, METER TYPE (Polymer)	Three Hundred Dollars.	300.00	14,400.00
700-40-01	35.0	AS.	ROADSIDE SIGNS {(SINGLE POST) (LESS THAN 12 S.F.)}	Two Hundred And Seven Dollars	207.00	7245.00

Bid Form

PROJECT NO: 20200203

PROJECT TITLE: Roadway Resurfacing – Multiple Sites

IF THIS PROPOSAL IS ACCEPTED, THE UNDERSIGNED AGREES TO COMPLETE ALL WORK UNDER THIS CONTRACT WITHIN FIVE HUNDRED FORTY (540) CALENDAR DAYS AFTER THE EFFECTIVE DATE ESTABLISHED IN THE *NOTICE TO PROCEED WITH CONTRACT WORK*.

Item No	Quantity	Unit	Description	Written Unit Amount	Unit Price	Total
700-46-22	28.0	EA.	RESET EXISTING POST AND SIGN	Fifty Seven Dollars And Fifty Cents	57.50	1610.00
705-71-361	35.0	EA.	36" TUBULAR DELINEATOR	Sixty Nine Dollars	69.00	2415.00
706-1-12	5,740.0	EA.	REFLECTIVE PAVEMENT MARKERS (class B, mono or bi-directional, all colors)	Three Dollars And Forty Five Cents	3.45	19,803.00
710-11-121	76,630.0	L.F.	PAINTED PAVEMENT MARKINGS (Standard, White, solid, 6")	Twenty Three Cents	.23	17,624.90
710-11-122	830.0	L.F.	PAINTED PAVEMENT MARKINGS,STANDARD,WHITE,SOLID, 8"	Thirty Four Cents	.34	282.20
710-11-123	11,660.0	L.F.	PAINTED PAVEMENT MARKINGS,STANDARD,WHITE,SOLID, 12"	Sixty Nine Cents	.69	8045.40
710-11-124	400.0	L.F.	PAINTED PAVEMENT MARKINGS (Standard, White, solid, 18")	One Dollar And Fifteen Cents	1.15	460.00
710-11-125	6,505.0	L.F.	PAINTED PAVEMENT MARKINGS (Standard, White, solid, 24")	One Dollar And Fifteen Cents	1.15	7480.75
710-11-141	27,800.0	L.F.	PAINTED PAVEMENT MARKINGS (Standard) (White) (Skip) (6")	Twenty Three Cents	.23	6394.00
710-11-160	35.0	EA.	PAINTED PAVEMENT MARKINGS (Standard)(White)(Message)	Thirty Four Dollars And Fifty Cents	34.50	1207.50
710-11-170	210.0	EA	PAINTED PAVEMENT MARKING (Standard) (White) (Arrows)	Seventeen Dollars And Twenty Five Cents	17.25	3622.50
710-11-221	33,250.0	L.F.	PAINTED PAVEMENT MARKINGS (Standard, Yellow, solid, 6")	Twenty Three Cents	.23	7647.50

Bid Form

PROJECT TITLE: Roadway Resurfacing – Multiple Sites

PROJECT NO: 20200203

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Item No	Quantity	Unit	Description	Written Unit Amount	Unit Price	Total
710-11-224	2,760.0	L.F.	PAINTED PAVEMENT MARKINGS,STANDARD,YELLOW,SOLID, 18"	Sixty Nine Cents	.69	1904.40
710-11-241	48,200.0	L.F.	PAINTED PAVEMENT MARKINGS (Standard) (Yellow) (Skip) (6")	Twenty Three Cents	.23	11,086.00
710-26-41A	6,060.0	L.F.	SOLID TRAFFIC STRIPE, PAINT - (4" white, or yellow)	One Cent	.01	60.60
711-2	48.0	L.F.	SKIP TRAFFIC STRIPE (6' STRIPE, 10' SPACE) (WHITE THERMOPLASTIC) (6" WIDE)	Twenty Three Cents	.23	11.04
711-5	146.0	L.F.	GUIDELINES [(6" DOTTED) (2'-4' White) (Thermoplastic)]	One Dollar And Fifteen Cents	1.15	167.90
711-11-121	66,480.0	L.F.	THERMOPLASTIC (White) (Solid) (6")	Eighty Cents	.80	53,184.00
711-11-122	748.0	L.F.	THERMOPLASTIC (White) (Solid) (8")	One Dollar And Three Cents	1.03	770.44
711-11-123	11,690.0	L.F.	THERMOPLASTIC (White) (Solid) (12")	Two Dollars And Thirty Cents	2.30	26,887.00
711-11-124	930.0	L.F.	THERMOPLASTIC (White) (Solid) (18")	Three Dollars And Sixty Cents	3.60	3348.00
711-11-125	5,160.0	L.F.	THERMOPLASTIC (White) (Solid) (24")	Three Dollars And Sixty Cents	3.60	18,576.00
711-11-141	14,245.0	L.F.	THERMOPLASTIC (White) (Skip) (6")	Eighty Cents	.80	11,396.00
711-11-160	35.0	EA.	THERMOPLASTIC (White) (Message)	One Hundred And Fifteen Dollars	115.00	4025.00

Bid Form

PROJECT TITLE: Roadway Resurfacing – Multiple Sites

PROJECT NO: 20200203

IF THIS PROPOSAL IS ACCEPTED, THE UNDERSIGNED AGREES TO COMPLETE ALL WORK UNDER THIS CONTRACT WITHIN FIVE HUNDRED FORTY (540) CALENDAR DAYS AFTER THE EFFECTIVE DATE ESTABLISHED IN THE *NOTICE TO PROCEED WITH CONTRACT WORK*.

Item No	Quantity	Unit	Description	Written Unit Amount	Unit Price	Total
711-11-170	180.0	EA	THERMOPLASTIC (White) (Arrows)	Fifty One Dollars And Seventy Five Cents	51.75	9315.00
711-11-221	46,840.0	L.F.	THERMOPLASTIC (Yellow) (Solid) (6")	Eighty Cents	.80	37,472.00
711-11-224	1,220.0	L.F.	THERMOPLASTIC (Yellow) (Solid) (18")	Three Dollars And Forty Five Cents	3.45	4209.00
711-11-241	3,870.0	L.F.	THERMOPLASTIC (Yellow) (Skip) (6")	Eighty Cents	.80	3096.00
711-14-160	65.0	EA.	Thermoplastic, Preformed, White, Message	Three Hundred And Forty Five Dollars	345.00	22,425.00
711-2A	35.0	L.F.	SKIP TRAFFIC STRIPE, THERMOPLASTIC (4" WHITE/YELLOW, 6'-10' SKIP)	One Cent	.01	.35
711-33-34	500.0	L.F.	SKIP TRAFFIC STRIPE- [(4" White/Yellow) (10' Stripe, 30' Skip)(Thermoplastic, lead free)]	One Cent	.01	5.00
711-35-41	4,244.0	L.F.	SOLID TRAFFIC STRIPE -[(4" WHITE)(Thermoplastic)]	One Cent	.01	42.44
711-36-41	100.0	L.F.	SOLID TRAFFIC STRIPE [(4"Yellow) (THERMOPLASTIC) (Lead-free)]	One Cent	.01	1.00
711-72	240.0	S.F.	REMOVAL OF EXISTING PAVEMENT MARKINGS (Thermoplastic & Paint)	Eleven Cents.	.11	26.40

Bid Form

PROJECT TITLE: Roadway Resurfacing – Multiple Sites

PROJECT NO: 20200203

IF THIS PROPOSAL IS ACCEPTED, THE UNDERSIGNED AGREES TO COMPLETE ALL WORK UNDER THIS CONTRACT WITHIN FIVE HUNDRED FORTY (540) CALENDAR DAYS AFTER THE EFFECTIVE DATE ESTABLISHED IN THE *NOTICE TO PROCEED WITH CONTRACT WORK*.

Total: $2,500,093.70

The bidder understands and agrees that the above total is inclusive of all work necessary to complete the job as described in the plans and specifications.
Quantities are established and are included only for the purpose of facilitating the uniform comparison of bids submitted. The County shall not be held responsible if the quantities are not accurate and all computations for compensation shall be based upon the actual work performed, whether greater or less than estimated quantities.

Tax Identification Number: 591690152

D.C. Certificate of competency No: E-844

Bidder's Name: H & R Paving Inc.

Bidder's telephone Number: 305-201-3805

Bidder's address: 1955 NW 110 Ave Miami, FL 33172

CITY OF OPA-LOCKA AGREEMENT FOR MILLING AND RESURFACING SERVICES

(Roadway Resurfacing Piggyback Competitive Award)

This Agreement is made this ____ day of _____, 2021, between the City of Opa-Locka, a municipal corporation organized and existing under the laws of the State of Florida and whose address is 780 Fisherman Street, Opa-Locka, Florida 33054 (the **"City"),** and H&R Paving, Inc. whose address is 1955 N.W. 110 Avenue, Miami, FL 33172(the **"Contractor").**

WITNESSETH

WHEREAS, the Contractor desires to enter into this Agreement ("Agreement") with City to provide milling & resurfacing services to the City (Milling & Resurfacing – Phase V) (the "Project"); and

WHEREAS, the parties desire to incorporate the terms and conditions of the solicitation and contractual arrangement between Miami-Dade County (Department of Transportation and Public Works) and the Contractor, as set forth in the Miami-Dade County Request For Price Quotations No. 20200203 ("the RPQ"); and

WHEREAS, the City Code provides authority for the City to select and contract through the use of the competitive bid process of another government entity as an exception to the otherwise required formal bidding process.

NOW THEREFORE, in consideration of the mutual covenants set forth in this Agreement, the receipt and sufficiency of which is acknowledged, the parties agree as follows:

Section 1. Term. The term of this Agreement commences upon fully execution of this agreement and continues through June 28, 2022, unless terminated earlier by its terms. The City shall have the option to renew for two (2) additional one-year terms.

Section 2. Contract Terms. The Contractor agrees to provide the City with milling and resurfacing services in accordance with the City's requirements as set forth herein and the Standard Contract between Miami-Dade County (Department of Transportation and Public Works) and the Contractor dated on or about January 4, 2021 (the "Miami-Dade County Agreement"), attached hereto and incorporated herein as Exhibit "A". The exhibits are incorporated into this Agreement for all purposes, and are collectively referred to as the "Contract Documents", and represent the entire agreement between the parties. In the event of conflict between or among the Contract Documents, the order of priority shall be: this Agreement, the Miami-Dade County Agreement and the Contractor's accepted proposal.

Section 3. Scope of Work

The following provisions are included:

A City shall pay Contractor no more than the unit prices set forth in the Contract Documents and in accordance with the provisions of the Contract Documents. If the City requires services not covered by unit prices already made a part of the Contract Documents, the Contractor shall submit a detailed written proposal to the authorized City representative before providing any such services. For these purposes, Airia Austin, as PW & CIP Director, shall be the City Representative and may be reached at (305)953-2868 Ext. 1450.

B. If permits are required, Contractor shall submit complete and accurate permit applications to all applicable permitting agencies within ten work days of receiving from the City all documents necessary to file such permit applications. The City shall pay all permit and related fees directly to the permitting agencies, including any permit fees charged by the City.

C. The City of Opa-Locka shall be substituted for the County of Miami-Dade with regard to any and all provisions of the Miami-Dade County Agreement, the RPQ, and the Contractor's bid, including by example and not limitation, with regard to bond requirements, insurance, indemnification, licensing, termination, default and ownership of documents. All recitals, representations, and warranties of Contractor made in those documents are restated as if set forth fully herein,made for the benefit of the City, and

incorporated herein.

D. Contractor shall not commence work on the Project unless and until the requirements for insurance have been fully met by Contractor and appropriateevidence thereof, in the City's sole discretion, has been provided to and approved by the City.

Section 4. Assignment. Neither party may assign its rights or obligations under this Agreement without the consent of the other.

Section 5. Notice. Notice hereunder shall be provided in writing by certified mail, return receipt requested, or customarily used overnight transmission with proof of delivery, to the following parties, with mandatory copies, as provided below:

For City: John E. Pate, City Manager
City of Opa-Locka
780 Fisherman Street
Opa-Locka, Florida, Florida 33054

Copy lo: Burnadette Norris-Weeks, Esq.
City Attorney
Burnadette Norris-Weeks, P.A.
401 NW 7th Avenue
Fort Lauderdale, Florida 33311

For Contractor: Raul Gonzalez
1955 N. W. 110 AVE
Miami, FL 33172

Section 5. Severability. This Agreement sets forth the entire agreement between Contractor and City with respect to the subject matter of this Agreement. This Agreement supersedes all prior and contemporaneous negotiations, understandings and agreements, written or oral, between the parties. This Agreement may not be modified except by the parties' mutual agreement set forth in writing and signed by the parties.

IN WITNESS WHEREOF, the parties hereto have accepted, made, and executed this Agreement upon the terms and conditions above stated on the day and year first above written.

CITY: City of Opa-Locka

Date:_____

By:_____
John E. Pate, City Manager

APPROVED AS TO FORM AND
LEGAL SUFFICIENCYFOR THE USE
OF AND RELIANCE
BY THE CITY OF OPA-LOCKA ONLY:

By:_____
City Attorney
Burnadette Norris-Weeks, P.A.

By:_____
Joanna Flores, City Clerk

CONTRACTOR:
H&R Paving, Inc.

By: _____ Witness:_____

_____ _____
PRINT NAME

Date:_____

_____
TITLE

Date:_____

E-VERIFY FORM

Definitions:

"Contractor" means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration.

"Subcontractor" means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

Effective January 1, 2021, public and private employers, contractors and subcontractors will begin required registration with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and

b) All persons (including sub-vendors/subconsultants/subcontractors) assigned by Vendor/Consultant/Contractor to perform work pursuant to the contract with the Department. The Vendor/Consultant/Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the City of Opa-locka; and

Should vendor become successful Contractor awarded for the above-named project, by entering into this Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.

Company Name: _____

Authorized Signature:_____

Print Name: _____

Title: _____

Date;_____

Sponsored by: City Manager

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, ACCEPTING THE CONVEYANCE OF LOT 25, YORK STREET, IN THE CITY OF OPA-LOCKA (IDENTIFIED BY FOLIO 08-2122-011-0990), FROM MIAMI-DADE COUNTY; AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH EAC CONSULTING, INC. FOR CONTINUING PROFESSIONAL ARCHITECTURAL AND ENGINEERING CONSULTING SERVICES FOR THE REHABILITATION AND RELOCATION DESIGN FOR LIFT STATION NO. 4 TO YORK STREET, LOT 25; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Opa-Locka ("City") has identified operation update opportunities within its Lift Station systems. Specifically, Lift Station No. 4 is located on the southeastern corner adjacent to the intersection of York Street and NW 24th Avenue, within the City. Its sewage pumps run in excess of 10 hours per day, which does not comply with Nominal Average Pump Operating Time (NAPOT) requirements and indicates capacity issues within the lift station. In addition, this lift station has potential safety issues due to its close proximity to the intersection and travel lanes; and

WHEREAS, Miami-Dade County ("County") owns vacant real property identified as Folio No. 08-2122-011-0990 located on York Street in the proximity of NW 24th Avenue in the City comprised of 7,992 square feet ("property"); and

WHEREAS, the City has requested that the County convey the property to the City for the purpose of constructing a public wastewater lift station or pumping station; and

WHEREAS, on July 20, 2021, pursuant to Section 125.38, Florida Statutes, the Miami-Dade County Board of County Commissioners adopted Resolution R-761-21, attached hereto as Exhibit "A", approving the conveyance of the property to the City for a price of $10.00, for the purpose of constructing a public wastewater lift station or pumping station; and

WHEREAS, the City Manager is seeking approval from the City Commission to authorize the acceptance of the proposal from EAC Consulting, Inc. ("Consultant"), for the provision of certain architectural and engineering consulting services, attached hereto as Exhibit "B", and to enter into an agreement with Consultant to design the relocation of this lift station and increase its capacity to better serve the adjacent area; and

WHEREAS, EAC Consulting, Inc. is one of the Consultants approved by the City Commission through Resolution 20-9767 to be part of the City's Library of Licensed Architects and Engineers to provide Architectural and Engineering Consulting Services; and

WHEREAS, on June 10, 2020, the City Commission of the City of Opa-Locka ("City Commission") accepted bid proposals from several firms for continuing professional architectural and engineering consulting services pursuant to RFQ No. 20-0324200. The Commission further authorized the City Manager to enter into multiple agreements for architectural and engineering consulting services as provided therein; and

WHEREAS, more specifically, the City Commission approved entering an agreement with EAC Consulting, Inc. for civil engineering, landscape architectural, structural engineering, traffic engineering, land surveying, construction testing and inspections, utilities engineering services and general consulting engineering services; and

WHEREAS, the scope of work for the development of the design to relocate and upgrade this lift station will include: predesign, design services, permitting, limited bid and award, and administration services for this station. In addition, the current gravity sewer system that discharges into Lift Station No. 4 will be modified and extended to flow west to the proposed location. The current force main system will also be modified and extended to the proposed lift station; and

WHEREAS, it is intended that the new lift station will be primarily underground at the rear of the property, allowing for a neighborhood pocket park on the property; and

WHEREAS, the Miami-Dade County Community Development Block Grant (CDBG) Administrator has committed Five Hundred Thousand Dollars ($500,000) to the design and construction of this project. A portion of this commitment includes covering 30% of the design cost Forty-Eight Thousand, Nine Hundred Eighty-Two Dollars ($48,982); and

WHEREAS, the City Manager recommends the acceptance of the conveyance of the Lot 25 property from the County as well as the proposal provided by EAC Consulting, Inc. to develop the design of Lift Station No. 4 to be relocated to a new location due to vehicular safety issues and to increase the capacity of the station, subject to confirmation of City ownership of the property or alternate arrangements made for locating the lift station on the proposed property; and

WHEREAS, pursuant to the proposal attached hereto as Exhibit "B", the City desires to enter into an agreement with EAC Consulting, Inc., as attached hereto as Exhibit "C", to design the relocation of Lift Station #4 within the City and increase its capacity to better serve the adjacent area, in an amount not exceed One Hundred Sixty-

Three Thousand, Two Hundred Seventy Five Dollars ($163,275.00); and

WHEREAS, the City Commission finds that it is in the best interest of the City and its residents to accept of the conveyance of the Lot 25 property from the County as well as enter into an agreement with EAC Consulting, Inc. for Continuing Professional Architectural and Engineering Consulting Services as set forth herein.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF OPA LOCKA, FLORIDA:

Section 1. RECITALS ADOPTED.
The recitals to the preamble herein are incorporated by reference.

Section 2. AUTHORIZATION
The City Commission of the City of Opa-Locka hereby accepts the conveyance of Lot 25, York Street, in the City of Opa-Locka (Identified by Folio 08-2122-011-0990) from Miami-Dade County and authorizes the City Manager to enter into an agreement, as attached hereto as Exhibit "C", with EAC Consulting, to design the relocation of Lift Station #4 within the City and increase its capacity to better serve the adjacent area, in an amount not exceed One Hundred Sixty-Three Thousand, Two Hundred Seventy Five Dollars ($163,275.00).

SECTION 3. SCRIVENER'S ERRORS.
Sections of this Resolution may be renumbered or re-lettered and corrections of typographical errors which do not affect the intent may be authorized by the City Manager, or the City Manager's designee, without need of public hearing, by filing a corrected copy of same with the City Clerk.

Section 4. EFFECTIVE DATE.
This Resolution shall be effective immediately upon adoption hereof and approval by the Governor of the State of Florida or Governor's designee.

PASSED AND ADOPTED this 8th day of September, 2021.

_____
Matthew A. Pigatt, Mayor

ATTEST:

_____
Joanna Flores, City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

_____
Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Taylor	_____ (Yes)	_____ (No)
Commissioner Bass	_____ (Yes)	_____ (No)
Commissioner Davis	_____ (Yes)	_____ (No)
Vice-Mayor Williams	_____ (Yes)	_____ (No)
Mayor Pigatt	_____ (Yes)	_____ (No)

EAC Consulting, Inc.

November 25, 2020

Mr. Airia Austin, Public Works Director
City of Opa-locka
780 Fisherman Street, 4th Floor
Opa-locka, FL 33054

Re: City of Opa-locka Engineering Consulting Services Agreement
Scope and Fees for Replacement and Relocation of Lift Station No. 4 to York Street Lot 25
EAC Project No. 20022.WW01-03

Dear Mr. Austin,

EAC Consulting Inc (EAC) is pleased to submit the following scope and fees to provide Engineering Consulting Services for the replacement of the City of Opa-locka's (City) Lift Station No. 4.

Our services on this project will be supported with our sub consultants –

- Premiere Design Solutions, Inc. (PDS) - Topographic Surveying Services
- Professional Service Industries, Inc. (PSI) - Geotechnical Engineering Services
- Hillers Electrical Engineering, Inc. (HEE) - Electrical Engineering and Instrumentation Services
- AWS, Inc. (AWS) – Flow and Pressure Measurement Services
- GSLA Design, Inc. – Landscape Architecture (Optional Service)

BACKGROUND AND PROJECT UNDERSTANDING

EAC understands that the City intends to replace LS No.4, which is located on the southeastern corner of York Street and NW 24th Avenue. Based on communications with City staff, the existing pumps are running in excess of 10 hours per day, which does not comply with the Nominal Average Pump Operating Time (NAPOT) requirements.

In addition, the location of the existing lift station presents some potential safety issues due to its close proximity to the referenced intersection and existing travel lanes. Replacing the lift station in its current location presents operational challenges since the system has to remain functional during the demolition of the existing lift station. There is also insufficient space to construct a new lift station adjacent to the existing station (See Figure 1).

Therefore, the scope of this project is to replace the existing LS No.4 with a new station located in a City-owned vacant property (Folio: 08-2122-011-0990) located between 2530 York Street and 13850 NW 24th Avenue (See Figure 1).

Figure 1 – Existing and Proposed Lift Station Site

SCOPE OF WORK

EAC will provide predesign, design services, permitting, limited bid and award and construction administration services for the replacement of LS No.4. In addition, the current gravity sewer system that discharges into LS No.4 will be modified and extended to flow west, to the proposed location of the new replacement lift station. In addition, the current forcemain system will have to be modified and extended to the location of the proposed lift station. The proposed location of the new lift station will be a City-owned vacant property (Folio: 08-2122-011-0990) located between 2530 York Street and 13850 NW 24th Avenue (See Figure 1).

Specifically, EAC will develop and deliver the following during the various phases of this project:

- Engineering Design Report
- General and Construction Notes Plans
- Stormwater Pollution and Prevention Plan (SWPPP)
- Demolition Plan
- Site Plan
- Gravity Sewer Extension Plan and Profile
- Forcemain Extension Plan and Profile
- Lift Station Plan & Elevations
- Electrical and Instrumentation Plans
- Technical Specifications
- Opinion of Probable Construction Cost

PRE-DESIGN ENGINEERING SERVICES

Task 1 - Project Management and Pre-Design Engineering Coordination Services

Project Kick-Off Meeting

EAC will coordinate a project kick-off meeting with the City within two (2) weeks after receiving notice-to-proceed. The purpose of this task is to initiate the project, which includes identifying project protocols, establishing coordination between EAC Consulting, Inc., and City of Opa-locka's staff, collection of all available data such as as-built drawings from the City, and establishing schedules for the submission and reviews of phased submittals.

Project Management

EAC will provide Project Management and Administration services that will comprise of contract administration, preparation of invoices, coordination with project staff and subconsultants, monitoring the project's progress and attendance at meetings.

Site Visit

EAC will also visit the project site to identify and visually verify any above-ground infrastructure or field conditions that may affect design.

Utility Coordination

EAC shall contact all existing utility owners, as identified by Sunshine State One Call of Florida (SSOCOF) based on the referenced project limits. EAC will request copies of as-built information related to facilities located within the project's limits, if available.

PRE-DESIGN FIELD SERVICES

Field Surveying and Mapping

PDS will provide topographic surveying services. The survey will include right-of-way information along the project's limits as well as to locate all above-ground topographic features. In addition, a boundary survey will be performed on the proposed lift station site. Specific scope of services can be found in PDS' fee proposal (attached).

Deliverables

Certified Topographic Survey files in AutoCAD format.

Subsurface Utility Engineering
PDS will provide subsurface utility engineering services based on information provided by SSOCOF. Utilities identified by SSOCOF that appear to potentially conflict with the proposed work will be test-holed to verify their location. A total of five (5) test holes have been budgeted for this activity. Specific scope of services can be found in PDS's fee proposal (attached).

Deliverables
Test hole report.

Geotechnical Engineering
PSI will provide geotechnical engineering services. These services will include two (2) – 30-foot borings, soil profile analysis and bore log information. Specific scope of services can be found in PSI's fee proposal (attached).

Deliverables
Certified Geotechnical Report.

Flow Pressure Measurement Services
AWS will provide flow and pressure measurement services on this project. Inflows to the lift station will measured over a period of two (2) weeks. The data gathered will be analyzed to determine average and peak flows to aid the pump design and selection process. In addition, pressures will be monitored over the same period on the forcemain to determine maximum and minimum connection pressures for pump design and selection.

DESIGN SERVICES

TASK 2 – 30% Construction Documents
The purpose of the 30% Construction Documents will be to evaluate the proposed horizontal placement of all the sewer related scope items for the City's acceptance. Based on information obtained in Task 1, EAC will show the horizontal alignment of the proposed gravity sewer extension, forcemain extension and the location of the proposed pump station for the City's review and acceptance.

Deliverables
One (1) electronic copy in pdf format of the 30% Construction Documents (Plans and Opinion of Probable Construction Cost)

TASK 3 – 60% Construction Documents
The purpose of the 60% Construction Documents will be to further the development of the design plans and profile for the proposed pump station, gravity sewer extension and forcemain extension. EAC will also develop roadway restoration plans and details as well as other plan sheets such as general notes, horizontal control plans, stormwater pollution prevention plans, electrical and instrumentation plans for the City's review and acceptance.

Deliverables
One (1) electronic copy in pdf format of the 60% Construction Documents (Pump Design Engineering Report, Plans, Technical Specifications and Opinion of Probable Construction Cost)

TASK 4 – 100% Construction Documents
The 100% design milestone submittal will continue the development of the plans submitted at the 60% milestone and will include comments received from the City. The purpose of these plans will be to secure permits from all the applicable agencies.

Deliverables
One (1) electronic signed and sealed submittal in pdf format of the 100% Construction Documents (Pump Design Engineering Report, Plans, Technical Specifications and Opinion of Probable Construction Cost)

TASK 5 – Permitting and Approvals

EAC shall prepare the required permit packages, including engineering plans and completing permit applications for submission to the relevant permitting agencies. The City will be responsible for providing permit application fees for each agency by check or credit card. Permitting agencies are anticipated to include the City of Opa-locka Building Department, City of Opa-locka Public Works Department, Miami-Dade Water and Sewer Department, Miami-Dade Department of Regulatory and Environmental Resources (MD-RER) and the Florida Department of Environmental Protection (FDEP).

Deliverables

Applicable design-related permits and approvals

TASK 6 – 100% Construction Bid Documents

Based on comments received from the permitting agencies, EAC will prepare one (1) electronic pdf copy of the final 100% Construction Bid Documents for the City to utilize in its bidding and procurement process. The City will be responsible for preparing the bid packages that will include the plans, technical specifications, permits from EAC and other relevant information based on the City's procurement standards and guidelines. The City will also be responsible for issuing the project to the public for bid and providing copies of the bid documents to interested parties either in hard copy or electronic format.

Deliverables

Permitted plans, technical specifications, permits and approvals and pump design engineering report in pdf format.

POST DESIGN SERVICES

TASK 7 - Limited Bid and Award Services

EAC shall prepare one (1) electronic pdf copy of final construction documents, which will include design plans, technical specifications, and bid summary of quantities to the City. EAC will attend one (1) pre-bid meeting with prospective contractors to provide an overview of the construction scope, answer questions from interested contractors and provide clarification on the construction documents. EAC will assist the City in preparing written responses to questions as required.

The City will be responsible for preparing any written addenda and issuing said addenda to the bid package during the bidding process. The City will also be responsible for the process of selecting a desired contractor from the bid responses received.

TASK 8 – Limited Construction Administration Services

EAC shall perform limited construction support services on this project. Our services will include weekly or biweekly site visits (depending on the phase of the constructed work) to assess progress and to witness that the work is taking place in reasonable conformance to the permitted construction documents. Our services will specifically include the following:

(1) Attendance at one (1) Pre-Construction Meeting
(2) Perform Shop Drawings Reviews
(3) Responding to RFI's
(4) Opining on Change Order Requests for City's approval
(5) Attend weekly or biweekly site visits
(6) Attend specific field tests (pipe pressure tests and pump startup tests)
(7) Prepare punch list during substantial completion inspection
(8) Perform as-built reviews and produce record drawings, as required
(9) Provide permit close-out services

ANTICIPATED DESIGN SCHEDULE

Within two (2) weeks of receiving an NTP from the City, EAC will coordinate with the City to develop a detailed project schedule based on the tasks listed above.

FEE SCHEDULE

Task	Description	Fee
1	Project Management and Pre-Design Engineering Coordination Services	$10,085.00
2	30% Design Construction Documents	$13,755.00
3	60% Design Construction Documents	$21,345.00
4	100% Design Construction Documents	$25,585.00
5	Permitting and Approval	$11,620.00
6	100% Construction Bid Documents	$9,845.00
7	Limited Bid and Award Services	$6,860.00
8	Limited Construction Administration Services	$26,370.00
	Sub-Total (Lump Sum)	**$125,465.00**
	Topographic Survey (PDS, Inc.)	$5,750.00
	Flow and Pressure Measurement Services (AWC, Inc.)	$2,675.00
	Geotechnical Engineering (PSI, Inc.)	$4,635.00
	Electrical & Instrumentation (HEE, Inc.)	$14,000.00
	Sub-Total (Lump Sum)	**$27,060.00**
	Subsurface Utility Engineering (PDS, Inc.) 5 Test Holes @ $550 per Test Hole	$2,750.00
	Reimbursables	$3,000.00
	Sub-Total (Not to Exceed)	**$5,750.00**
	Grand Total (without Optional Services)	**$158,275.00**
	Optional Services	
	Landscape Architecture (GSLA, Inc.)	$5,000.00
	Grand Total (with Optional Service)	**$163,275.00**

SCOPE OF SERVICES EXCLUSIONS AND ASSUMPTIONS

Additional scope of services includes but is not limited to the following items.

1. By acceptance of this proposal and as evidenced by issuance of an associated work order, the City of Opa-locka approves AWC, Inc. as a subconsultant to EAC for the provision of flow and pressure measurements for this project.
2. No hydraulic analyses or modeling services are included in this proposal.
3. Maintenance of Traffic (MOT) plans will be the contractor's responsibility. MOT is not included in this scope of work.
4. No pump station bypass planning or design services are included in this proposal. Pump station bypass planning and/or design will be provided by the contractor and coordinated with the City.
5. All work is to be within public right of way. Neither work within private property nor any type of land acquisition (eminent domain, temporary or permanent easements, etc.) is included in this scope of work.
6. Proposed mains will be installed by open cut trench methods. This proposal does not include any trenchless design or subaqueous design services.
7. If necessary, Soil and Groundwater contamination mitigation, remediation services or environmental assessments/services will be dealt with by others and are not included in these services.
8. Permit/Approval fees when required will be provided by the City.
9. No environmental related services are included in this proposal.
10. No de-mucking design, plans and technical specifications is included in the scope of work

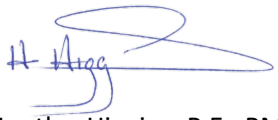
11. Front end documents for the bid package will be the responsibility of the City of Opa-locka Procurement/ Purchasing Department
12. If utility relocations are required, EAC will not be responsible for the engineering design of related said relocations or any construction related services for said relocations.
13. Utilities shown on the plans will be as identified through Sunshine State One Call of Florida.
14. No public involvement services or community outreach services are included in this scope of services.
15. No drainage, roadway improvements other than roadway restoration, landscaping, hardscaping, sidewalk improvements or signalization design services are included in this proposal.
16. This project's scope of service does not include services related to full-time Construction Engineering Inspection (CEI) or Construction Engineering Observation (CEO).
17. EAC will not be responsible for services related to Joint Participation Agreement (JPA) between the City and any utility entity or any other agency within the project limits.
18. Fee for construction services are based on a construction period of five (5) months. If the contractor's schedule exceeds five (5) months, then EAC will require a fee supplemental to continue services for the remaining period until the contractor achieves final completion.
19. EAC shall be compensated for reviewing re-submittals (shop drawings, etc.) after the first re-submittal of any given submittal as a reimbursable expense with the City reimbursed by the Contractor under provisions of the Contract Documents.

The following information will be required for us to commence engineering services.

i. Written authorization to proceed with services (Work Order and/or Official Correspondence)

Please feel free to call me at 305 265 5400 with any questions you may have.

Sincerely,
EAC Consulting, Inc.



Huntley Higgins, P.E., PMP
Vice President (Water Services)

cc: File
Mike Adeife, P.E. – EAC Consulting, Inc.
Donna Grace, P.E. – EAC Consulting, Inc.

PREMIERE DESIGN SOLUTIONS, INC

1065 NE 125 Street, Suite 211-B, North Miami, FL 33161
Tel: (786) 505-7850 Fax: (954) 337-2332

November 17, 2020

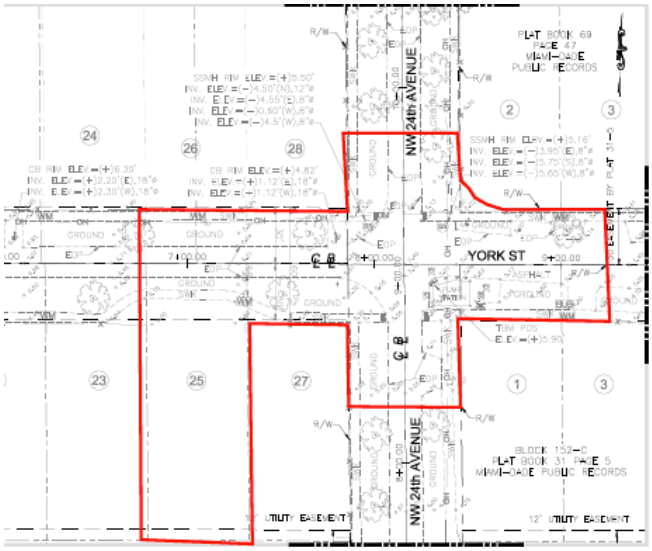
Ms. Evelyn Rodriguez, PE, ENV SP
Assistant Project Manager
EAC Consulting, Inc.
5959 Blue Lagoon Drive, Suite 410
Miami, FL 33126
Ph: 305-265-5400 - Cell: 786-574-1023
erodriguez@eacconsult.com

REF: Professional Land Surveying Services
City of Opa-Locka Sanitary Sewer Lift Station No. 4 – Topographic Survey
City of Opa-Locka, Miami-Dade County, Florida, PDS Project No. 20210008

Dear Ms. Rodriguez:

Premiere Design Solutions, Inc. (PDS) is pleased to submit this proposal for the preparation of Specific Purpose Topographic Survey, for an area adjacent to existing sanitary sewer Lift Station #4, that is in need of improvement/replacement within the City of Opa-Locka (Owner). The specific purpose survey will be used for the preparation of Design Drawings to perform improvements of the existing lift station.

The scope of work of this proposal includes all the necessary field and office work to complete specific purpose topographic survey as described in this proposal. Survey will include ROW to ROW surveys of city street segments, including elevations cross section elevations at every 50', collection of all above ground features and pavement markings within survey area, and shall extend within private property where accessible as shown in the image below. Survey includes a vacant lot identified as Lot 25 with Folio Number 08-2122-011-0990 of approximately 8,000 SF. In addition, survey will include pavement markings, ROW lines, existing platted easements, all information of sanitary sewer and drainage structures in survey area, benchmarks and all above ground features including lift station, and the invert elevations of the influent pipe to the pump station including the elevation at the last manhole before the pump station.



PREMIERE DESIGN SOLUTIONS, INC

1065 NE 125 Street, Suite 211-B, North Miami, FL 33161
Tel: (786) 505-7850 Fax: (954) 337-2332

SCOPE OF SERVICES
In order to meet the Client's need for this project, PDS will need to complete the following tasks:

Task No. 1 – Specific Purpose Topographic Survey

This task includes to prepare a Specific Purpose Topographic Survey of the Roadway segments and private properties shown above within the red shape, and roughly include York Street for 225' long and NW 24 Avenue 25' north and south of York street. Our Client (EAC Consultants) or the Owner shall assist coordinating access to access the pump station area, and open wet well and valve vault to collect all data within. Survey will show all driveways/pavements/obstacles adjacent to the roadways and obtain elevation data at every 50' or less. Existing pump station will be surveyed including collecting data inside wet well structures, pipes and inlets in the area. Survey will also include Lot 25 Identified with Folio No 08-2122-011-0990 of approximately 8,000 SF, and will also include information on the last sanitary sewer manhole before the pump station, even if falls outside of survey area, information inside the manhole will be collected. The survey will meet all the current surveying requirements of the Board of Professional Surveyors and Mappers of the State of Florida as defined in the "Standards of Practice" in Chapter 5J-17 Florida Administrative Code.

The survey will include as a minimum:

1. Includes above ground utilities and structures: pull boxes, curbs, poles, overhead lines (no height data), water meters, mailboxes, parking meters, decorative pavement, pavers, pavement markings including crosswalks, driveways and other significant above ground features, within the Survey Limits.
2. Collect elevation cross sections along the corridor at every 50' intervals. Elevations shots to include crown of road, edge of pavement, front of walk, back of walk, driveways and ramps and center of swale up to 10' beyond right-of-way into private properties where possible or as shown in the image above.
3. Lot Lines, easements, roadway centerline and right-of-way lines (per plat records), including bearings and dimensions and right-of-way width.
4. Obtain rim elevations of all drainage and sanitary sewer structures within the Survey Limits, including bottom elevation, invert size, invert elevation, & invert direction including pump station and last sanitary sewer manhole (if outside survey area, invert and rim information will still be collected).
5. Location of trees will be shown (height and spread will not be measured).
6. Lot 25 Identified with 08-2122-011-0990 of approximately 8,000 SF, will be surveyed as allowed by current vegetation in the area, showing all property lines, and elevations at the four corners and a long the center of the lot. At every 50'.
7. Point data will be provided for Digital Terrain Model (DTM).
8. Elevations will be referenced to the NAVD of 1988 Vertical Datum, with accuracy as 2/100' as provided by GPS Rover Data Collection equipment, and will include conversion factor to NGVD 1929.
9. Project Horizontal Datum will be referenced to NAD 83/2011.

Deliverables of this task will be made electronically in PDF and AutoCAD file formats as applicable, and in hard copies with two sets of printed signed and sealed survey drawings.

PREMIERE DESIGN SOLUTIONS, INC

1065 NE 125 Street, Suite 211-B, North Miami, FL 33161
Tel: (786) 505-7850 Fax: (954) 337-2332

OPTIONAL SERVICES

Legal Description and Sketch: Preliminary investigations for the preparation of this proposal, seem to indicate that the proposed site for the lift stations improvements is within private property. PDS may prepare a legal description and sketch document, consisting of a three (3) page document to be provided to EAC or City for the inclusion in a legal document to dedicate an easement for this project. Document is in 8.5"x11" page format, with a cover page, a legal description page, and a sketch page. Each sketch and legal description can be provided at an additional fee of **$650** and will be provided only if requested by the Client.

Soft Digs and Designation: Due to the need to relocate the lift station to a new property, and the need to extend gravity sewer and force mains, we have set up this optional allowance that will allow us to perform up to 5 soft digs and associated designation level B to ensure efficacy of soft digs. This service will be offered on a "per soft dig" basis, with a minimum charge of 3 soft digs at $550 each, with all soft digs being ordered at the same time. Scope includes designation scanning and marking of soft dig location after client has identified the utility, prepare MOT, perform soft dig and restore area with cold mix asphalt or soil. A report will be prepared detailing the findings of the soft dig exploration.

PROPOSED COST OF SERVICES

PDS can complete task one described in the scope of services for a lump sum as follows:

Task 1……$ 5,100.00
Opt. 1……$ 650.00 (Allowance for Legal Description & Sketch)
Opt. 2……$ 2,750.00 (Allowance for 5 Soft Digs & Designation @ $550/Ea)
Total……$ 8,500.00 (Including Optional Allowances)

Work for basic services of Task 1 will be billable upon completion. Task 1 Allowance will only be billed if legal description and sketch preparation are approved in writing by the Client. Soft digs will also be billed if ordered in writing by the client and will be billed on a per soft dig basis upon submittal of report.

PROPOSED TIME SCHEDULE

PDS can complete task one described above in the time frame specified below.

Task 1…… 12 Calendar Days

We value the opportunity to provide our professional services on this exciting project. If you decide to accept this proposal, please sign below and return an executed copy to our office. If you have any questions please call us at (954)-237-7850.

Sincerely,

PREMIERE DESIGN SOLUTIONS, Inc.

Luis J. Jurado, P.E.
President

PREMIERE DESIGN SOLUTIONS, INC

1065 NE 125 Street, Suite 211-B, North Miami, FL 33161
Tel: (786) 505-7850 Fax: (954) 337-2332

Cost of these services are: $5,100.00 Lump Sum + $ 3,400 in Allowances

CONTRACT AGREEMENT ACCEPTANCE

Premiere Design Solutions, Inc.

By: Date:

11-17-2020

Name: Luis J. Jurado, P.E.
Title: President

EAC Consulting, Inc.

By: Date:

Name:
Title:

PREMIERE DESIGN SOLUTIONS, INC

1065 NE 125 Street, Suite 211-B, North Miami, FL 33161
Tel: (786) 505-7850 Fax: (954) 337-2332

Exclusions

1. No permitting services are included.

2. No design services are included.

3. No tree survey or relocation plans are included.

4. Not a Boundary Survey.

5. FEMA Flood Information not included.

6. Services that are not mentioned as part of the exclusions and are not described in the scope of services are not included.

7. Legal description and sketch provided does not constitute a full legal document for easement recording. Owner would be required to prepare legal document, conduct negotiations with land owner, and record easement documents using our document as an attachment to legal document prepared by others.

8. Additional hard copies of the Final Record Drawings can be furnished as needed and billed separately.

If requested by the Client, PDS can provide a proposal for the items not included in the scope of services.

Contract Terms and Agreements

1. Client and/or Owner shall coordinate and assist Survey Crew to obtain access to private properties.

2. This contract agreement is for a lump sum contract. Additional work, if approved by owner, performed under the scope of services will be billed on a time-spent basis per our current schedule of fees at time of work execution.

3. Invoices are due net thirty days from invoice date.

4. Any invoices past due more than 30 days will accrue a 1.5% interest per month fee.

5. Client shall provide drawings or sketches detailing project area extents.

Professional Service Industries, Inc.
7950 N.W. 64th Street
Miami, FL 33166
Office: (305) 593-1915

Revised August 27, 2020

EAC Consulting Inc.
5959 Blue Lagoon Drive, Suite 410
Miami, Florida 33126

Attn: Ms. Evelyn Rodriguez, P.E., ENV SP – Assistant Project Manager

Re: Proposal for Geotechnical Engineering Services
Opa-Locka Lift Station No. 4 Rehabilitation
York Street and NW 24th Avenue
Opa-Locka, Florida
PSI Proposal No. 0397-317710

Dear Ms. Rodriguez:

Professional Service Industries, Inc. (PSI), an Intertek company, is pleased to submit a proposal to conduct a geotechnical exploration and report for the Opa-Locka Lift Station No. 4 Rehabilitation project in Opa-Locka, Florida. PSI thanks you for the opportunity to propose these geotechnical services and looks forward to being part of the design team. A review of project information, along with a proposed scope of services, schedule and fee are provided below.

Photos of the site vicinity and project area are shown below from Google Earth (2020):

FIGURE-1: SITE VICINITY

FIGURE-2: PROJECT AREA

PROJECT UNDERSTANDING

Based on information provided by AEC Consulting, Inc., PSI's review of the provided Topographic Survey – Zone 6 dated March 18, 2015 and the revised project area location, a summary of our understanding of the proposed project is provided below in the following Project Description table.

TABLE 1: PROJECT DESCRIPTION AND PROPOSAL BASIS

Project Items	Rehabilitation of Lift Station No. 4
Existing Grade Change within Project Site	± One-foot estimate (Google Earth Pro)

Preliminary lift station loading information was not available at the time of our proposal; if the indicated information above change, PSI needs to be informed to make the required modifications and recalculate foundation analyses.

The following table provides a generalized description of the existing site conditions based on available information.

TABLE 2: SITE DESCRIPTION

Site Location	Latitude: 25°54'1.66"N; Longitude: 80°14'23.35"W
Existing Site Ground Cover	Grass and concrete.
Site Access	Site appears to be accessible to truck-mounted drilling equipment.

Should the above information be inconsistent with planned construction, Ms. Evelyn Rodriguez should contact the PSI office and allow necessary modifications to be made to the proposal.

SCOPE OF SERVICES

The geotechnical engineering scope of services will include the following items.

- Desktop review of generally available public information, i.e., NRCS, USGS databases.
- Field exploration consisting of drilling and sampling of the subsurface materials and observation of current groundwater levels at the site.
- Laboratory testing of the subsurface materials
- Performing engineering analysis and providing geotechnical recommendations in written report format.

Private Utility Locator – Ground Penetrating Radar (GPR):

If needed, to further mitigate the risk of drilling through existing underground utilities, the proposed exploratory areas will be scanned with a special device that transmits electromagnetic pulses through the ground at shallow depths. Upon locating any underground utility lines, their approximate locations will be marked on the ground surface with temporary marking paint. It should be noted that the proposed location methods are typically only somewhat reliable for larger or shallower utilities. Smaller utility lines such as fiber optic cable or utility lines deeper than five to six feet from the ground surface may not be identified.

Field Exploration

PSI proposes that the subsurface conditions be explored by two standard penetration testing (SPT) soil borings as requested in the revised geotechnical scope of services email sent by AEC Consulting, Inc. on August 25, 2020. The table below summarizes the exploratory boring program.

TABLE 3: SUMMARY OF BORINGS

Design Element	Number of Borings	Boring Depth (ft)	Drilling Footage (feet)
Lift Station at lot 25 for wet well and valve vault	1	30	30
R/W for gravity sanitary sewer and force main	1	15	15
TOTAL:	**2**	---	**45**

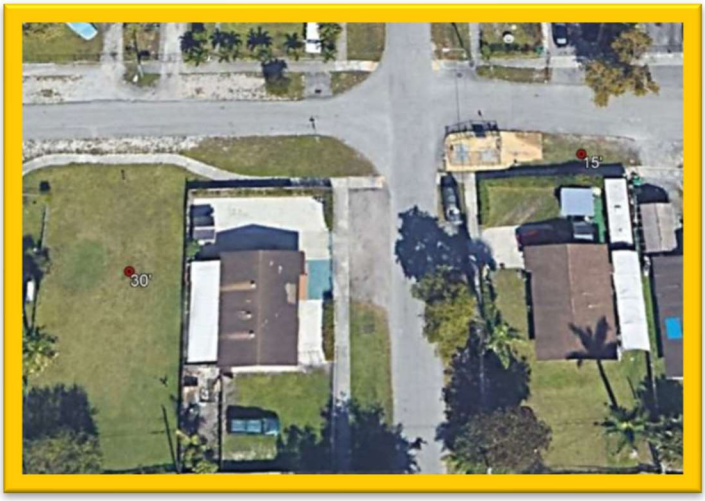


FIGURE-3: PROPOSED BORING LOCATION PLAN

The borings locations will be identified in the field using available natural landmarks or GPS coordinates. Surveying of the boring locations to obtain surface coordinates and elevations is beyond the scope of work. References to depths of various subsurface strata will be based on depths below existing grade at the time of drilling.

- During the field activities, the subsurface conditions will be observed, logged, and visually classified. Field notes will be maintained to summarize soil types and descriptions, water levels, changes in subsurface conditions, and drilling conditions.
- Final depths of the borings may be extended (because of weak/soft soils) or reduced (because of refusal) depending on the subsurface materials identified during field activities.
- PSI will contact Local Utility Clearance Entity, i.e., Sunshine 811 prior to the start of drilling activities. It is our experience that these companies do not mark the locations of privately-owned utilities. This proposal is based on private utility lines and other subsurface appurtenances are located in the field by others prior to field activities.

- PSI will exercise reasonable caution to avoid damages to underground utilities by contacting local utility companies prior to the field activities. However, private utility locations are often unknown by public utility companies and by the utility owners. Therefore, PSI will not be responsible for damage to the site or any buried utilities that are not made known to us.
- Some damage to the ground surface may result from the drilling operations near the work areas and along ingress/egress pathways. The field crew will attempt to limit such damage, but no restoration other than backfilling and grouting the borings is included in this proposal. Excess auger cuttings and drilling spoils would be spread on the site.

TABLE 3: ANTICIPATED FIELD EXPLORATION DESCRIPTION

Drilling Equipment	Truck-mounted drilling equipment
Drilling Method	Mud rotary
Field Testing	Standard Penetration Testing (ASTM D1586)
Sampling Procedure	Soils: ASTM D1587/1586
Sampling Frequency	Continuously to a depth of 10 Feet and at 5-Foot intervals thereafter
Frequency of Groundwater Level Measurements	During drilling
Boring Backfill Procedures	Soil cuttings and grouting
Sample Preservation and Transportation Procedure	General accordance with ASTM D4220

The field exploration program will be performed in general accordance with the designated ASTM procedures considering local and regional standard of care practices.

Laboratory Testing

Representative soil samples obtained during the field exploration program will be transported to the PSI laboratory for testing. The nature and extent of this laboratory testing program will be dependent upon the subsurface conditions identified during the field exploration program. The laboratory program will be performed in general accordance with the applicable ASTM procedures considering local and regional standard of care practices. The laboratory program may include the following tests.

TABLE 4: LABORATORY TESTING GENERAL PROCEDURES

Laboratory Test	Applicable ASTM/FM Procedures
Visual Classification	ASTM D2488
Moisture Content	ASTM D2216
Material Finer than No. 200 Sieve	ASTM D1140

Portions of any samples that are not altered or consumed by laboratory testing will be retained for 30 days after the issuance of the geotechnical report and will then be discarded.

Engineering Analyses and Report

The results of the field exploration and laboratory testing will be used in the engineering analysis and in the formulation of the recommendations. The results of the subsurface exploration, including the recommendations and the data on which they are based, will be presented in a written geotechnical report. The geotechnical report may include the following items:

- General soil profile description
- General site development and subgrade preparation recommendations.
- Recommendations for site excavation, fill compaction, and the use of on-site and imported fill material under the structures.
- Recommendations from the geotechnical standpoint for site preparation and recommendations for the new wet well and valve vault and the allowable slopes that may be used for the installation of the proposed utilities for this project in general accordance with OSHA Regulations.
- Recommendations for organic materials removal and/or mitigation will also be provided as part of the geotechnical report if the borings show a presence of such materials.

A pdf version of the geotechnical report will be prepared and submitted by email to EAC Consulting, Inc. and design team. If requested by EAC Consulting, Inc., additional hard copies can be provided. The final geotechnical report will be reviewed, signed, and sealed by a registered Professional Engineer in the State of Florida.

SCHEDULE

Based on the site accessibility, drilling can commence within approximately one week after receipt of authorization to proceed, weather permitting. The final report will be provided within three weeks of written authorization. If desired, preliminary geotechnical design information can be provided to the design team once the laboratory testing and engineering analyses are complete.

Delays sometime occur due to adverse weather, utility clearance requirements, site clearing requirements for drill rig access, obtaining drilling permits, obtaining Right of Entries and other factors outside of PSI's control. In this event, PSI will communicate the nature of the delay and provide a revised schedule as soon as possible.

FEE

PSI proposes that the fee for performance of the scope of services be charged on a lump sum basis. Based on the scope of services provided in this proposal, the lump sum total fee will be **$3,735.00** as details in our cost breakdown below. If needed, private utility location services will be provided at an additional cost of $900.00.

ITEM	UNIT	#	RATE	TOTAL
I. FIELD EXPLORATIONS				
Drilling Rig Mobilization	each	1	$ 350.00	$ 350.00
SPT Borings (0 to 50 ft)	feet	45	$ 20.00	$ 900.00
Grouting	feet	45	$ 6.00	$ 270.00
Total Field Explorations				**$ 1,520.00**
II. LABORATORY TESTING				
Wash #200	each	3	$ 75.00	$ 225.00
Organic Content Tests	each	3	$ 35.00	$ 105.00
Moisture Content Tests	each	3	$ 10.00	$ 30.00
Total Laboratory Testing				**$ 360.00**
III. ENGINEERING SERVICES				
Senior Engineer	hour	2.0	$ 150.00	$ 300.00
Project Engineer	hour	7.0	$ 125.00	$ 875.00
Senior Engineering Technician	hour	6.0	$ 70.00	$ 420.00
CADD/Computer Technician	hour	4.0	$ 65.00	$ 260.00
Total Engineering Services				**$ 1,855.00**
TOTAL FEE				**$ 3,735.00**

Depending on the size of the project and project schedule, partial billing may be performed monthly based on Project Item progress to date prior to the completion of the final report.

The estimated fee is based on the boring locations being accessible to truck mounted drilling equipment and the client obtaining and providing permission for PSI to enter and access the site.

It should be noted that fees associated with locating private underground utilities, reviewing construction drawings, executing traffic control services, preparing construction specifications, attending special conferences, providing environmental consulting, and any other work requested after submittal of the report is not included in the proposed fee.

AUTHORIZATION

PSI will proceed with the work based on written authorization. The work will be performed pursuant to the attached General Conditions, enclosed and incorporated into this proposal.

Please sign and return one copy of this proposal. When returning the proposal, please complete the attached Project Data Sheet, and provide a scaled site plan so that PSI may best serve the project. By executing this authorization, permission is being provided for PSI to access the project site.

CLOSING

We at PSI appreciate the opportunity to offer professional services for this project and look forward to being part of the design team. If there are any questions, please feel free to contact us at your convenience.

Respectfully submitted,

PROFESSIONAL SERVICE INDUSTRIES, INC.

Lucrèce E. Regisme
Staff Engineer – Geotechnical Services
lucrece.regisme@intertek.com

Jose N. Gómez, PE, D.GE
Chief Engineer – Geotechnical Services
jose.n.gomez@intertek.com

Attachments: Proposal Authorization and Payment Instructions
Project Data Sheet
General Conditions

LER/JNG/ler

Proposal Authorization & Payment Instructions

Authorization

To execute this proposal, please sign and complete the authorization information below, along with applicable payment instructions, and return one copy of the authorized proposal to the PSI office.

_____ _____
Authorized By (please print) Signature

_____ _____
Title Firm

_____
Address

_____ _____ _____ _____
City State Zip Code Telephone

_____ _____ _____
Email Address Date Purchase Order No. / Project Tracking No. (if applicable)

Payment Instructions

If invoice payment is to be made by a party other than the authorizing party above, please provide the following information for whom the invoices are to be billed:

_____ _____
Firm Attention

_____ _____
Address Title

_____ _____ _____ _____
City State Zip Code Telephone

_____
Authorizing Party's Relationship to Invoice Payment Party

If invoices are to be approved other than by the payment party above, please provide the following information for whom the invoices are to be mailed for approval:

_____ _____
Firm Attention

_____ _____
Address Title

_____ _____ _____ _____
City State Zip Code Telephone

_____
Authorizing Party's Relationship to Invoice Approval Party

Project Data Sheet

Please complete the following Project Data Sheet so that PSI may best serve your project.

Project Name

Architect | Project Manager | Phone Number

Structural Engineer | Project Manager | Phone Number

Civil Engineer | Project Manager | Phone Number

Construction Type | Plan Area | Number of Floors

Interior Column Spacing | Exterior Column Spacing

Exterior Column Load | Live | Dead

Interior Column Load | Live | Dead

Floor Slab Load | Slab-on-Grade | Basement/Depth

Will Elevation of site be raised by filling | How much?

Septic Tank | Storm Water Drainage

Pavement Type | Traffic Load | Traffic Type

Other pertinent Information/Subsurface Information

GENERAL CONDITIONS

1. **PARTIES AND SCOPE OF WORK**: Professional Service Industries Inc. ("PSI") shall include said company or its particular division, subsidiary or affiliate performing the work. "Work" means the specific service to be performed by PSI as set forth in PSl's proposal, Client's acceptance thereof and these General Conditions. Additional work ordered by Client shall also be subject to these General Conditions. "Client" refers to the person or business entity ordering the work to be done by PSI. If Client is ordering the work on behalf of another, Client represents and warrants that it is the duly authorized agent of said party for the purpose of ordering and directing said work. Unless otherwise stated in writing, Client assumes sole responsibility for determining whether the quantity and the nature of the work ordered by the client is adequate and sufficient for Client's intended purpose. Client shall communicate these General Conditions to each and every third party to whom Client transmits any part of PSI's work. PSI shall have no duty or obligation to any third party greater than that set forth in PSI's proposal, Client's acceptance thereof and these General Conditions. The ordering of work from PSI, or the reliance on any of PSI's work, shall constitute acceptance of the terms of PSI's proposal and these General Conditions, regardless of the terms of any subsequently issued document.

2. **TESTS AND INSPECTIONS**: Client shall cause all tests and inspections of the site, materials and work performed by PSI or others to be timely and properly performed in accordance with the plans, specifications and contract documents and PSI's recommendations. No claims for loss, damage or injury shall be brought against PSI by Client or any third party unless all tests and inspections have been so performed and unless PSI's recommendations have been followed. Client agrees to indemnify, defend and hold PSI, its officers, employees and agents harmless from any and all claims, suits, losses, costs and expenses, including, but not limited to, court costs and reasonable attorney's fees in the event that all such tests and inspections are not so performed or PSI's recommendations are not so followed.

3. **PREVAILING WAGES**: This proposal specifically excludes compliance with any project labor agreement, labor agreement, or other union or apprenticeship requirements. In addition, unless explicitly agreed to in the body of this proposal, this proposal specifically excludes compliance with any state or federal prevailing wage law or associated requirements, including the Davis Bacon Act. It is agreed that no applicable prevailing wage classification or wage rate has been provided to PSI, and that all wages and cost estimates contained herein are based solely upon standard, non-prevailing wage rates. Should it later be determined by the Owner or any applicable agency that in fact prevailing wage applies, then it is agreed that the contract value of this agreement shall be equitably adjusted to account for such changed circumstance. Client will reimburse, defend, indemnify and hold harmless PSI from and against any liability resulting from a subsequent determination that prevailing wage regulations cover the Project, including all costs, fines and attorney's fees.

4. **SCHEDULING OF WORK**: The services set forth in PSI's proposal and Client's acceptance will be accomplished by PSI personnel at the prices quoted. If PSI is required to delay commencement of the work or if, upon embarking upon its work, PSI is required to stop or interrupt the progress of its work as a result of changes in the scope of the work requested by Client, to fulfill the requirements of third parties, interruptions in the progress of construction, or other causes beyond the direct reasonable control of PSI, additional charges will be applicable and payable by Client.

5. **ACCESS TO SITE**: Client will arrange and provide such access to the site and work as is necessary for PSI to perform the work. PSI shall take reasonable measures and precautions to minimize damage to the site and any improvements located thereon as the result of its work or the use of its equipment.

6. **CLIENT'S DUTY TO NOTIFY ENGINEER**: Client warrants that it has advised PSI of any known or suspected hazardous materials, utility lines and pollutants at any site at which PSI is to do work, and unless PSI has assumed in writing the responsibility of locating subsurface objects, structures, lines or conduits, Client agrees to defend, indemnify and save PSI harmless from all claims, suits, losses, costs and expenses, including reasonable attorney's fees as a result of personal injury, death or property damage occurring with respect to PSI's performance of its work and resulting to or caused by contact with subsurface or latent objects, structures, lines or conduits where the actual or potential presence and location thereof were not revealed to PSI by Client.

7. **RESPONSIBILITY**: PSI's work shall not include determining, supervising or implementing the means, methods, techniques, sequences or procedures of construction. PSI shall not be responsible for evaluating, reporting or affecting job conditions concerning health, safety or welfare. PSI's work or failure to perform same shall not in any way excuse any contractor, subcontractor or supplier from performance of its work in accordance with the contract documents. Client agrees that it shall require subrogation to be waived against PSI and for PSI to be added as an Additional Insured on all policies of insurance, including any policies required of Client's contractors or subcontractors, covering any construction or development activities to be performed on the project site. PSI has no right or duty to stop the contractor's work.

8. **SAMPLE DISPOSAL**: Test specimens will be disposed immediately upon completion of the test. All drilling samples will be disposed sixty (60) days after submission of PSI's report.

9. **PAYMENT**: The quantities and fees provided in this proposal are PSI's estimate based on information provided by Client and PSI's experience on similar projects. The actual total amount due to PSI shall be based on the actual final quantities provided by PSI at the unit rates provided herein. Where Client directs or requests additional work beyond the contract price it will be deemed a change order and PSI will be paid according to the fee schedule. Client shall be invoiced once each month for work performed during the preceding period. Client agrees to pay each invoice within thirty (30) days of its receipt. Client further agrees to pay interest on all amounts invoiced and not paid or objected to for valid cause in writing within said thirty (30) day period at the rate of eighteen (18) percent per annum (or the maximum interest rate permitted under applicable law), until paid. Client agrees to pay PSI's cost of collection of all amounts due and unpaid after thirty (30) days, including court costs and reasonable attorney's fees. PSI shall not be bound by any provision or agreement requiring or providing for arbitration of disputes or controversies arising out of this agreement, any provision wherein PSI waives any rights to a mechanics' lien, or any provision conditioning PSI's right to receive payment for its work upon payment to Client by any third party. These General Conditions are notice, where required, that PSI shall file a lien whenever necessary to collect past due amounts. Failure to make payment within 30 days of invoice shall constitute a release of PSI from any and all claims which Client may have, whether in tort, contract or otherwise, and whether known or unknown at the time.

GENERAL CONDITIONS

10. **ALLOCATION OF RISK**: CLIENT AGREES THAT PSI'S SERVICES WILL NOT SUBJECT PSI'S INDIVIDUAL EMPLOYEES, OFFICERS OR DIRECTORS TO ANY PERSONAL LIABILITY, AND THAT NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, CLIENT AGREES THAT ITS SOLE AND EXCLUSIVE REMEDY SHALL BE TO DIRECT OR ASSERT ANY CLAIM, DEMAND, OR SUIT ONLY AGAINST PSI.

    SHOULD PSI OR ANY OF ITS EMPLOYEES BE FOUND TO HAVE BEEN NEGLIGENT IN THE PERFORMANCE OF ITS WORK, OR TO HAVE MADE AND BREACHED ANY EXPRESS OR IMPLIED WARRANTY, REPRESENTATION OR CONTRACT, CLIENT, ALL PARTIES CLAIMING THROUGH CLIENT AND ALL PARTIES CLAIMING TO HAVE IN ANY WAY RELIED UPON PSI'S WORK AGREE THAT THE MAXIMUM AGGREGATE AMOUNT OF THE LIABILITY OF PSI, ITS OFFICERS, EMPLOYEES AND AGENTS SHALL BE LIMITED TO $25,000.00 OR THE TOTAL AMOUNT OF THE FEE PAID TO PSI FOR ITS WORK PERFORMED ON THE PROJECT, WHICHEVER AMOUNT IS GREATER. IN THE EVENT CLIENT IS UNWILLING OR UNABLE TO LIMIT PSI'S LIABILITY IN ACCORDANCE WITH THE PROVISIONS SET FORTH IN THIS PARAGRAPH, CLIENT MAY, UPON WRITTEN REQUEST OF CLIENT RECEIVED WITHIN FIVE DAYS OF CLIENT'S ACCEPTANCE HEREOF, INCREASE THE LIMIT OF PSI'S LIABILITY TO $250,000.00 OR THE AMOUNT OF PSI'S FEE PAID TO PSI FOR ITS WORK ON THE PROJECT, WHICHEVER IS THE GREATER, BY AGREEING TO PAY PSI A SUM EQUIVALENT TO AN ADDITIONAL AMOUNT OF 5% OF THE TOTAL FEE TO BE CHARGED FOR PSI'S SERVICES. THIS CHARGE IS NOT TO BE CONSTRUED AS BEING A CHARGE FOR INSURANCE OF ANY TYPE, BUT IS INCREASED CONSIDERATION FOR THE GREATER LIABILITY INVOLVED. IN ANY EVENT, ATTORNEY'S FEES EXPENDED BY PSI IN CONNECTION WITH ANY CLAIM SHALL REDUCE THE AMOUNT AVAILABLE, AND ONLY ONE SUCH AMOUNT WILL APPLY TO ANY PROJECT.

    NEITHER PARTY SHALL BE LIABLE TO THE OTHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE AND BREACH OF STATUTORY DUTY) OR OTHERWISE FOR LOSS OF PROFIT (WHETHER DIRECT OR INDIRECT) OR FOR ANY INDIRECT, CONSEQUENTIAL, PUNITIVE, OR SPECIAL LOSS OR DAMAGE, INCLUDING WITHOUT LIMITATION LOSS OF PROFITS, REVENUE, BUSINESS, OR ANTICIPATED SAVINGS (EVEN WHEN ADVISED OF THEIR POSSIBILITY).

    NO ACTION OR CLAIM, WHETHER IN TORT, CONTRACT, OR OTHERWISE, MAY BE BROUGHT AGAINST PSI, ARISING FROM OR RELATED TO PSI'S WORK, MORE THAN TWO YEARS AFTER THE CESSATION OF PSI'S WORK HEREUNDER, REGARDLESS OF THE DATE OF DISCOVERY OF SUCH CLAIM.

11. **INDEMNITY**: Subject to the above limitations, PSI agrees not to defend but to indemnify and hold Client harmless from and against any and all claims, suits, costs and expenses including reasonable attorney's fees and court costs to the extent arising out of PSI's negligence as finally determined by a court of law. Client shall provide the same protection to the extent of its negligence. In the event that Client or Client's principal shall bring any suit, cause of action, claim or counterclaim against PSI, the Client and the party initiating such action shall pay to PSI the costs and expenses incurred by PSI to investigate, answer and defend it, including reasonable attorney's and witness fees and court costs to the extent that PSI shall prevail in such suit.

12. **TERMINATION**: This Agreement may be terminated by either party upon seven days' prior written notice. In the event of termination, PSI shall be compensated by Client for all services performed up to and including the termination date, including reimbursable expenses.

13. **EMPLOYEES/WITNESS FEES**: PSI's employees shall not be retained as expert witnesses except by separate, written agreement. Client agrees to pay PSI's legal expenses, administrative costs and fees pursuant to PSI's then current fee schedule for PSI to respond to any subpoena. For a period of one year after the completion of any work performed under this agreement, Client agrees not to solicit, recruit, or hire any PSI employee or person who has been employed by PSI within the previous twelve months. In the event Client desires to hire such an individual, Client agrees that it shall seek the written consent of PSI, and shall pay PSI an amount equal to one-half of the employee's annualized salary, without PSI waiving other remedies it may have.

14. **FIDUCIARY**: PSI is not a financial advisor, does not provide financial advice or analysis of any kind, and nothing in our reports can create a fiduciary relationship between PSI and any other party.

15. **RECORDING:** Photographs or video recordings of the Client's own project may be taken by and used for the Client's own internal purposes. Photographs or video recordings may not be used for marketing or publicity, or distributed to a third party or otherwise published without PSI's prior review and consent in writing. Taking photographs of other Clients' samples, test setups, or facilities, or recording in any manner any test specimen other than the test specimen related to the Client's project is prohibited; and the Client agrees to hold in strict confidence and not use any proprietary information disclosed either advertently or inadvertently. The Client shall defend, hold harmless, and indemnify PSI for any breach of this clause.

16. **CHOICE OF LAW AND EXCLUSIVE VENUE**: All claims or disputes arising or relating to this agreement shall be governed by, construed, and enforced in accordance with the laws of Illinois. The exclusive venue for all actions or proceedings arising in connection with this agreement shall be either the Circuit Court in Cook County, Illinois, or the Federal Court for the Northern District of Illinois.

17. **PROVISIONS SEVERABLE**: The parties have entered into this agreement in good faith, and it is the specific intent of the parties that the terms of these General Conditions be enforced as written. In the event any of the provisions of these General Conditions should be found to be unenforceable, it shall be stricken and the remaining provisions shall be enforceable.

18. **ENTIRE AGREEMENT**: This agreement constitutes the entire understanding of the parties, and there are no representations, warranties or undertakings made other than as set forth herein. This agreement may be amended, modified or terminated only in writing, signed by each of the parties hereto.

HILLERS ELECTRICAL ENGINEERING, INC.

July 31, 2020

Ms. Evelyn Rodriguez, P.E.
EAC Consulting, Inc.
5959 Blue Lagoon Drive, Suite 300
Miami, Florida 33126

Subject: Electrical Engineering Services Fee Proposal for the City of Opa-Locka (City) Replacement and Relocation of Lift Station No. 4 to York Street Lot 25

Dear Evelyn:

Hillers Electrical Engineering, Inc. (HEE) is pleased to provide EAC Consulting, Inc. (EAC) an electrical engineering services fee proposal for the City's LS No. 4. Design proposal is based on utilizing current City WWTP Lift Station Standards.
The following items are included in our scope:

- Includes design coordination meetings visits with City, FPL Co. and EAC.
- EAC shall provide all Record Drawings to HEE.
- Design FPL electrical service point for LS No. 4.
- Design power /control panel, power & control systems, SCADA/RTU connections, conduit & conductors, grounding systems and site lighting pole per City Standards.
- Design Stand-by power portable generator system connection for LS No. 4.
- City shall provide specific SCADA / RTU equipment / systems design information for LS No. 4. HEE shall incorporate City provided equipment / systems information into Contract Documents specific to LS No. 4.
- Does not include any type design for new main City Wide SCADA / RTU Systems.
- EAC shall provide base drawings to HEE on AutoCAD 2018.
- HEE shall provide (1) set of plans & specifications & probable cost estimates for 60%, 100% reviews, permits and bid phases.
- EAC shall provide all printing of Contract Documents to the City and Contractors.
- Includes Bid & Award Services.
- Construction services Construction services include shop drawing reviews & approvals, RFI – Responses, 2 site visits during construction and 1- Start-up / Testing site visit.

Our lump-sum fee for Lift Station No. 4 Design, Bid & Award is:	$ 10,200.
Our lump-sum fee for LS Construction Services is:	$ 3,800.

Sincerely,

Thomas Doran, Vice–President

23257 State Road 7, Suite 100, Boca Raton, Florida 33428 561-451-9165 Fax: 561-451-4886

http://www.awc-inc.com

11653 Central Parkway, Suite 210
Jacksonville, FL 32224

Your AWC Contact: John Kimber Jr
Email: john.kimber@awc-inc.com
Phone: 321-207-0120 x2750
Fax: (321) 207-0739

Confidential: To be used by recipient's organization only

Attn: Huntley Higgins
Email: hhiggins@eacconsult.com
EAC CONSULTING INC
5959 BLUE LAGOON DR
SUITE 410
MIAMI, FL 33126
Phone: (305) 265-5400

Reference:	**MISSION INSTALL**
AWC Quote #:	**2050422**
Quote Version:	**001**
Quote Date:	**10/15/2020**
Quote Expires:	**11/15/2020**
AWC Account #:	**7E5959**

Check Current Availability
Request Expediting or Submit Feedback

City of Opa Locka LS#4

LI #	Qty	Part Number / Description	Your Price (Unit)	Your Price (Ext)	Need Date	Can Ship Today	Balance Ship Date
001	1	MI ENGINEERING SERVICES MISSION 2 WEEKS MONITORING Please quote 2 weeks monitoring. Install, configure and setup Mission RTU w/flow, level and pressure instruments. •pump runs, pressures and flow rates •volumetric calculations using the ultrasonic level device and using clamp on flow meter simultaneously for comparison •runtime vs. rainfall reports	$2,675.0000	$2,675.00		0	10/16/2020

***** SubTotal: ***** **$2,675.00**

LI #	Qty	Part Number / Description	Your Price (Unit)	Your Price (Ext)	Need Date	Can Ship Today	Balance Ship Date

Notes:

1.) All stock subject to prior sale. Orders submitted by 2:00pm (CST) generally ship the same business day. For urgent next day needs please contact us to ensure a timely shipment of your order.

2.) Balance Can Ship Dates are based upon receiving an order within one business day from the day of the quote. For updated Balance Ship Dates click on the link at the top of the quotation.

3.) Unless otherwise agreed to in writing by both parties all sales resulting from this quote are subject to AWC's "Standard Terms and Conditions of Sale". (http://www.awc-inc.com/AWCTermsAndConditions.pdf)

4.) Standard shipment methods are UPS Ground or Southeastern Freight LTL.

5.) Standard freight payments are Prepay and Add.

6.) Standard payment terms are Net 30 days from date of invoice, subject to prior credit approval.

7.) The quoted sales price does not include taxes, freight, import/export duties or credit card processing fees.

8.) Credit card payments are acceptable if made at time of order placement, subject to a maximum of $10,000. A credit card processing charge of up to 3% of the order amount may be added to the order total.

GARDNER + SEMLER
LANDSCAPE ARCHITECTURE
WWW.GSLADESIGN.COM
D E S I G N
17670 NW 78th AVE., SUITE 214
MIAMI, FL 33015
P 305.392.1016 F 305.392.1019
CORP. ID#0000266

August 26, 2020

Evelyn Rodriguez
EAC Consulting, Inc.
5959 Blue Lagoon Drive, #410
Miami, FL 33126

RE: Opa Locka - LS 4

Dear Evelyn,

We appreciate being invited to participate in the design of your project located at lot #25 on the south side of York Street just west of NW 24th Avenue in Opa Locka, FL.

I. SCOPE OF SERVICES

GSLA Design shall provide the following landscape architectural services for your project:

1) GSLA will prepare the following Contract Documents:
   a. Existing Tree Disposition Plan showing existing trees and denoting if they are to remain, be removed or relocated. GSLA does not provide Arborist's services but will coordinate the Existing Tree Disposition Plans with the Arborist's report. GSLA will calculate the necessary mitigation and incorporate as much of that mitigation in the proposed planting plan. GSLA does not get permits but will provide the necessary plans and details to get the permits.
   b. Planting Plan to obscure views of the proposed lift station sufficient in detail for bidding and installation by qualified contractors.
2) GSLA will attend up to two (2) meetings during the design phase. Attendance at additional meetings will be billed hourly, recorded portal to portal.
3) GSLA will prepare plans on a base Site Plan provided by EAC Consulting, Inc. Any changes to GSLA plans required by changes to the Site Plan shall be billed hourly. Any changes to GSLA plans required as a result of comments concerning our design by Review Boards or government staff shall be made at no additional cost.
4) Contract Administration will include attendance at up to two (2) site visits during construction, preparing responses to RFI's, shop drawing approvals, review of pay requests and attendance at necessary periodic visits and/or coordination meetings with the Architect/Engineer, Contractor or Owner. GSLA shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the work and shall not be responsible for construction means, methods, techniques, sequences or procedures, or safety precautions and programs in connection with the work, and shall not be responsible for any Contractor's failure to carry out the work in accordance with the Contract Documents. Attendance at additional site visits shall be billed on an hourly basis, recorded portal to portal.

II. CLIENT'S RESPONSIBILITIES

The Client shall provide any required site surveys, as-built drawings, soil tests, as well as architectural and engineering services as required.

GARDNER + SEMLER
LANDSCAPE ARCHITECTURE
WWW.GSLADESIGN.COM
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MIAMI, FL 33015
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CORP. ID#0000266

GSLA will prepare any documents necessary to receive permits pertaining to GSLA's scope of work. **GSLA will not be responsible to submit the plans through the governing agencies.**

III. FEES

1) The fee shall be $ 5,000 payable as follows:

$ 1,800	-	upon submission of Preliminary Design Phase drawings (60% CD's)
$ 1,800	-	upon submission of Final Design Phase drawings (100% CD's)
$ 500	-	for assistance with permitting and regulatory approvals
$ 300	-	for assistance with bidding and award
$ 600	-	for limited Construction Administration and Inspections

2) Hourly rates are as follows (time recorded portal to portal):

$200/hr for Principal Landscape Architect
$150/hr for Project Manager
$ 85/hr for Landscape Designer
$ 50/hr for Staff

3) Reimbursable expenses shall be billed at actual cost for plan-reproduction, courier fees, postage and handling and any out-of-town traveling expenses connected with the project. Prints created in-house by GSLA for submittal will be charged at $ .10 each for 11x17 sheets, $2.00 each for D size sheets (24"x36") and $ 2.50 each for E size sheets (30"x42"). In-house coordination prints shall not be submitted for reimbursement.

4) **ALL ACCOUNTS ARE DUE AND PAYABLE IN FULL UPON SUBMISSION OF INVOICE TO CLIENT.**

5) A Late Payment Charge of 1.5% per month will be added to all invoices past due.

6) If it becomes necessary incur collection fees and/or employ the services of an attorney to collect debt, then such fees shall be paid by the client.

IV. ADDITIONAL SERVICES

1) Any revisions to our drawings, specifications or other documents required as a result of changes to base plans or other information or instructions provided to GSLA from the Client or his Architect or Engineer, shall be billed on an hourly basis at our current hourly rates. Any additional services requested by the Client shall also be billed on an hourly basis.

2) When GSLA is contracted to prepare plans for the layout and design of roof top hardscape amenities, plantings and irrigation, the Client shall provide the services of a structural engineer. GSLA shall rely upon the advice of the engineer for information as to the roof structure's weight bearing capacity, roof drainage, waterproofing systems, etc. GSLA shall not be responsible for the preparation of structural, mechanical or electrical construction plans for the roof top areas. GSLA is not responsible for any construction operations during installation of elements designed by GSLA that damage the structure, waterproofing or clog drains.

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3) When GSLA is contracted to prepare plans for projects that are attempting to achieve LEED credentialing, GSLA will make calculations, specify qualifying materials and make recommendations necessary to apply for any points relating to GSLA's disciplines. GSLA makes no guarantee that these points will be granted.

V. TERMINATION

This agreement may be terminated by either party upon seven (7) days written notice. In the event of termination, GSLA shall be paid its compensation for service performed to the termination date including reimbursable expenses then due. The client may not, at any time, use or allow the use of any work which is either incomplete in any respect, or is not fully paid for, even if complete.

The persons executing this agreement warrant and represent that they are authorized to enter into this Agreement on behalf of the person or entity for whom they are signing.

We look forward to being of service to you.

This agreement is executed this _____day of _____2020.

GSLA DESIGN

By: _____
Ken Gardner For the Firm

Client: _____
(Individually and as a Corporate Representative): Signature

_____
Name & Title Printed

City of Opa-locka
Agenda Cover Memo

Department Director:	Airia Austin			**Department Director Signature:**			
City Manager:	John E. Pate			**CM Signature:**			
Commission Meeting Date:	*09/08/2021*		**Item Type:** *(Enter X in box)*	**Resolution**	**Ordinance**		**Other**
				X			
Fiscal Impact: *(Enter X in box)*	**Yes**	**No**	**Ordinance Reading:** *(Enter X in box)*		**1st Reading**		**2nd Reading**
	X		**Public Hearing:** *(Enter X in box)*		**Yes**	**No**	**Yes**	**No**
						X		X
Funding Source: *Account#:*	*(Enter Fund & Dept.)* Ex: See Financial Impact Section		**Advertising Requirement:** *(Enter X in box)*		**Yes**		**No**	
							X	
Contract/P.O. Required: *(Enter X in box)*	**Yes**	**No**	**RFP/RFQ/Bid#:**					
	X							
Strategic Plan Related *(Enter X in box)*	**Yes**	**No**	**Strategic Plan Priority Area:**		**Strategic Plan Obj./Strategy:** *(list the specific objective/strategy this item will address)*			
	X		**Enhance Organizational** ☐ **Bus. & Economic Dev** ☐ **Public Safety** ■ **Quality of Education** ☐ **Qual. of Life & City Image** ☐ **Communication** ☐					
Sponsor Name	City Manager		**Department:**		City Manager			

Short Title:

Rehabilitation and Relocation Design for Lift Station No. 4 to Lot 25, York Street and Acceptance of Lot 25, York Street from Miami-Dade County for this Purpose

Staff Summary:

Lift Station No. 4 is located on the southeastern corner adjacent to the intersection of York Street and NW 24th Avenue. Its sewage pumps run in excess of 10 hours per day, indicating capacity issues and which does not comply with Nominal Average Pump Operating Time (NAPOT) requirements. In addition, this lift station has potential safety issues due to its close proximity to the intersection and vehicle travel lanes. To enable this relocation to occur, Miami-Dade County is conveying Lot 25, York Street (08-2122-011-0990) to the City for $10.00 for this purpose.

Staff is recommending that the City Commission accept Lot 25, York Street from the County for $10.00 and authorize the City Manager to accept a proposal from EAC Consulting, Inc. and to enter into an agreement with this firm to design the relocation of this lift station to Lot 25, York Street and increase its capacity to better serve the adjacent area.

EAC Consulting, Inc. is one of the Consultants approved by the City Commission through Resolution 20-9767 to be part of the City's Library of Licensed Architects and Engineers to provide Architectural and Engineering Consulting Services.

The scope of work for development of the design to relocate and upgrade this lift station will include: predesign, design services, permitting, limited bid and award, and administration services for this station. In addition, the current gravity sewer system that discharges to Lift Station No. 4 will be modified and extended to flow west to the proposed location. The current force main system will also be modified and extended to the proposed lift station.

It is intended that the new lift station will be primarily underground at the rear of the property, allowing for a neighborhood pocket park on the property.

Financial Impact

Account	Description	Available	Project	Remaining Balance
75-535TBD	Pump Station #4 Relocation	*	$163,275	NA
19-519493	General Expense	$470	$10	$460

* This project is currently unfunded and will be addressed in the forthcoming Budget Amendment #4. The County CDBG administrator has committed $500,000 to the design and construction of this project and CDBG funding will cover the design .

For the construction phase, the remainder of the CDBG funds will be utilized. For additional funding, it is intended that this lift station be one of four lift stations submitted for a grant under the Building Resilient Infrastructure and Communities (BRIC) program in November 2021. (25% match requirement.) It will be recommended that the match requirement, if the grant application is successful, or the remaining construction cost for this lift station if the grant application isn't successful, would be funded from the American Rescue Plan Act (ARPA) funds the City has received. The construction phase is for information and only the design phase is being submitted for approval at this time.

Under the prior ownership, this property was exempt from property tax. Consequently, no property tax revenue will be lost from the City's assuming ownership of this property. Since this property was also undeveloped, it wasn't charged stormwater fees, resulting in no loss of this revenue due to City ownership.

Proposed Action:

Staff recommends the City Commission accept Lot 25, York Street (08-2122-011-0990) provided by the County to allow the relocation of Lift Station No. 4 and further accept the proposal provided by EAC Consulting, Inc. to develop the design of Lift Station No. 4. Staff further recommends the City Commission authorize the City Manager to enter into an agreement to complete the project's design and cause payment of $10.00 to be made to the County as payment for Lot 25, York Street.

Attachment:

1. Agenda
2. MDC Resolution No. R-761-21
3. Property Search Application – MDC Website
4. Proposal provided by EAC Consulting Inc.
5. RFQ_Specific Project Contract with EAC Consulting, Inc.
6. E-Verify Form

PROJECT AGREEMENT
FOR DESIGN SERVICES
BETWEEN
THE CITY OF
OPA-LOCKA AND
EAC Consulting, Inc

THIS PROJECT AGREEMENT (the "Agreement") is made and entered into this ___day of _____ **,** 2021 between the **CITY OF OPA-LOCKA, FLORIDA,** a Florida Municipal Corporation with its principal offices located at **780 Fisherman Street, 4th Floor. Opa-locka FL. 33054** (the "City"), and **EAC Consulting Inc** (the "Consultant"), a Florida corporation authorized to conduct business in the State of Florida, with principal offices located at **5959 Blue Lagoon Drive, Suite 410. Miami, FL 33126.**

WITNESSED:

WHEREAS, on June 10, 2020, the City approved a pool of Qualified Firms to provide Architectural and Engineering Consulting Services to the City on an as needed basis pursuant to RFQ# 20-0324200 Library of Miscellaneous Professional Consultants; and

WHEREAS, the Consultant is a member of the pool under the subcategory of Civil Engineering, Landscape Architectural, Structural Engineering and Traffic Engineering Services and has executed a Continuing Services Agreement; and

WHEREAS, the Consultant has been selected by the City to provide Engineering Consulting Design Services (known as the "Project", the "Services" or the "Scope of Services") for the Rehabilitation Design for Lift Station No. 4 (LS 4) and the Relocation to York Street-Lot 25.

NOW, THEREFORE, in consideration of the foregoing recitals, which are incorporated herein, and the mutual covenants, terms and conditions provided below, the Consultant and the City agree as follows:

1. CONTRACT DOCUMENTS

The Contract Documents referred to in this Agreement shall be comprised of the following:

1.1 This Agreement (the "Specific Projects" or "Project Agreement") between the parties), including any General Terms and Conditions, Supplementary Conditions, Statement of Work or any other provisions contained within this Agreement;

1.2 A Scope of Services request completed by the Consultant and accepted by the City, attached hereto as **Exhibit "A";** and

1.3 Any and all applicable addenda, proposals executed and submitted by the Consultant and accepted by the City, specifications, and insurance certificates; and

1.4 All amendments mutually agreed to after execution of this Agreement.

These Contract Documents comprise the entire agreement for the Services agreed to herein between the parties and incorporated into and made a part of this Agreement as if attached to this Agreement or repeated herein. In the event of a conflict between this Agreement and any other Contract Document(s), this Agreement shall prevail.

2. THE WORK

Consultant shall furnish all labor, materials and equipment necessary to provide professional Services as specified in the Scope of Services and accepted by the City.

3. PERIOD OF SERVICE

The Consultant shall begin work promptly after receipt of a fully executed copy of this Agreement and a letter of Notice to Proceed from the City and shall complete the Project within the time mutually agreed upon, as specified in the Scope of Services request accepted by the City.

4. COMPENSATION

Compensation (the "Contract Sum") for performing the Services related to the Project shall be the fee of **One Hundred Sixty-Three Thousand Two Hundred Seventy-Five Dollars and 86/100** ($163,275.00) specified in the Scope of Services request accepted by the City.

5. PAYMENTS

5.1 The City shall pay the Contract Sum to the Consultant subject to the completion of tasks as specified in the Exhibit “A”. The City shall pay the Consultant for work performed subject to the specifications of the job and any additions and deductions by subsequent change order provided in the Contract Documents~~. All payments shall be governed by the Florida Prompt Payment Act, Chapter 218, Part VII, Florida Statutes.~~ The City is under a declared State of Financial Emergency pursuant to Section 218.503, Florida Statutes. As a result, the parties to this Agreement acknowledge that all invoices presented for payment shall be reviewed and approved by the State of Florida prior to payment and that the City is therefore unable to comply with the Florida Local Government Prompt Payment Act.

5.2 The Consultant shall provide periodic invoices to the City upon completion of a substantial amount of Services relating to the Scope of Services contained within this Agreement. Payment shall be made to the Consultant upon approval of submitted invoices to the City.

6. TERMINATION

This Agreement may be terminated by the City for convenience upon ninety (90) calendar days' written notice to the Consultant. In the event of such termination, any Services performed by the Consultant under this Agreement shall, at the option of the City, become the City's property, and the Consultant shall be entitled to receive compensation for any work completed pursuant to this Agreement to the satisfaction of the City up through the date of termination. Under no circumstances shall City make payment for Services that have not been performed.

This Agreement may be terminated by either party for cause upon five calendar days' written notice to the other should such other party fail to perform in accordance with its material terms through no fault of the party initiating the termination. In the event the Consultant abandons this Agreement or causes it to be terminated by the City, the Consultant shall indemnify and save the City harmless against loss pertaining to this termination. In the event that the Consultant is terminated by the City for cause and it is subsequently determined by a court of competent jurisdiction that such termination was without cause, such termination shall thereupon be deemed a termination for convenience and the provisions in the paragraph above shall apply.

7. DEFAULT:

In the event of a default by Consultant, the default provisions contained in the Continuing Services Agreement between the parties shall govern.

8. ANTI-LOBBYING/NO CONTINGENT FEE:

The provisions of Section 11 of the Continuing Services Agreement shall apply to this Agreement.

9. WARRANTIES AND GUARANTEES:

9.1 The Consultant warrants that its Services are to be performed within the limits prescribed by the City and with the usual thoroughness and competence of the Consultant's architectural and/or engineering profession.

9.2 The Consultant shall be responsible for technically deficient designs, reports or studies due to negligent acts, errors or omissions. The Consultant shall, upon the request of the City, promptly correct or replace all deficient work due to negligent acts, errors or omissions without cost to the City.

10. BINDING EFFECT:

This Agreement shall bind and the benefits thereof shall inure to the respective parties hereto, their legal representatives, executors, administrators, successors and assigns.

11. AMENDMENTS AND MODIFICATION:

No amendments and/or modifications of this Agreement shall be valid unless in writing and signed by each of the parties to the Agreement.

12. MERGER: AMENDMENT:

This Agreement, including the referenced Contract Documents, and any attachments, constitute the entire agreement between Consultant and City, and all negotiations and oral understandings between the parties are merged herein. This Agreement may be supplemented and/or amended only by a written document executed by both Consultant and City.

13. NONASSIGNABILITY:

Consultant shall not assign, subcontract or transfer any rights or delegate any duties arising under this Agreement without prior written consent of the City, which consent may be withheld by the City in its sole discretion.

14. NOTICES:

Whenever either party desires to give notice to the other, it shall be given by written notice, sent by certified United States mail, with return receipt requested, addressed to the party for whom it is intended, at the place last specified, and the place for giving of notice in compliance with the provisions of this paragraph. For the present, the parties designate the following as the respective places for giving of notice, to-wit:

FOR CONSULTANT:

EAC Consulting, Inc
5959 Blue Lagoon Drive
Suite 410
Miami, FL 33126

FOR CITY:

City of Opa-Locka
John Pate, City Manager
780 Fisherman Street
Opa-Locka, FL 33054

WITH COPY TO:

Burnadette Norris-Weeks, P.A.
City Attorney
401 North Avenue of the Arts
(NW 7th Avenue)
Fort Lauderdale, FL 33311
Telephone: 954-768-9770
Facsimile: 954-768-9790

15. SEVERABILITY; WAIVER:

Any provision in this Agreement that is prohibited or unenforceable under Florida or federal law shall be ineffective to the extent of such prohibitions or unenforceability without invalidating the remaining provisions hereof. Also, the non-enforcement of any provision by either party to this Agreement shall not constitute a waiver of that provision nor shall it affect the future enforceability of that provision or the remainder of this Agreement.

16. Scrutinized Companies

16.1 Contractor certifies that it and its subcontractors are not on the Scrutinized Companies that Boycott Israel List. Pursuant to Section 287.135, F.S., the City may immediately terminate this Agreement at its sole option if the Contractor or its subcontractors are found to have submitted a false certification; or if the Contractor, or its subcontractors are placed on the Scrutinized Companies that Boycott Israel List or is engaged in the boycott of Israel during the term of the Agreement.

16.2 If this Agreement is for more than one million dollars, the Contractor certifies that it and its subcontractors are also not on the Scrutinized Companies with Activities in Sudan, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria as identified in Section 287.135, F.S. Pursuant to Section 287.135, F.S., the City may immediately terminate this Agreement at its sole option if the Contractor , its affiliates, or its subcontractors are found to have submitted a false certification; or if the Contractor, its affiliates, or its subcontractors are placed on the Scrutinized Companies with Activities in Sudan List, or Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria during the term of the Agreement.

16.3 The Contractor agrees to observe the above requirements for applicable subcontracts entered into for the performance of work under this Agreement.

16.4 As provided in Subsection 287.135(8), F.S., if federal law ceases to authorize the above-stated contracting prohibitions then they shall become inoperative.

17. OTHER PROVISIONS:

17.1 Titles and paragraph headings are for convenient reference and are not a part of this Agreement.

17.2 In the event of conflict between the terms of this Agreement and any terms or conditions contained in any attached or referenced Contract Documents, the terms in this Agreement shall prevail.

17.3 No waiver or breach of any provision of this Agreement shall constitute a waiver of any subsequent breach of the same or any other provision, and no waiver shall be effective unless made in writing.

17.4 Consultant acknowledges that the public shall have access, at all reasonable times, to certain documents and information pertaining to City contracts,

pursuant to the provisions of Chapter 119, Florida Statutes. Consultant agrees to maintain public records in Consultant's possession or control in connection with Consultant's performance under this Agreement and to provide the public with access to public records in accordance with the record maintenance, production and cost requirements set forth in Chapter 119, Florida Statutes, or as otherwise required by Law. Consultant shall ensure that public records that are exempt or confidential from public records disclosure requirements are not disclosed except as authorized by Law, for the duration of this Agreement and following completion of this Agreement until the records are transferred to the City.

17.5 Unless otherwise provided by Law, any and all reports, surveys, and other data and documents provided or created in connection with this Agreement are and shall remain the property of City. Upon completion of this Agreement or in the event of termination by either party, any reports, photographs, surveys and other data and documents and all public records prepared by, or in the possession or control of Consultant, whether finished or unfinished, shall become the property of City and shall be delivered by Consultant to the City Manager, at no cost to the City, within seven days of termination of this Agreement. All such records stored electronically by Consultant shall be delivered to the City in a format that is compatible with the City's information technology systems. Upon completion or termination of this Agreement, Consultant shall destroy any and all duplicate public records that are exempt or confidential and exempt from public records disclosure. Any compensation due to Consultant shall be withheld until all documents are received as provided herein. Consultant's failure or refusal to comply with the provisions of this Section shall result in the immediate termination of this Agreement by the City.

17.6 Upon request by City's records custodian, provide City with a copy of requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

IF CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (305) 953-2821, OR BY MAIL: CITY OF OPA-LOCKA - CITY CLERK'S OFFICE, 780 FISHERMAN STREET, 4TH FLOOR. OPA-LOCKA FL 33054.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed by their respective duly authorized representatives the day and year written below.

FOR CITY:

ATTEST:

CITY OF OPA-LOCKA

_____
Joanna Flores, City Clerk

By:_____
John Pate
City Manager

Dated: _____

Approved as to form and legal sufficiency for the use of and reliance by the City of Opa-Locka only:

_____
City Attorney
Burnadette Norris-Weeks, PA

FOR CONSULTANT:

WITNESS:

EAC Consulting, Inc

_____

By: _____
Authorized Representative

_____
Print Name

_____
Print Name

_____
Date

Corporate Seal:

EXHIBIT "A"

EAC Consulting **Scope and Fee Proposal dated November 25, 2020** to provide engineering services for the **Rehabilitation and Relocation Design for LS 4, to York Street Lot No. 25**. for the **total amount of One Hundred Sixty-Three Thousand Two Hundred Seventy Five Dollars and 00/100 ($163,275.00)**.

E-VERIFY FORM

Definitions:

"Contractor" means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration.

"Subcontractor" means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

Effective January 1, 2021, public and private employers, contractors and subcontractors will begin required registration with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and

b) All persons (including sub-vendors/subconsultants/subcontractors) assigned by Vendor/Consultant/Contractor to perform work pursuant to the contract with the Department. The Vendor/Consultant/Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the City of Opa-locka; and

Should vendor become successful Contractor awarded for the above-named project, by entering into this Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.

Company Name: _____

Authorized Signature:_____

Print Name: _____

Title: _____

Date;_____

Miami-Dade Legislative Item
File Number: 211734

Printable PDF Format | Clerk's Official Copy

File Number: 211734 **File Type:** Resolution **Status:** Adopted

Version: 0 **Reference:** R-761-21 **Control:** Public Housing and Community Services Committee

File Name: CONVEYANCE OF PROPERTY TO THE CITY OF OPA-LOCKA **Introduced:** 7/7/2021

Requester: NONE **Cost:** **Final Action:** 7/20/2021

Agenda Date: 7/20/2021 **Agenda Item Number:** 14A4

Notes: **Title:** RESOLUTION DECLARING SURPLUS ONE COUNTY-OWNED PROPERTY (FOLIO NO. 08 2122 011 0990) LOCATED IN OPA-LOCKA, FLORIDA; CONVEYING SUCH PROPERTY TO THE CITY OF OPA-LOCKA, IN ACCORDANCE WITH SECTION 125.38, FLORIDA STATUTES, AT A PRICE OF $10.00, FOR THE PURPOSE OF CONSTRUCTING A PUBLIC WASTEWATER LIFT STATION OR PUMPING STATION; AUTHORIZING THE CHAIRPERSON OR VICE-CHAIRPERSON OF THE MIAMI-DADE BOARD OF COUNTY COMMISSIONERS TO EXECUTE A COUNTY DEED; AND AUTHORIZING THE COUNTY MAYOR OR THE COUNTY MAYOR'S DESIGNEE TO TAKE ALL ACTION NECESSARY TO EFFECTUATE THE CONVEYANCE, AND TO ENFORCE THE PROVISIONS SET FORTH IN SUCH COUNTY DEED

Indexes: CITY OF OPA-LOCKA
CONVEYANCE OF PROPERY

Sponsors: Oliver G. Gilbert, III, Prime Sponsor

Sunset Provision: No **Effective Date:** **Expiration Date:**

Registered Lobbyist: None Listed

Legislative History

Acting Body	Date	Agenda Item	Action	Sent To	Due Date	Returned	Pass/Fail
Board of County Commissioners	7/20/2021	14A4	Adopted				P
Office of the Chairperson	7/15/2021		Additions				
Public Housing and	7/15/2021	2F	Forwarded to the BCC by the BCC Chairperson due to		7/20/2021		

Community Services Committee	meeting cancellation

REPORT: SPECIAL NOTE: The Clerk of the Board received the appropriate memorandum signed by the Board of County Commissioners' (BCC) Chairman Jose "Pepe" Diaz dated July 14, 2021 approving the Public Housing and Community Services Committee (PHCSC) Chairman Jean Monestime's request to cancel the July 15, 2021 PHCSC meeting and waive the Board's Rules of Procedure to allow the foregoing proposed resolution to be heard at the July 20, 2021 Board of County Commissioners meeting.

County Attorney	7/7/2021	Referred	Public Housing and Community Services Committee	7/15/2021
County Attorney	7/7/2021	Assigned	Debra Herman	7/7/2021

Legislative Text

TITLE
RESOLUTION DECLARING SURPLUS ONE COUNTY-OWNED PROPERTY (FOLIO NO. 08 2122 011 0990) LOCATED IN OPA-LOCKA, FLORIDA; CONVEYING SUCH PROPERTY TO THE CITY OF OPA-LOCKA, IN ACCORDANCE WITH SECTION 125.38, FLORIDA STATUTES, AT A PRICE OF $10.00, FOR THE PURPOSE OF CONSTRUCTING A PUBLIC WASTEWATER LIFT STATION OR PUMPING STATION; AUTHORIZING THE CHAIRPERSON OR VICE-CHAIRPERSON OF THE MIAMI-DADE BOARD OF COUNTY COMMISSIONERS TO EXECUTE A COUNTY DEED; AND AUTHORIZING THE COUNTY MAYOR OR THE COUNTY MAYOR'S DESIGNEE TO TAKE ALL ACTION NECESSARY TO EFFECTUATE THE CONVEYANCE, AND TO ENFORCE THE PROVISIONS SET FORTH IN SUCH COUNTY DEED

BODY
WHEREAS, the County owns vacant real property identified as Folio No. 08-2122-011-0990 located on York Street in the proximity of NW 24th Avenue in the City of Opa-Locka, ("City") comprised of 7,992 square feet ("property"); and
WHEREAS, the City has requested that the County convey the property to the City for the purpose of constructing a public wastewater lift station or pumping station; and
WHEREAS, the City has represented to the County that the City's existing pump station, Pump Station 4, is running more than 10 hours per day, does not comply with the nominal average pump operating time requirements, and needs to be replaced; and
WHEREAS, the City also has represented that replacing the pump station in its current location presents operational challenges since the system must remain functional during the demolition, that there is not enough space to construct a new lift station adjacent to the existing lift station, and further, that the existing pump station is not optimally located due to its proximity to existing travel lanes; and
WHEREAS, accordingly, the City wishes to replace and construct Pump Station 4 on the property; and
WHEREAS, further, the County, through Miami-Dade Public Housing and Community Development Department, has pledged $500,000.00 in Community Development Block Grant funds for the development of the new pump station; and
WHEREAS, pursuant to Administrative Order No. 8-4, Miami-Dade Internal Services Department announced the availability of the property to all County departments and determined there was no interest in the property; and
WHEREAS, pursuant to Resolution No. 333-15, the market value of the property as set forth in the Property Appraiser's website is $71,456.00; and
WHEREAS, this Board believes that the construction of a public wastewater lift station or pumping station is in

the best interest of the County and the City as such a use will serve the City's lower income neighborhoods within the City; and

WHEREAS, accordingly, this Board, pursuant to section 125.38, Florida Statutes, desires to authorize the execution of a County deed for the purposes set forth herein; and

WHEREAS, if the City fails to develop or cause the development of the property for the purposes stated herein within two years of the recording of the deed, then the property shall revert back to the County, in its sole discretion, upon written notice and the filing of a notice of reverter,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that:

Section 1. The foregoing recitals are incorporated in this resolution and are approved.

Section 2. This Board finds that the property is needed by the City for the public purpose set forth herein, is not needed for County purposes, and declares the property surplus.

Section 3. Pursuant to section 125.38, Florida Statutes, this Board hereby approves the conveyance of the property to the City for a price of $10.00 for the purpose of constructing a public wastewater lift station or pumping station.

Section 4. Pursuant to section 125.411, Florida Statutes, this Board authorizes the Chairperson or Vice-Chairperson to execute the County deed, in substantially the form attached hereto as Attachment "A" and incorporated herein by reference, subject to the City adopting a resolution accepting the property from the County and executing the acceptance of the County deed.

Section 5. This Board further authorizes the County Mayor or County Mayor's designee to take all actions necessary to effectuate the conveyance of the property, and to exercise all rights set forth in the County deed, other than those reserved to this Board therein, including, but not limited to, exercising the County's right to enforce its reversionary interest, and to record all documentation necessary in order to exercise such right of reverter.

Section 6. This Board directs the County Mayor or County Mayor's designee to (i) ensure that proper signage is placed on the property identifying the County's name and the name of the district commissioner; (ii) provide a copy of the recorded County deed to the Miami-Dade County Property Appraiser; and (iii) appoint staff to monitor compliance with the terms of the conveyance.

Section 7. This Board directs the County Mayor or County Mayor's designee, pursuant to Resolution No. R-974-09, to record in the public record the County Deed, and to provide a copy of such recorded instrument to the Clerk of the Board within 30 days of execution and final acceptance. This Board directs the Clerk of the Board, pursuant to Resolution No. R-974-09, to attach and permanently store a recorded copy of any instrument provided in accordance herewith together with this resolution.

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2021 BCC Meeting Calendar | Miami-Dade County Code of Ordinances | ADA Notice |

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Address | Owner Name | Folio

SEARCH:

08-2122-011-0990

PROPERTY INFORMATION

Folio: 08-2122-011-0990

Sub-Division:
COMMUNITY GDNS

Property Address

Owner
OPA LOCKA COMMUNITY DEV CORP INC

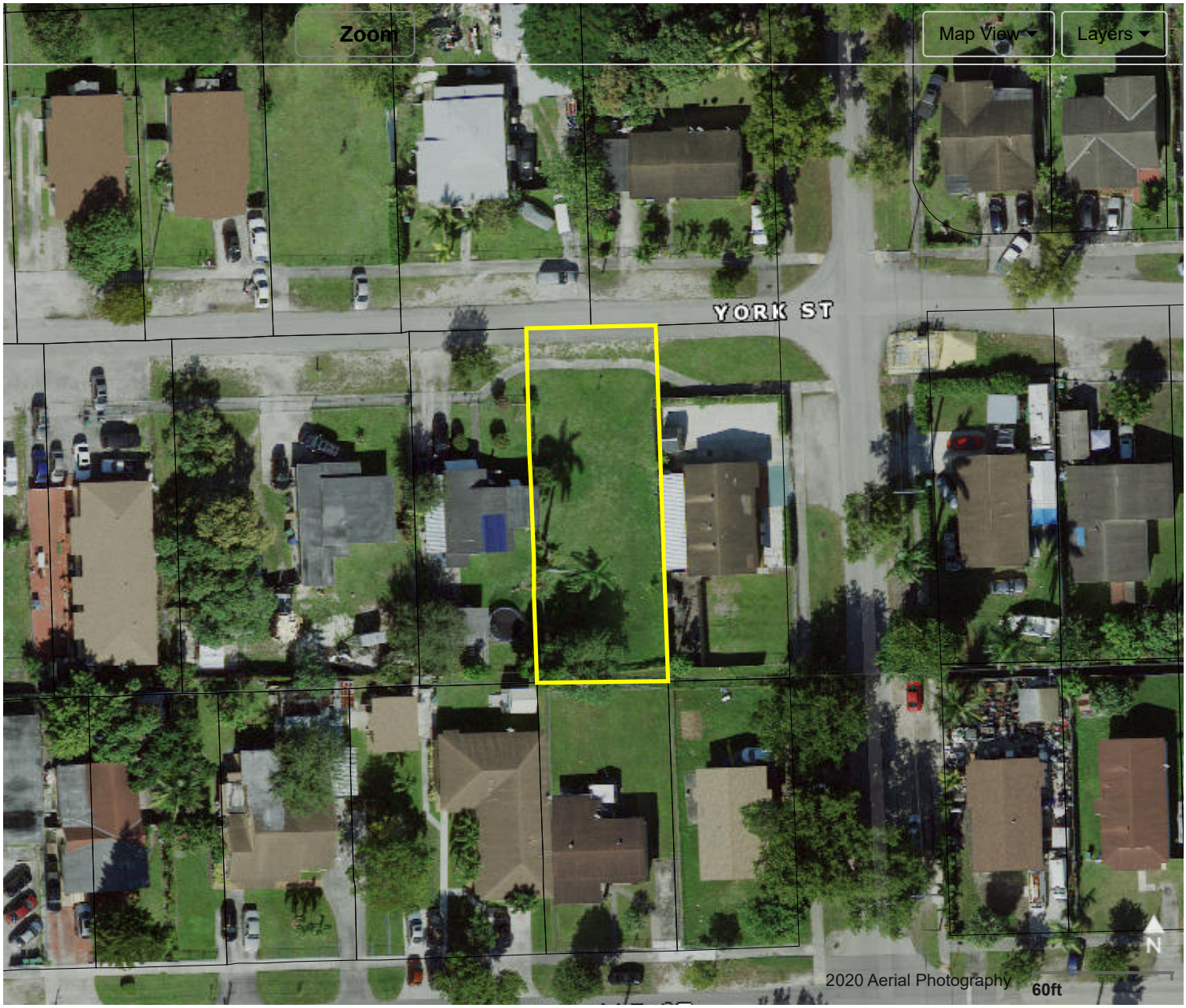
Mailing Address
490 OPA LOCKA BLVD #20
OPA LOCKA, FL 33054-3563

PA Primary Zone
5700 DUPLEXES - GENERAL

Primary Land Use
0081 VACANT RESIDENTIAL : VACANT LAND

Beds / Baths / Half	0 / 0 / 0
Floors	0
Living Units	0
Actual Area	0
Living Area	0

Adjusted Area	0
Lot Size	7,992 Sq.Ft
Year Built	0



Featured Online Tools

Comparable Sales
PA Additional Online Tools
Property Search Help
Report Discrepancies
Special Taxing Districts and Other Non-Ad valorem Assessments
Glossary
Property Record Cards
Property Taxes
Report Homestead Fraud
Tax Comparison

Tax Estimator

Value Adjustment Board

TRIM Notice

ASSESSMENT INFORMATION

Year	2021	2020	2019
Land Value	$71,456	$71,456	$74,704
Building Value	$0	$0	$0
Extra Feature Value	$0	$0	$0
Market Value	$71,456	$71,456	$74,704
Assessed Value	$19,817	$18,016	$16,379

TAXABLE VALUE INFORMATION

	2021	2020	2019
COUNTY			
Exemption Value	$19,817	$18,016	$16,379
Taxable Value	$0	$0	$0
SCHOOL BOARD			
Exemption Value	$71,456	$71,456	$74,704
Taxable Value	$0	$0	$0
CITY			
Exemption Value	$19,817	$18,016	$16,379
Taxable Value	$0	$0	$0
REGIONAL			
Exemption Value	$19,817	$18,016	$16,379
Taxable Value	$0	$0	$0

BENEFITS INFORMATION

Benefit	Type	2021	2020	2019
Non-Homestead Cap	Assessment Reduction	$51,639	$53,440	$58,325
Charitable	Exemption	$19,817	$18,016	$16,379

Note: Not all benefits are applicable to all Taxable Values (i.e. County, School Board, City, Regional).

FULL LEGAL DESCRIPTION

22 52 41 .18 AC M/L

COMMUNITY GARDENS PB 31-5

PARCEL 02-13-03 AKA LOT 25

BLK 152-A

LOT SIZE 7992 SQ FT

OR 15117-2111 0791 3

SALES INFORMATION

Previous Sale	Price	OR Book-Page	Qualification Description

For more information about the Department of Revenue's Sales Qualification Codes.

2021 2020 2019

LAND INFORMATION

Land Use	Muni Zone	PA Zone	Unit Type	Units	Calc Value
GENERAL	R-2	5700 - DUPLEXES - GENERAL	Square Ft.	5,000.00	$55,000
GENERAL	R-2	5700 - DUPLEXES - GENERAL	Square Ft.	2,992.00	$16,456

BUILDING INFORMATION

Building Number	Sub Area	Year Built	Actual Sq.Ft.	Living Sq.Ft.	Adj Sq.Ft.	Calc Value

EXTRA FEATURES

Description	Year Built	Units	Calc Value

ADDITIONAL INFORMATION

* The information listed below is not derived from the Property Appraiser's Office records. It is provided for convenience and is derived from other government agencies.

LAND USE AND RESTRICTIONS

Community Development District:	NONE
Community Redevelopment Area:	NONE
Empowerment Zone:	NONE
Enterprise Zone:	CENTRAL
Urban Development:	INSIDE URBAN DEVELOPMENT BOUNDARY
Zoning Code:	R-2 -
Existing Land Use:	804 - VACANT, NON-PROTECTED, PRIVATELY-OWNED.

Government Agencies and Community Services

OTHER GOVERNMENTAL JURISDICTIONS

Business Incentives

Childrens Trust

City of Opa-locka

Environmental Considerations

Florida Inland Navigation District

PA Bulletin Board

Special Taxing District and Other Non-Ad valorem Assessment

School Board

South Florida Water Mgmt District

Tax Collector

The Office of the Property Appraiser is continually editing and updating the tax roll. This website may not reflect the most current information on record. The Property Appraiser and Miami-Dade County assumes no liability, see full disclaimer and User Agreement at http://www.miamidade.gov/info/disclaimer.asp

For inquiries and suggestions email us at http://www.miamidade.gov/PAPortal/ContactForm/ContactFormMain.aspx.

Version: 2.0.3

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Sponsored by: City Manager

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, RATIFYING THE CITY MANAGER'S EMERGENCY DECISION TO SECURE H&R PAVING, INC. FOR TEMPORARY ROADWAY RESURFACING REPAIRS ON CAIRO LANE WITHIN THE CITY; AUTHORIZING ROADWAY REPAIRS, IN AN AMOUNT OF TWO HUNDRED FORTY EIGHT THOUSAND, FIVE HUNDRED DOLLARS ($248,500); PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Cairo Lane, located in the southwest section of the City of Opa-locka ("City"), runs north and south. It is limited to the north by NW 135th Street and by the NW 127th Street Canal on the south. A portion of the street was a part of a 50-acre lake fill known as Milton's Dump, which was in operation from 1966 to 1981. This lake fill causes soil instability, which when added to the lack of drainage systems and the frequency of heavy traffic, deteriorates street conditions, causing safety issues for the adjacent business owners and other users of the roadway; and

WHEREAS, to remedy the emergency safety issue and make the street suitable for travel, the City Manager secured H&R Paving, Inc., by accepting Contractor's proposal to repair the roadway for Two Hundred Forty-Eight Thousand, Five Hundred Dollars **(**$248,500.00), attached hereto as Exhibit "A", to provide a temporary repair until the major Roadway and Drainage Improvement Project for Cairo Lane can be completed; and

WHEREAS, due diligence efforts were made to secure the services for a reasonable amount and the City Manager considered that Miami-Dade County previously awarded a contract to H&R Paving Inc. for roadway resurfacing services and sidewalk installation in January of this year; and

WHEREAS, the City Manager recommends that the City Commission ratifies the execution of a contract for Two Hundred Forty-Eight Thousand, Five Hundred Dollars **(**$248,500.00) with H&R Paving, Inc. for emergency services

WHEREAS, the City Commission finds that it is in the best interest of the City and its residents to ratify the City Manger's decision to secure emergency resurfacing repair work from H&R Paving, Inc. at the rates set forth herein as Exhibit "B".

NOW THEREFORE BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA:

Section 1. ADOPTION OF REPRESENTATIONS: The foregoing whereas paragraphs are hereby ratified and confirmed as being true, and the same are hereby made a specific part of this Resolution.

Section 2. RATIFICATION OF CITY MANAGER EMERGENCY PROPOSAL ACCEPTANCE: The City Commission of the City of Opa-Locka, Florida hereby ratifies the City Manger's emergency acceptance of a proposal from H&R Paving, Inc. for the provision of temporary road repair on Cairo Lane in an amount of Two Hundred Forty Eight Thousand, Five Hundred Dollars ($248,500.00) at the rates set forth in Exhibit "B".

Section 3. Sections of this Resolution may be renumbered or re-lettered and corrections of typographical errors which do not affect the intent may be authorized by the City Manager, or the City Manager's designee, without need of public hearing, by filing a corrected copy of same with the City Clerk.

Section 4. This Resolution shall take effect immediately upon adoption and is subject to the approval of the Governor or his designee.

PASSED AND ADOPTED this 8th day of September, 2021.

_____
Matthew A. Pigatt, Mayor

ATTEST:

_____
Joanna Flores, City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

_____
Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Taylor	_____ (Yes)	_____ (No)
Commissioner Bass	_____ (Yes)	_____ (No)
Commissioner Davis	_____ (Yes)	_____ (No)
Vice-Mayor Williams	_____ (Yes)	_____ (No)
Mayor Pigatt	_____ (Yes)	_____ (No)

City of Opa-locka
Agenda Cover Memo

Department Director:	Airia Austin			**Department Director Signature:**			
City Manager:	John E. Pate			**CM Signature:**			
Commission Meeting Date:	*09/08/2021*		**Item Type:** *(Enter X in box)*	**Resolution**	**Ordinance**		**Other**
				X			
Fiscal Impact: *(Enter X in box)*	**Yes**	**No**	**Ordinance Reading:** *(Enter X in box)*		**1st Reading**		**2nd Reading**
	X		**Public Hearing:** *(Enter X in box)*		**Yes**	**No**	**Yes**	**No**
						X		X
Funding Source: *Account# :*	*(Enter Fund & Dept.)* Ex: See Financial Impact Section		**Advertising Requirement:** *(Enter X in box)*		**Yes**		**No**	
							X	
Contract/P.O. Required: *(Enter X in box)*	**Yes**	**No**	**RFP/RFQ/Bid#:**					
	X							
Strategic Plan Related *(Enter X in box)*	**Yes**	**No**	**Strategic Plan Priority Area:** **Enhance Organizational** ■ **Bus. & Economic Dev** □ **Public Safety** ■ **Quality of Education** □ **Qual. of Life & City Image** ■ **Communication** □		**Strategic Plan Obj./Strategy:** *(list the specific objective/strategy this item will address)*			
	X							
Sponsor Name	City Manager		**Department:**		City Manager			

Short Title:

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA TO RATIFY THE EMERGENCY ROADWAY REPAIR ON CAIRO LANE

Staff Summary:

Cairo Lane, located in the southwest section of the City of Opa-locka, runs north and south. It is limited to the north by NW 135th Street and by the NW 127th Street Canal on the south. A portion of the street was part of a 50-acre lake fill known as Milton's Dump, in operation from 1966 to 1981. This lake fill causes soil instability, which when added to the lack of drainage systems and the frequency of heavy traffic, deteriorates street conditions, causing safety issues for the adjacent business owners and other users of the road.

To remedy the emergency safety issue and make the street transitable, the City Manager secured H&R Paving, Inc, by accepting Contractor's proposal to repair the roadway for $248,500.00 and provide an interim repair until the major Roadway and Drainage Improvement Project for Cairo Lane can be completed.

Financial Impact

Account	Description	Available	Project	Remaining Balance
44-541820	Cairo Lane	*	$248,500	NA

* This account is currently unfunded. Forthcoming Budget Amendment #4 will add $248,500 for this project to be funded by a transfer of this amount from General Fund Contingency, which currently has a balance of $1,038,654.

Proposed Action:

Staff recommends the City Commission to ratify the emergency acceptance of proposal from H&R Paving, Inc. for the interim paving of Cairo Lane to mitigate safety issues on this roadway.

Attachment:

1. Agenda
2. Proposal provided by H&R Paving, Inc
3. Pictures of Cairo Lane
4. Emergency Declaration Memo for Cairo Lane

1955 N.W. 110 Ave., Miami, FL 33172
Telephone: (305) 261-3005
Fax: (305) 592-6079

H&R PAVING INC.

LICENSED AND INSURED

PROPOSAL

QUOTE NO.	AR071823
DATE:	07/08/21

TO	CITY OF OPA LOCKA 780 FISHERMAN ST. OPA LOCKA, FL. 33054	JOB	CAIRO LANE
CONTACT	CARLOS	PHONE	

We hereby propose to furnish all labor, material, equipment and insurance, **SUBJECT TO ALL TERMS AND CONDITIONS AS SET FORTH ON BOTH SIDES OF THIS PROPOSAL, AS FOLLOWS:**

1. INSTALL APPROX 4 " OF NEW LINE-ROCK TO AREA APPROX 2500' X 24'
   INCLUDING SPREADING AND COMPACTING .
2. INSTALL 2" OF ASPHALT SP 12.5 IN (1) LIFT
3. MILL AREA APPROX 100' X 24 '
4. M.O.T AS NEEDED
5. ASPHALT WORK TO BE DONE AT NIGHT.

$ 248,500.00

We hereby propose to furnish labor and materials - complete in accordance with the above specifications, for the sum shown above, with payment to be made as follows:

NOTE: Cost of Permits to be billed additionally. Subgrade preparation if required under equipment rental basis. This proposal subject to acceptance within 30 days and is void thereafter at the option of H & R Paving, Inc. (READ REVERSE SIDE)

Authorized Signature: _____

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.1/3 upon acceptance,1/3 when rock base is in place, balance upon completion. INTEREST will be charged on all delinquent accounts at the highest legal rate of interest allowable under the laws of the state of Florida.

ACCEPTED: _____ Signature: _____

Date: _____ Signature: _____

CAIRO LANE ROADWAY CONDITION

1

CAIRO LANE ROADWAY CONDITION

Office of the City Manager

George E. Ellis
Assistant City Manager

Telephone: (305) 953-2868 Ext.1205
Email: gellis@opalockafl.gov

To: **Mayor Matthew A. Pigatt**
Vice Mayor Veronica Williams
Commissioner Sherelean Bass
Commissioner Chris Davis
Commissioner John Taylor, Jr.

From: **George E. Ellis, Assistant City Manager**

Date: **August 31, 2021**

Re: **Emergency Declaration in compliance with Section 2-320 (i)**

The Cairo Lane roadway is in a severely deteriorated state. Any impactful rain events will render this roadway impassible. Until the permanent concrete roadway can be installed, a limerock base will be laid and compacted; two inches of asphalt will then be installed to protect this surface from washout.

Beyond its temporary use this asphalt surface will serve in whole or part as additional stabilization for the final concrete roadway.

I have declared an emergency to enable the most expeditious, effective and lawful response allowable in accordance with the relevant selections of the City's Code.

I hereby certify that the information provided above is true and correct to the best of my knowledge.

Enclosures

George E. Ellis, Assistant City Manager

Notary Public – State of Florida

Notary Public State of Florida
Shamecca L Johnson
My Commission GG 182250
Expires 02/04/2022

Airia Austin, Public Works Director

Notary Public – State of Florida

Notary Public State of Florida
Shamecca L Johnson
My Commission GG 182250
Expires 02/04/2022

Sec. 2-320. - Procurement of contractual services.

(a) For the purposes of this section, the term "city contractual service term contract" means a term contract whereby a responsive bidder or offeror agrees to furnish a contractual service during a prescribed period of time or by a specific date. The specified period of time or date completes such contract. This section is intended to establish procedures for direct negotiations and contracting for those municipal services outlined pursuant to Chapter 180, Florida State Statutes.

(b) Unless otherwise authorized by law, all contracts for contractual services shall be awarded by competitive sealed bidding. An invitation to bid shall be issued which shall include a detailed description of the services sought, the date for submittal of bids, and all contractual terms and conditions applicable to the procurement of contractual services, including the criteria which shall include, but need not be limited to, price, to be used in determining acceptability of the bid. If the agency contemplates renewal of the contract, it shall be so stated in the invitation to bid. The bid shall include the price for each year for which the contract may be renewed. Evaluation of bids shall include consideration of the total cost for each year as quoted by the bidder. No criteria may be used in determining acceptability of the bid that was not set forth in the invitation to bid. The contract shall be awarded with reasonable promptness by written notice to the qualified and responsive bidder who submits the lowest and best bid. This bid must be determined in writing to meet the requirements and criteria set forth in the invitation to bid.

(c) When an agency determines in writing that the use of competitive sealed bidding is not practicable, contractual services shall be procured by competitive sealed proposals. A request for proposals which includes a statement of the services sought and all contractual terms and conditions applicable to the procurement of contractual services, including the criteria, which shall include, but need not be limited to, price, to be used in determining acceptability of the proposal shall be issued. If the agency contemplates renewal of the contract, it shall be so stated in the request for proposals. The proposals shall include the price for each year for which the contract may be renewed. Evaluation of proposals shall include consideration of the total cost for each year as quoted by the proposer. To assure full understanding of, and responsiveness to the solicitation requirements, discussions may be conducted with qualified offerors. The offerors shall be accorded fair and equal treatment prior to the submittal date specified in the request for proposals with respect to any opportunity for discussion

and revision of proposals. The award shall be made to the responsible offeror whose proposal is determined in writing to be the most advantageous to the city, taking into consideration the price and the other criteria set forth in the request for proposals. The contract file shall contain the basis on which the award was made.

(d) When the price of contractual services is less than three thousand five hundred dollars ($3,500.00), an agency shall not be required to use the competitive procedures set forth in subsections (b) and (c). However, the agency shall not divide the procurement of contractual services so as to avoid the requirements of subsections (b) and (c).

(e) A contract for contractual services may be awarded without competition if it is determined in writing that such services are available from only one (1) source; however, if such contract is for an amount greater than five thousand dollars ($5,000.00), the agency shall secure prior approval from the city commission.

(f) A contract for contractual services may be awarded without competition if county, state or federal law prescribes with whom the agency must contract or if the rate of payment is established during the appropriations process.

(g) If only one (1) response to an invitation to bid or request for proposals is received, the agency may proceed with the procurement of the contractual services pursuant to subsection (e).

(h) If no response to an invitation to bid or request for proposals is received, the agency may proceed with the procurement of contractual services pursuant to subsection (e).

(i) If the city manager determines in writing that an immediate danger to the public health, safety, welfare, or other substantial loss to the city, requires emergency action, the agency may proceed with the procurement of the contractual services necessitated by the immediate danger without competition. However, such emergency procurements shall be made with such competition as is practicable under the circumstances. The agency shall furnish copies of the written determination, certified under oath, and any other documents relating to the emergency action to the city commission.

(j) Extension of a contract for contractual services shall be in writing for a period not to exceed six (6) months and shall be subject to the same terms and conditions set forth in the initial contract. The extension may, however, provide for an increase in the total dollar amount of the contract based on the method and rate established in the initial

contract. There shall be only one (1) extension of a contract unless the failure to meet the criteria set forth in the contract for completion of the contract is due to events beyond the contractor's control.

(k) Renewal of a contract for contractual services shall be in writing and shall be subject to the same terms and conditions set forth in the initial contract. The cost of any contemplated renewals shall be included in the invitation to bid or request for proposals. Renewals are to be done on a yearly basis, and contracts shall not be renewed for more than two (2) years unless competitively procured. Renewals shall be contingent upon satisfactory performance evaluations by the city manager.

(l) For each contractual services contract, the agency shall designate an employee to function as contract manager who shall be responsible for enforcing performance of the contract terms and conditions, serve as a liaison with the contractor, and shall approve all invoices prior to payment.

(m) Each agency shall designate one (1) employee who, in addition to his existing duties, shall serve as a contract administrator responsible for maintaining a contract file and financial information on all contractual services contracts and who shall serve as a liaison with the contract managers and the city commissioners.

(n) A selection team of at least three (3) employees who have experience and knowledge in the program areas and service requirements for which contractual services are sought shall be appointed by the city manager to aid in the selection of contractors for contracts of more than seventy-five thousand dollars ($75,000.00).

(o) No person who receives a contract which has not been procured pursuant to subsection (b) or subsection (c) to perform a feasibility study of the potential implementation of a subsequent contract, participating in the drafting of an invitation for bids or request for proposals, or developing a program for future implementation, shall be eligible to contract with the agency for any other contracts dealing with that specific subject matter; nor shall any firm in which such person has any interest be eligible to receive such contract.

(p) Each agency shall establish a review and approval process for all contractual services contracts costing more than five thousand dollars ($5,000.00) which shall include, but not be limited to, program, financial, and legal review and approval. Such reviews and approvals shall be obtained before the contract is executed.

(q) Nothing in this section shall affect the validity or effect of any contract in existence on the date of passing of this ordinance.

(Ord. No. 90-7, §§ 1, 2, 7-25-90)

Sponsored by: City Manager

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, REJECTING ALL BIDS RECEIVED IN CONNECTION WITH RFP NO. 18-0907100 AND FURTHER AUTHORIZING THE CITY MANAGER TO RE-ADVERTISE AND ISSUE A REQUEST FOR PROPOSALS FOR QUALIFIED FIRMS FOR LAWN MAINTENANCE SERVICES; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Opa-Locka ("City") issued Request for Proposal (RFP) 18-0907100 to solicit competitive proposals to provide Lawn Maintenance Services. One (1) proposal was received; and

WHEREAS, the proposal was received in September 2018, however, due to the change in management, the proposal was not presented to the City Commission; and

WHEREAS, the City Manager recommends the City Commission to reject the one received proposal in attempt to re-advertise the RFP to solicit more firms. The City Manager believes it is in the best interest of the City to re-advertise the services to enable the City to get a more competitive process and the best results for the City.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA:

Section 1. RECITALS ADOPTED.
The recitals to the preamble herein are incorporated by reference.

Section 2. AUTHORIZATION
The City Commission of the City of Opa-Locka, Florida hereby rejects all bids received in connection with RFP No. 18-0907100, in entirety, and authorizes the City Manager to re-advertise and issue a Request for Proposals for qualified firms to provide Lawn Maintenance Services.

Section 3. SCRIVENER'S ERRORS.
Sections of this Resolution may be renumbered or re-lettered and corrections of typographical errors which do not affect the intent may be authorized by the City Manager, or the City Manager's designee, without need of public hearing, by filing a corrected copy of same with the City Clerk.

Section 4. EFFECTIVE DATE.

This Resolution shall take effect immediately upon adoption and is subject to the approval of the Governor or his designee.

PASSED AND ADOPTED this 8th day of September, 2021.

_____
Matthew A. Pigatt, Mayor

ATTEST:

_____
Joanna Flores, City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

_____
Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Taylor	_____ (Yes)	_____ (No)
Commissioner Bass	_____ (Yes)	_____ (No)
Commissioner Davis	_____ (Yes)	_____ (No)
Vice-Mayor Williams	_____ (Yes)	_____ (No)
Mayor Pigatt	_____ (Yes)	_____ (No)

City of Opa-Locka
Agenda Cover Memo

City Manager:	John E. Pate			**CM Signature:**			
Commission Meeting Date:	*09.09.2021*		**Item Type:** *(Enter X in box)*	**Resolution**	**Ordinance**	**Other**	
				X			
Fiscal Impact: *(Enter X in box)*	**Yes**	**No**	**Ordinance Reading:** *(Enter X in box)*		**1st Reading**	**2nd Reading**	
	x $est. 3,000.00		**Public Hearing:** *(Enter X in box)*		**Yes** / **No**	**Yes** / **No**	
						x	x
Funding Source: *Account#:*	*(Enter Fund & Dept)* Ex:		**Advertising Requirement:** *(Enter X in box)*		**Yes**	**No**	
						x	
Contract/P.O. Required: *(Enter X in box)*	**Yes**	**No**	**RFP/RFQ/Bid#:**				
	x						
Strategic Plan Related *(Enter X in box)*	**Yes**	**No**	**Strategic Plan Priority Area:** **Enhance Organizational** ■ **Bus. & Economic Dev** ☐ **Public Safety** ☐ **Quality of Education** ☐ **Qual. of Life & City Image** ☐ **Communcation** ☐		**Strategic Plan Obj./Strategy:** *(list the specific objective/strategy this item will address)*		
	X						
Sponsor Name	City Manager		**Department:**		City Manager		

Short Title:

A resolution authorizing the City Manager to reject all proposals received in connection with RFP No. 18-0907100 and re-advertise for qualified firms.

Staff Summary:

The City Commission issued a Request for Proposal to solicit competitive proposals to provide Lawn Maintenance Services. One (1) proposal was received, however a request is being made to reject the proposal in attempt to re-advertise to solicit more firms. Staff think it is in the best interest of the City to re-advertise the services to enable us to get a more competitive process and get the best for the City. The item was received in September 2018, however due to the change in management the item was not presented to the City Commission. I am requesting to reject the proposer and move forward with the RFP process.

Financial Impact

The RFP will be issued primarily electronically, but may require additional advertising, estimated to be $3,000.

Proposed Action:

Staff recommends the approval of this request to re-issue the RFP to seek quotes for qualified firms.

Attachment:

Bid Certification
Copy of proposal received
RFP

Office of the City Clerk

Joanna Flores, CMC
City Clerk

Tele: (305) 953-2800
Fax: (305) 953-2834
Email: jflores@opalockafl.gov

MEMORANDUM

TO: **Mayor Myra L. Taylor**
Vice Mayor Joseph L. Kelley
Commissioner Timothy Holmes
Commissioner Matthew A. Pigatt
Commissioner John Riley

Cc: **Newall Daughtrey. Acting City Manager**
Vincent T. Brown, City Attorney

FROM: **Joanna Flores**
City Clerk

DATE: **September 12, 2018**

SUBJ: **Request for Proposals – RFP No. 18-0907100 - Lawn Maintenance Services**

Attached hereto you will find a copy of Request for Proposals document and certification for the City of Opa-locka **Request for Proposals RFP No. 18-0907100 – Lawn Maintenance Services**. In an effort to save on costs associated with duplication, the original bids are available for review in the City Clerk's Office upon request, but only after a recommendation is released by the City Manager.

If you have any questions, please let me know.

END OF MEMORANDUM

CITY OF OPA-LOCKA
CERTIFICATION

REQUEST FOR PROPOSALS
LAWN MAINTENANCE SERVICES
RFP NO. 18-0907100

I, Joanna Flores, City Clerk of the City of Opa-locka, Florida, do hereby certify that according to the provisions of Sec. 2-320.1 of the City's Code of Ordinances, sealed proposal(s) were opened at the Office of the City Clerk, 780 Fisherman Street, 4th Floor, Opa-locka, Florida, at 11:56 a.m. this 10th day of September, 2018.

PROPOSAL(S) RECEIVED

NAME/ADDRESS	LUMP SUM PRICE
My Lawn Service, Inc. 17820 S.W. 174th Street Miami, FL 33187 Contact: Marina Ojeda, President Tele: 786-282-2665 Email: marina46@bellsouth.net	$154,552.00

I further certify that sealed proposal(s) were submitted and properly opened in the presence of the following:

Sherine Bullock, Assistant City Clerk
City of Opa-locka

Newall Daughtrey, Acting City Manager
City of Opa-locka

Sha'mecca Lawson, Executive Secretary
City of Opa-locka

Airia Austin, Public Works Director
City of Opa-locka

Joanna Flores, CMC
City Clerk

CITY OF OPA-LOCKA

REQUEST FOR PROPOSALS
RFP NO: 18-0907100

Maintenance of Citywide Alleys

Maintenance of NW 27th and 22nd Avenues

Maintenance of 3 Parking Lots 700-750 Ali-Baba Avenue, 664 Fisherman Street, and 441 Opa-locka Boulevard

Tree Trimming Services

Sealed Proposals for Lawn Maintenance Services will be received by the City of Opa-locka at the Office of the City Clerk, 780 Fisherman St, 4th Floor, Opa-locka, Florida 33054, Friday, September 7, 2018 **by 1:00 p.m.** Any RFP Package received after the designated closing time will be returned unopened.

An original and six (6) copies for a total of seven (7) plus 1 copy of the Proposal package on CD in PDF format shall be submitted in sealed envelopes/packages addressed to the City Clerk, City of Opa-locka, Florida, and marked **RFP for Lawn Maintenance Services.**

Proposers desiring information for use in preparing proposals may obtain a set of such documents from the City Clerk's Office, 780 Fisherman Street, 4th Floor, Opa-locka, Florida 33054, or copies of the RFP No. 18-0907100 may also be obtained by visiting the City's website at www.opalockafl.gov.

The City reserves the right to accept or reject any and all proposals and to waive any technicalities or irregularities therein. The City further reserves the right to award the contract to that proposer whose proposal best complies with the **RFP NO: 18-0907100** requirements. Proposers may not withdraw their proposal for a period of ninety (90) days from the date set for the opening thereof.

A pre-bid meeting will be held on Wednesday, **August 15, 2018 at 10:00 a.m.** at the Municipal Complex, 780 Fisherman Street, Ste. 335, Opa-locka, FL 33054.

City Clerk
Joanna Flores, CMC

City of Opa-locka

RFP NO: 18-0907100

REQUEST FOR PROPOSAL (RFP)

MAINTENANCE OF CITYWIDE ALLEYS

MAINTENANCE OF NW 27TH AND 22ND AVENUES

MAINTENANCE OF 3 PARKING LOTS 700-750 ALI-BABA AVENUE, 664 FISHERMAN STREET, AND 441 OPA-LOCKA BOULEVARD

TREE TRIMMING SERVICES

CITY OF OPA LOCKA 780 FISHERMAN STREET OPA-LOCKA, FLORIDA 33054

1.1 SCOPE OF SERVICES

The City of Opa-locka is requesting cost proposals for the maintenance of City Alleys, Medians and Parking Lots. Contractor will cut twice a month during rainy season and once a month during dry season. The successful bidder shall furnish all labor, materials, machinery, equipment and ancillary services to fulfill the requirement of these specifications for the maintenance program.

City Alley Project Location:

- List of Alleys are included as Exhibit "A"

City Median Project Location:

- NW 22nd Avenue Median – NW 22nd Avenue from 151st Street to NW 135th Street
- NW 27th Avenue Median – NW 27th Avenue from 151st Street to NW 127th Street
- Sharazad Boulevard Median – Sharazad Boulevard from NW 27th Avenue to Ali-Baba Avenue (Veteran's Way)
- President Barack Obama Avenue (Perviz Avenue) – President Barack Obama Avenue from NW 151st Street to Sharazad Boulevard
- Drainage Pond – NW 27th Avenue SR-9 and Burlington Street (Cut/maintain trees and grass)

3 Parking Lots Project Location:

- 700-750 Ali-Baba Avenue
- 664 Fisherman Street
- 441 Opa-locka Boulevard

Tree Trimming Location:

- Citywide as directed by Public Works, to maintain proper line of sight as per Miami-Dade County Tree Ordinance.

All work shall be performed in accordance with the Occupational Safety & health Act (O.S.H.A.) and its amendments, and all Department of Transportation (D.O.T.) safety standards, including but not limited to safety glasses, safety vest, traffic notification, placement of traffic cones, and all pertinent landscape standards. The awarded Bidder will be require to have an Maintenance of Traffic (M.O.T.) certified person onsite at any time workers are physically parked, standing or working in the roadways with City limits.

requirements of the RFP in addition to what is contained in the written RFP document.

1.5. ADDENDUM

The City may record its response to inquiries and any supplemental instructions in the form of written addenda. The CITY may mail written addenda up to three (3) calendar days before the date fixed for receiving the proposals. Proposers shall contact the City to ascertain whether any addenda have been issued. Failure to do so could result in an unresponsive proposal. Any oral explanation given before the RFP opening will not be binding.

All Proposers are expected to carefully examine the proposal documents. Any ambiguities or inconsistencies should be brought to the attention of the City through written communication prior to the opening of the proposals.

1.6. CONTRACT AWARDS

The City anticipates entering into an Agreement with the Proposer who submits the proposal judged by the City to be most advantageous.

The Proposer understands that this RFP does not constitute an offer or an Agreement with the Proposer. An offer or Agreement shall not be deemed to exist and is not binding until proposals are reviewed, accepted by appointed staff, the best proposal has been identified, approved by the appropriate level of authority within the City and executed by all parties. The City anticipates that the final Agreement will be in substantial conformance with this sample Agreement; nevertheless, Proposers are advised that any Agreement may result from the RFP may deviate from the Sample Agreement.

The City reserves the right to reject all proposals, to abandon the project and/or to solicit and re-advertise for other proposals.

1.6. CONTRACTUAL AGREEMENT

This RFP and Contractor proposal shall be included and incorporated in the final award. The order of contractual precedence will be the Contract or Agreement document, original Terms and Conditions, and Proposer response. Any and all legal action necessary to enforce the award will be held in Miami-Dade County and the contractual obligations will be interpreted according to the laws of Florida. **Any additional contract or agreement**

forms, Proposer attests that they have not been placed on the "Convicted Vendor List".

1.11. CODE OF ETHICS

If any Proposer violates or is a party to a violation of the code of ethics of the City of Opa-locka or the State of Florida with respect to this proposal, such Proposer may be disqualified from performing the work described in this proposal or from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from submitting any future proposals for work, goods or services for the City of Opa-locka.

1.12. CONE OF SILENCE

Proposers are hereby advised that this RFP is subject to the "Cone of Silence", in accordance with Ordinance 98-106. From the time of advertising until the City Manager issues a recommendation, there is a prohibition on communication with the City's professional staff. The ordinance does not apply to oral communications at pre-proposal conference, public presentations made to the City Commissioners during any duly notices public meeting, or communications in writing at any time with any city employee, official, or member of the City Commissioners unless specifically prohibited herein. A copy of all written communications must be filed with the City Clerk, at the address as listed in Section 1.4 herein. Among other penalties, violation of these provisions by any particular bidder shall render any Bid ward to said bidder voidable.

1.13. PERMITS AND TAXES

The Proposer shall procure all permits, pay all charges, fees, and taxes, and give all notices necessary and incidental to the due and lawful prosecution of the work.

1.14. PROTESTS

Protests of the plans, specifications, and other requirements of the request for proposal and bids must be received in writing by the City Clerk's Office at least ten (10) working days prior to the scheduled bid opening. A detailed explanation of the reason for the protest must be included. Protests of the award or intended award of the bid or contract must be in writing and received in the City Clerk's Office within seven (7) working days of the notice of award. A detailed explanation of the protest must be included.

1.15. INSURANCE

The awarded Proposer(s) shall maintain insurance coverage reflecting at least the minimum amounts and conditions specified herein as set forth below. In the event the

continue until it is finally adjudicated and any and all actions against the indemnified parties for such matter which are indemnified hereunder are fully and finally barred by applicable laws.

1.19. RISK OF LOSS, DESTRUCTION, OR DAMAGE

The City will not be responsible for any theft, destruction of, or damage to equipment from any cause, with the exception of negligence or willful acts by an employee(s) or agent(s) of the City.

1.20. NON-COLLUSION AFFIDAVIT

The vendor, in accordance with Miami-Dade County requirements, must sign an affidavit of non-collusion which has been attached hereto. This document must be signed and returned with the bid response.

1.21. TERMINATION FOR CONVENIENCE

A contract may be terminated in whole or in part by the City at any time and for any reason in accordance with this clause whenever the City shall determine that such termination is in the best interest of the City. Any such termination shall be effected by the delivery to the contractor at least five (5) working days before the effective date of a Notice of Termination specifying the extent to which performance shall be terminated and the date upon which termination becomes effective. An equitable adjustment in the contract price shall be made for the completed service, but no amount shall be allowed for anticipated profit on unperformed services.

1.22. PROPOSAL SCHEDULE

The following Schedule of Key Events and Dates represents the City's best estimate of the schedule that shall be followed.

The City reserve the right, at its sole discretion, to adjust this schedule as it deems necessary. The City will make a good faith effort to notify potential vendors of adjustments to the Schedule; however, ultimate responsibility for obtaining notice of changes in the Schedule of Key Events lies with the potential vendors.

KEY DATES

RFP Release date	Sunday, August 5, 2018
Pre-Bid Meeting	Wednesday, August 15, 2018 @ 10:00 a.m.
Proposal Submission Date & Time	Friday, September 7, 2018 @ 1:00 p.m.

CITY reserves the right to reject a proposal, regardless of price and conditions, where the proposed terms and/or conditions are deemed unacceptable to CITY. This Request for Proposals does not commit CITY to award a contract, to pay for any costs incurred in preparation of a proposal, nor contract for services.

1.27. PROPOSAL SUBMISSION FORM AND CONTENTS

In order to maintain comparability and enhance the review process, proposals shall be organized in the manner specified below and include all information required herein. The proposal must name all persons or entities interested in the proposal as principals. The proposal must declare that it is made without collusion with any other person or entity submitting a proposal pursuant to this RFP.

1.28. QUALIFICATIONS

It is required that all Bidders enclose with their sealed bids the following information:

- A detailed description of the firm including address, telephone number License Classification with number and date of expiration, applicable License status, and banking and credit references.
- Briefly describe the educational background and professional experience in a resume format of the firm owners, supervisors and key employees.
- List similar contracts for landscape maintenance now held by your firm and other similar contracts, if any formerly held. List at least one person for each such contract whom may be contacted by us who is knowledgeable about your work. List telephone numbers for these individuals.
- This contract will be awarded only to responsible Contractors qualified by experience to do the work specified herein. The Bidder shall submit, with his bid, satisfactory evidence of his experience in like work and that he is fully prepared with the necessary organization, capital, equipment and machinery to complete the work to the satisfaction of the Owner.

Those parties deemed to be qualified to service this contract shall be judged on their past performance and present ability to provide all labor, materials, and equipment to successfully fulfill the provisions of this contract.

1.29. COMPANY QUALIFICATIONS

- Company shall have been in continuous service and incorporated in the State of Florida for a minimum of three (3) years.

a) GRASS MOWING

Mowing wet grass shall be avoided whenever possible. Mower blades must be kept sharp so that the cut grass edge is clean and not ragged. Mowing patterns shall be changed frequently to avoid wear. Any grass clippings or other plant debris remaining on the grass surface after 24 hours shall be removed. Clippings, mulch or other plant debris must be prevented from entering into the street or onto a pedestrian pathway, ponds, lakes, water features, or drains. In the event that this occurs, the materials shall be removed immediately.

b) LITTER CONTROL

The vendor shall retrieve and dispose of all litter and debris as necessary. This shall include clearing all areas prior to mowing, and monitoring of the grounds on an ongoing daily basis. This includes glass, rocks, dead foliage, metal, branches, palm fronds or other debris subject to becoming a projectile if engaged by a mower. Contractor will be responsible for hauling and disposal of collected debris. Final must be submitted with monthly invoices.

c) ST. AUGUSTINE GRASS

Mow only with a rotary mower a minimum of once per week during the growing season of mid April through the end of October for a total of 43 cuts per year or as scheduled by the City's/Divisions representative. The cutting height shall be a minimum of 3 %" to a maximum of 4" above the soil.

d) BAHIA GRASS

Mow only with a rotary mower of a minimum of once per week during the growing season of mid April through the end of October for a total of 36 cuts per year or as scheduled by the City's/Divisions representative. The cutting height shall be a minimum of 3 %" to a maximum of 4" above the soil.

e) EDGING AND CLEAN-UP

The vendor shall trim and properly edge all shrub and flower beds as well as tree rings, curbs, walks, lighting, concrete or paver medians and all other obstacles in the landscape and remove and dispose of clippings. Paved areas (hard edges) shall be edged every mowing with respect to the grass type adjacent to the edging. Remove all errant vegetation in expansion joints, cracks or crevices in any portion of concrete areas. Edging of beds and tree rings (soft edging) shall be executed every mowing with respect to the grass type

- Multiple leader if the tree normally has a single stem.
- Nuisance growth that interferes with the view, traffic, signage, walks or lighting. Nuisance growth includes the removal of all dangerous thorns, spikes or appendages which show potential conflict with people.
- Shape the top of small trees as needed. All branches, dead wood and cuttings shall be removed from the job site at the time of pruning and disposed of in an acceptable manner. All lawn and shrub areas damaged by pruning equipment shall be restored at the vendor's expense.
- Pruning of trees and palms shall only take place under the direction of the City's representative.

h) PEST AND DISEASE MANAGEMENT

The vendor shall control or eradicate infestations by chewing or sucking insects, leaf miners, fire ants and other pests and diseases by spraying the affected plants with chemical sprays and combinations of sprays suitable for that particular pest when the infestation or infection becomes evident and as often thereafter as necessary. The vendor shall be fully licensed to spray pesticides and shall use sound cultural practices that aid in preventing the presence or proliferation of insects and diseases.

i). APPLICATION OF HERBICIDES

The vendor may apply various herbicides by means of spray type devices to aid in the control of unwanted weeds and vegetation. All applications shall be performed by persons holding a valid herbicide application license as issued by the State of Florida and shall be done in accordance with the herbicide manufacturer's recommended rates and all applicable Federal, State, County and Municipal regulations. Herbicides may be used only with prior approval by the City's/Divisions representative as to type, location and method of application. The vendor shall exercise extreme care not to over spray and affect areas not intended for treatment. Areas adversely affected by such over spray shall be restored at the vendor's expense.

j). IRRIGATION

The vendor shall be responsible for the operation and maintenance of the automatic irrigation system, and for setting and adjusting the time clocks to ensure proper watering of all plant material and grass in the landscape.

The vendor shall be responsible for the labor and supervision needed to make minor irrigation repairs to the lateral lines, risers and sprinkler heads up to two (2) inches in

l) GENERAL REQUIREMENTS:

- Grass Maintenance
- Describe proposed mowing schedule and procedures
- Describe proposed preventative pest management program. Tree and Palm Maintenance Program
- Describe proposed pruning schedule and procedures
- Describe proposed preventative management program
- Shrub and Ground Cover Maintenance Program
- Provide type(s) of fertilizer and rates proposed for general use, and other specific additives.
- Describe proposed pruning schedule and procedures;
- Describe proposed preventative management program. Irrigation Maintenance Program
- Describe preventative maintenance program. Equipment Specifications
- List all tools, equipment (including manufacturer), age of equipment and quantities of each type that will be proposed to perform the maintenance.
- Describe the preventative maintenance program for equipment.

1.33. **REFERENCE**

The Proposer must provide references from at least two (2) clients for whom the related Lawn Maintenance Services were provided by the respective contractor. The references should include the name, physical address, email address and telephone number of a contact person for each reference cited.

1.34. **EVALUATION AND SELECTION**

The evaluation of Proposals will be undertaken on behalf of the City by the Evaluation Team. The Evaluation Team may consult with others including City staff members, third party consultants and references, as the Evaluation Team may in its discretion decide is required. The Evaluation Team will give a written recommendation for the selection of a Preferred Proponent or Preferred Proponents to the City.

RFP NO: 18-0907100

LAWN MAINTENANCE SERVICES
PROPOSER QUALIFICATIONS

The Proposer, as a result of this proposal, MUST hold a County and/or Municipal Consultant's Occupational License in the area of their fixed business location. The following information MUST be completed and submitted with the proposal to be considered:

1. Legal Name and Address:

   Name: _____

   Address: _____

   City, State, Zip: _____ Phone/Fax: _____

2. Check One: Corporation ( ) Partnership ( ) Individual ( )

3. If Corporation, state:
   Date of Incorporation: _____ State in which Incorporated: _____

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization:_____

5. **Name and Title of Principal Officers** **Date Elected:**

   _____ _____

6. The length of time in business: _____years

7. The length of time (continuous) in business as a service organization in Florida: _____years

8. Provide a list of at least five commercial or government references that the bidder has supplied service/commodities meeting the requirements of the City of Opa-locka specification, during the last twenty-four months.

9. A copy of County and/or Municipal Occupational License(s)

Note: *Information requested herein and submitted by the proposers will be analyzed by the City of Opa-locka and will be a factor considered in awarding any resulting contract. The purpose is to insure that the Consultants, in the sole opinion of the City of Opa-locka, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract. If there are any terms and/or conditions that are in conflict, the most stringent requirement shall apply.*

RFP NO: 18-0907100

PRICE PROPOSAL FORM

MAINTENANCE OF CITYWIDE ALLEYS

MAINTENANCE OF NW 27TH AND 22ND AVENUES

MAINTENANCE OF 3 PARKING LOTS 700-750 ALI-BABA AVENUE, 664 FISHERMAN STREET, AND 441 OPA-LOCKA BOULEVARD

TREE TRIMMING SERVICES

PROPONENT understands and agrees that the Contract Price is the lump sum to furnish and install all of the Work complete in place. Vendor's price will not be adjusted unless the CITY changes the scope of the Project after the Contract Date.

As such, the Vendor shall furnish all labor, materials, equipment, tools, superintendence and services necessary to provide a complete, in place Project for the Proposed Price of:

LUMP SUM PRICE: $_____

SUBMITTED THIS _____ DAY OF _____ 2017.

BID SUBMITTED BY:

_____	_____
Company	Telephone Number
_____	_____
Name of Person Authorized to Submit Bid	Fax Number
_____	_____
Signature	Email Address
_____	
Title	

certification will be considered in connection with a determination of the Proposer's responsibility. Failure of the Proposer to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Proposer non-responsive.

D. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of a Proposer is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

E. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS CONSULTANT COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature _____

Printed Name _____

CITY OF OPA-LOCKA
NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA - COUNTY OF MIAMI DADE

_____ **being first duly sworn, deposes and says that:**

(1) He/She/They is/are the _____

(Owner, Partner, Officer, Representative or Agent) of

_____ the PROPONENT that has submitted the attached proposal;

(2) He/She/They is/are fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

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

(4) Neither the said PROPONENT 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 PROPONENT, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from Proposing in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any PROPONENT, firm, or person to fix any overhead, profit, or cost elements of the Proposal or of any other PROPONENT, or to fix any overhead, profit, or cost elements of the Proposed Price or the Proposed Price of any other PROPONENT, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;

(5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the PROPONENT or any other of its agents, representatives, owners, employees or parties of interest, including this affiant.

Signed, sealed and delivered in the presence of:

_____ By: _____
Witness Signature

_____ _____
Witness Print Name and Title

Alleys listed should be cut before the 20th of each month

	Address
1	3100 NW 135 Street thru 3250 NW 135 Street
2	3101 NW 133 Street thru 3191 NW 133 Street
3	13280 NW 31 Avenue thru 13260 NW 30 Avenue
4	2811 NW 134 Street thru 2851 NW 134 Street
5	2861 NW 135 Street thru 3299 NW 135 Street
6	700 Superior Street thru 1156 Perviz Avenue
7	866 West Drive thru 700 Burlington Street
8	840 Burlington Street thru 870 Burlington Street
9	670 Harem Avenue thru 510 Harem Avenue
10	675 Harem Avenue thru 690 Curtiss Drive
11	695 Curtiss Drive thru 515 Harem Avenue
12	701 Curtiss Drive thru 1060 Oriental Blvd
13	725 Arabia Avenue thru 975 Arabia Avenue
14	601 Perviz Avenue thru 1060 Curtiss Drive
	Address
15	701 Harem Avenue thru 775 Harem Avenue
16	340 Seaman thru 701 Jann Avenue
17	2591 Superior Street thru 13830 NW 24 Avenue
18	2309 York Street thru 2581 York Street
19	2571 NW 139 Street thru 2301 NW 139 Street
20	2301 NW 140 Street thru 2571 NW 140 Street
21	1891 NW 135 Street thru 1701 NW 135 Street (Canal behind address)

22 13441 Port Said Road

Alleys listed should be cut before the 10th of each month

26	1120 York Street thru 1210 York Street
[redacted]	[redacted]
27	1020 Rutland Street thru 926 Rutland Street
28	915 Rutland Street thru 1020 Burlington Street
29	1120 Opa-Locka Blvd thru 901 Superior Street
30	900 Superior Street thru 1121 Atlantic Avenue

31 380 Codadad Street thru 330 Codadad Street

32 370 Sinbad Street thru 330 Sinbad Street Street

33 658 Fisherman Street thru 657 Fisherman street

City medians to be maintained on a bi-weekly schedule

1	NW 22 Avenue- Between NW 151 Street & 135 Street
2	NW 27 Avenue- Between NW 151 Street & 127 Street
3	Sharazad Blvd- From NW 27 Avenue to Ali-Baba Avenue

OPEN GOVERNMENT

Miami Herald's Klas receives Sunshine Award

Miami Herald staff

Mary Ellen Klas

Mary Ellen Klas, the Miami Herald's bureau chief in Tallahassee, is being honored for her contributions to open government with the Sunshine Award from the Society of Professional Journalists, the national organization announced Thursday.

Also receiving Sunshine Awards are Rachel La Corte of The Associated Press and ProPublica. A judging panel, composed of SPJ Board of Directors and Freedom of Information Committee members, gives the award each year to individuals and organizations for their contributions to open government.

Klas has been covering government and politics in Florida for 30 years. Her tenacity in accessing government information, reporting and writing it have proven vital in the progression of open government, SPJ said in its announcement. "[Klas] will go through every word of every public record before her byline goes on a story," Florida-based lawyer Florence Snyder wrote in regard to Klas. "She attends court hearings and public meetings in person, even if the proceedings are on cable TV. Mary Ellen's contributions to open government are more than important. They are singular."

The Herald operates its state capital bureau in partnership with the Tampa Bay Times.

La Corte has been a reporter for The Associated Press for more than 20 years. She has covered Washington state politics since January 2005 and was previously based out of AP's Miami and Tampa offices. Last year, she led a lawsuit against the Washington Legislature over lawmakers' claims that they are exempt from the state's Public Records Act.

ProPublica is an independent, nonprofit newsroom that produces investigative journalism. While covering appointees to federal agencies made by the Trump administration, ProPublica created a comprehensive list that details the names, titles and roles of hundreds of political appointees.

The recipients will be recognized at the SPJ President's Installation Banquet at Excellence in Journalism 2018 in Baltimore, Sept. 27-29.

BELEN JESUIT PREPARATORY SCHOOL

School told to pay $680K after violating wage laws

BY DAVID J. NEAL
dneal@miamiherald.com

Labor laws don't go on summer break, which is why Belen Jesuit Preparatory School not only owes 461 summer camp employees $635,269 in back pay, but also got fined $47,578 for violating child labor laws.

The Department of Labor announced the violations and penalties Friday. In a Friday night statement emailed to the Miami Herald, Belen president Father Guillermo Garcia-Tuñón said the school won't fight the payment of wages, but does plan to fight the fine.

According to the Department of Labor, Belen's summer camp worked 97 counselors aged 14 or 15 more than 40 hours per week each. Even when school is out, federal law slaps a 40-hour ceiling on work hours for that age group.

"As with most school-based summer camps in Florida, Belen believes that its summer camp qualifies under the Section 13(a)(3) recreational exemption of the Fair Labor Standards Act, which exempts summer camp counselors from certain wage and overtime requirements," Garcia-Tuñón's email said. "The Department of Labor notified the School that it considered the Section 13(a)(3) exemption did not apply to the school's summer camp counselors."

After considering all summer camp counselors "exempt" from federal overtime and minimum wage laws, Belen paid them straight salaries no matter how many hours they actually worked. But if they aren't "exempt," which is the Department of Labor's position, Belen got overtime work without ponying up overtime pay.

"The school also required summer counselors to attend 16 hours of unpaid training prior to the start of camp, resulting in minimum wage violations for those unpaid hours," the Department of Labor said. "Summer counselors did not clock in or out for work or lunch breaks and were required to attend an additional 30-to-45-minute weekly meeting, which was also not reflected in time records."

"The well-being of minors in the workplace remains a priority for the Wage and Hour Division," said Tony Pham, the Department of Labor's Wage and Hour Division District Director in Miami. "We appreciate this employer's cooperation in working with us to correct these violations and come into compliance."

FROM PAGE 17A

DOUGLAS

grades to surveillance camera systems, the installation of additional cameras at Stoneman Douglas and the use of new fencing and gates to establish a "secondary perimeter" at the school that will limit campus access to three entrances once people pass the main perimeter fence.

Classroom doors throughout the school will remain locked from the outside at all times, Runcie said. The school's intercom system has been upgraded in connection with the establishment of 34 new portable classrooms. These will address capacity issues caused by the closure of the school's 1200 building, the scene of the Feb. 14 shooting.

The visitors' entrance will feature a new video intercom system and electronic door-release buzzer to ensure the door remains locked at all times. This will serve as the single entry point during the school day.

The school has also hired a dedicated security staffer whose "sole responsibility will be to monitor the camera system and alert appropriate individuals of suspicious activity," Runcie said. A $6.2 million investment approved by the School Board last month will fund Phase II of the districtwide security camera system improvement.

Thompson said last month that 52 additional security cameras and four more security staffers will monitor the campus. The administration has increased the school's security staff by 15 people, Runcie said.

With the resignation of school resource officer Scot Peterson, criticized for his response to the shooting, the City of Parkland and the Broward Sheriff's Office will station three resource officers at the school.

"Returning to Marjory Stoneman Douglas High School will be difficult for everyone, most especially for students, faculty and staff," Runcie wrote in his address to the community. "Our hope is that we can all continue to find ways to come together, as the District works to make our school environment safer and stronger."

> "MANY ISSUES HAVE BEEN RAISED THAT REQUIRE THE DISTRICT TO PAUSE AND HAVE A MORE THOUGHTFUL DISCUSSION ON POLICY AND PROCEDURAL ASPECTS OF THIS PILOT.
> *Superintendent Robert Runcie*

CITY OF OPA-LOCKA

REQUEST FOR PROPOSALS
RFP NO: 18-0907100

Maintenance of Citywide Alleys
Maintenance of NW 27th and 22nd Avenues
Maintenance of 3 Parking Lots
700-750 Ali-Baba Avenue, 664 Fisherman Street, and 441 Opa-locka Boulevard
Tree Trimming Services

Sealed Proposals for Lawn Maintenance Services will be received by the City of Opa-locka at the Office of the City Clerk. 780 Fisherman St. 4th Floor, Opa-locka, Florida 33054, Friday, September 7. 2018 by 1:00 p.m. Any RFP Package received after the designated closing time will be returned unopened

An original and six (6) copies for a total of seven (7) plus 1 copy of the Proposal package on CD in PDF format shall be submitted in sealed envelopes/packages addressed to the City Clerk. City of Opa-locka, Florida, and marked RFP for Lawn Maintenance Services.

Proposers desiring information for use in preparing proposals may obtain a set of such documents from the City Clerk's Office. 780 Fisherman Street, 4th Floor, Opa-locka, Florida 33054, or copies of the RFP No. 18-0907100 may also be obtained by visiting the City's website at www.opalockafl.gov.

The City reserves the right to accept or reject any and all proposals and to waive any technicalities or irregularities therein. The City further reserves the right to award the contract to that proposer whose proposal best complies with the RFP NO: 18-0907100 requirements. Proposers may not withdraw their proposal for a period of ninety (90) days from the date set for the opening thereof.

A pre-bid meeting will be held on Wednesday, August 15, 2018 at 10:00 a.m. at the Municipal Complex, 780 Fisherman Street, Ste. 335, Opa-locka, FL 33054.

City Clerk
Joanna Flores, CMC

MIAMI HERALD ARCHIVE

Although commissioners don't take home big paychecks, they do get $2,250 a month for expenses, which they can spend at their discretion, no receipts required.

FROM PAGE 17A

RAISES

gust ballot, questioning the timing of the initiative. When the commission voted on the ballot question in June, Miami Beach was looking at cutting raises for City Hall employees in order to balance next year's budget. The city's finance department has since come up with additional revenue sources and found a way to balance the budget without eliminating raises.

Mayor Dan Gelber also opposes the raises. "I respect Commissioner Góngora's efforts to elevate our pay scale but I don't feel comfortable recommending my own salary increase," he said. While Gelber acknowledged that a higher salary would likely expand the pool of potential candidates, he said he ran for office knowing that the salary was low. "Public service is a sacrifice," he said.

Although commissioners don't take home big paychecks, they do get $2,250 a month for expenses, which they can spend at their discretion, no receipts required. The commission voted to boost the monthly stipend by $750 in February, although Gelber opted out of the increase. The mayor currently gets $2,000 a month.

Góngora said commissioners have a lot of expenses to cover, including hosting their own websites, sending e-mail blasts to residents and paying for event tickets.

In Miami-Dade County, compensation for elected officials varies drastically from city to city. Some municipalities, including Key Biscayne and Pinecrest, don't pay their elected officials a salary, while others pay commissioners $30,000 or more, according to a report from the Miami-Dade County Ethics Commission. In Miami, the mayor makes $97,000 and commissioners make $58,200, according to the report.

Miami Beach voters will also be asked about the composition of the city's Board of Adjustment, a seven-member land use board that evaluates requests for exceptions to city rules relating to construction projects and alcohol sales.

The commission is currently required to appoint board members who represent specific professions: a lawyer, an architect, an engineer, an accountant, a financial consultant, a businessperson and someone who works in real estate development.

Professionals who serve on the Board of Adjustment can't appear before any of the city's land use boards, a restriction that can make it difficult for the commission to find people willing to serve.

Architects and engineers risk losing potential clients in Miami Beach if they're unable to appear before any land use boards. An initiative to remove this restriction for architects was on the ballot in 2016, but failed to pass.

The Aug. 28 ballot question asks voters whether two of the board's members should be "citizens at-large" with no restrictions on profession.

"All this does is it gives a little more flexibility to get those positions filled and make sure we have a fully functioning board," said Góngora.

Early voting begins Aug. 13.

RFP No. 18-0907100

City of Opa-locka

Lawn Maintenance

1. Is the pre-bid conference on August 15, 2018 Mandatory or Non- Mandatory?
   The Pre-Bid Meeting is not mandatory, however we encourage everyone to attend.

2. What was the last awarded amount for this job?
   In 2013 the contract was awarded for $118,080.00 per year which included Alleys and maintenance of medians.

   The current vendor is currently paid $12,296.00 per month which includes Alleys, maintenance of medians, and several parking lot areas.

CITY OF OPA LOCKA

SIGN-IN

RFP NO. 18-0907100

Wednesday, August 15, 2018 AT 10:00 A.M.

NAME	COMPANY	EMAIL	TELEPHONE
MARINA OJEDA	My LAWN SERVICE	MARINA46@bellsouth.net	786-282-2665

My Lawn Service

Complete Maintenance The Right Way
17820 S.W. 174 St.
Miami, FL 33187

Marina Ojeda

Sept 1, 2018

Dear: City of Opa Locka:

My Lawn Service has been providing quality Landscape Maintenance Services to properties such as yours since 1993. We specialize in large, high profile commercial/residential accounts and are well equipped to handle any size property.

We are proud of the work we do and you will find that our customers will undoubtedly attest to the quality of our work, as well as to our seriousness and dependability. Also this is a minority owned company something we are also very proud of achieving.

We can help you in achieving all your needs in reference to keeping the appearance of your Communities at its maximum. We will work hard to have all areas designated in your work list to always be looking excellent.

The work we do includes Landscaping, Grounds Maintenance, Sodding, Tree Trimming, Sprinkler Repairs and Installation, Pesticide Treatments and Fertilization.

We strongly believe that we can keep your Communities looking excellent and give you the service you need. We thank you in advance for the opportunity to Bid for all your Landscaping Maintenance and look forward to working with you in the near future.

If you have any questions, please don't hesitate to contact me personally, my cell phone is (786) 282-2665

Sincerely

Marina Ojeda, President
My Lawn Service, Inc.

RFP # 18-0907100

SPECIFICATIONS OF WORK

a) GRASS MOWING

Mowing wet grass shall be avoided whenever possible. Mower blades must be kept sharp so that the cut grass edge is clean and not ragged. Mowing patterns shall be changed frequently to avoid wear. Any grass clippings or other plant debris remaining on the grass surface after 24 hours shall be removed. Clippings, mulch or other plant debris must be prevented from entering into the street or onto a pedestrian pathway, ponds, lakes, water features, or drains. In the event that this occurs, the materials shall be removed immediately.

b) LITTER CONTROL

The vendor shall retrieve and dispose of all litter and debris as necessary. This shall include clearing all areas prior to mowing, and monitoring of the grounds on an ongoing daily basis. This includes glass, rocks, dead foliage, metal, branches, palm fronds or other debris subject to becoming a projectile if engaged by a mower. Contractor will be responsible for hauling and disposal of collected debris. Final must be submitted with monthly invoices.

c) ST. AUGUSTINE GRASS

Mow only with a rotary mower a minimum of once per week during the growing season of mid April through the end of October for a total of 43 cuts per year or as scheduled by the City's/Divisions representative. The cutting height shall be a minimum of 3 ½" to a maximum of 4" above the soil.

d) BAHIA GRASS

Mow only with a rotary mower of a minimum of once per week during the growing season of mid April through the end of October for a total of 36 cuts per year or as scheduled by the City's/Divisions representative. The cutting height shall be a minimum of 3 ½" to a maximum of 4" above the soil.

e) EDGING AND CLEAN-UP

The vendor shall trim and properly edge all shrub and flower beds as well as tree rings, curbs, walks, lighting, concrete or paver medians and all other obstacles in the landscape and remove and dispose of clippings. Paved areas (hard edges) shall be edged every mowing with respect to the grass type adjacent to the edging. Remove all errant vegetation in expansion joints, cracks or crevices in any portion of concrete areas. Edging of beds and tree rings (soft edging) shall be executed every mowing with respect to the grass type

adjacent to the edging. Damage to property or existing vegetation caused by improper trimming or edging shall be repaired or replaced within 48 hours at the vendor's expense. All walks and other paved areas shall be vacuumed, swept or blown off while the mowing, edging or trimming is in process so that the appearance suffers for the least amount of time. Landscape lighting shall be wiped, blown off or vacuumed as needed to prevent accumulation of clippings and dead insects. Landscape areas shall be raked and cleaned of clippings, leaves, sticks, and all litter each time the soft edging is done. Mowing schedules shall be approved by the City's/Divisions representative.

f) SHRUBS, TREES AND PALM MAINTENANCE

Shrubs and ground cover material shall be pruned a minimum of once per month to ensure the best shape, health and character of the individual plant. Mechanical trimming may not be utilized when the health or appearance of the plant will be compromised by the use mechanical trimmers. Ground cover plants shall be selectively cut back to encourage lateral growth and kept in bounds and out of other plantings, walkways, lighting, etc. All shrubs within a clear sight zone shall be kept at a 30" minimum height from the roadway.

Prune, thin, and trim all trees at least once per year to keep the trees healthy, to maintain the natural character of the variety, to control shape and to prevent crowing. Pruning in general shall consist of the removal of dead, broken, fungus, infected, superfluous and intertwining branches, vines, and the removal of decaying stumps and other undesirable growth. Palms shall be pruned as needed to remove dead fronds and weak stalks only between 9 and 3 under the direction of the City's representative. Certain Washingtonian palms will be an exception to the pruning practices of normal palm maintenance when existing dead fronds are maintained. Tree pruning will also be required from time to time to remove damaged branches caused by storms, frost or when blocking sight distances following the ANSI 300 ad ANSI Z-133 Standards and Miami-Dade County tree ordinances.

All cuts should be made with sharp and proper tools. When cutting parts of branches, leave a living bud at the end of the stub. Make cuts sufficiently close to parent stem so that healing can readily start under normal conditions. On trees known to be diseased, disinfect tools after each cut and between trees. Prune only at the time of season proper for the variety. Prune or trim at least once or twice each growing season to keep the natural shape of the individual plant.

g) PRUNING SHALL INCLUDE THE FOLLOWING ITEMS:

- Dead, dying or unsightly part of the tree.
- Removal of sucker growth from the base of trees in which an exposed trunk character is desired.
- Branches that grow toward the center of the tree.
- Crossed branches that may rub together.
- "V" crotches if it does not ruin the appearance of the tree.

- Multiple leader if the tree normally has a single stem.
- Nuisance growth that interferes with the view, traffic, signage, walks or lighting. Nuisance growth includes the removal of all dangerous thorns, spikes or appendages which show potential conflict with people.
- Shape the top of small trees as needed. All branches, dead wood and cuttings shall be removed from the job site at the time of pruning and disposed of in an acceptable manner. All lawn and shrub areas damaged by pruning equipment shall be restored at the vendor's expense.
- Pruning of trees and palms shall only take place under the direction of the City's representative.

h) PEST AND DISEASE MANAGEMENT

The vendor shall control or eradicate infestations by chewing or sucking insects, leaf miners, fire ants and other pests and diseases by spraying the affected plants with chemical sprays and combinations of sprays suitable for that particular pest when the infestation or infection becomes evident and as often thereafter as necessary. The vendor shall be fully licensed to spray pesticides and shall use sound cultural practices that aid in preventing the presence or proliferation of insects and diseases.

i). APPLICATION OF HERBICIDES

The vendor may apply various herbicides by means of spray type devices to aid in the control of unwanted weeds and vegetation. All applications shall be performed by persons holding a valid herbicide application license as issued by the State of Florida and shall be done in accordance with the herbicide manufacturer's recommended rates and all applicable Federal, State, County and Municipal regulations. Herbicides may be used only with prior approval by the City's/Divisions representative as to type, location and method of application. The vendor shall exercise extreme care not to over spray and affect areas not intended for treatment. Areas adversely affected by such over spray shall be restored at the vendor's expense.

j). IRRIGATION

The vendor shall be responsible for the operation and maintenance of the automatic irrigation system, and for setting and adjusting the time clocks to ensure proper watering of all plant material and grass in the landscape.

The vendor shall be responsible for the labor and supervision needed to make minor irrigation repairs to the lateral lines, risers and sprinkler heads up to two (2) inches in

diameter as required to keep the system operating. Major repairs to main lines, valves, pumps and intake piping shall be reimbursed by the City/Division. Reimbursable repair work shall require authorization by the City's/Division representative prior to commencement.

Prior to the commencement of the maintenance program, the vendor shall have forty-five (45) days from the start of contract to inspect the irrigation system and report existing damage or incorrect operation and coverage to the City/Division. The vendor shall be responsible for the integrity of the system after this initial inspection report and subsequent repairs.

Time clocks shall be checked once a week or as may be required. The vendor shall, at least once per month, fully operate all irrigation zones and replace, repair or clean all irrigation heads, lines, valves, valve boxes and controllers as needed. Any equipment damaged by the vendor's operation shall be replaced with the same equipment and by the same manufacturer unless otherwise approved by the City's/Division representative.

The irrigation shall be capable of providing 1 " of water to all grass and shrub beds each week or as often as required to provide a uniform, lush green landscape appearance. The system shall be adjusted during the various seasons. The vendor shall be required to make all repairs within a minimum 24 hour period or sooner as described by the City's/Division representative. Any form of damage to the irrigation system must be reported to the City's representative immediately upon discovery.

Irrigate as necessary during periods of little or no rainfall unless there is an automatic irrigation system in place. Supply any supplemental watering necessary to apply the proper amount of water to keep the plant material in optimal health. Supplemental watering may require a large portable watering tank, impact sprinklers or additional hose to be supplied by the vendor.

A written irrigation schedule shall be provided by the vendor to the Citys'/Division representative. The vendor shall be responsible for controlling the amount of water used for irrigation and any damage that · results from over-watering or insufficient watering.

k). HAZARDS

The vendor shall inform the City's/Division representative of any immediate safety hazards or vandalism (including graffiti) upon discovery in the field. The vendor shall fill any holes found which would constitute a safety hazard.

I) GENERAL REQUIREMENTS:

- Grass Maintenance
- Describe proposed mowing schedule and procedures
- Describe proposed preventative pest management program. Tree and Palm Maintenance Program
- Describe proposed pruning schedule and procedures
- Describe proposed preventative management program
- Shrub and Ground Cover Maintenance Program
- Provide type(s) of fertilizer and rates proposed for general use, and other specific additives.
- Describe proposed pruning schedule and procedures;
- Describe proposed preventative management program. Irrigation Maintenance Program
- Describe preventative maintenance program. Equipment Specifications
- List all tools, equipment (including manufacturer), age of equipment and quantities of each type that will be proposed to perform the maintenance.
- Describe the preventative maintenance program for equipment.

1.33. **REFERENCE**

The Proposer must provide references from at least two (2) clients for whom the related Lawn Maintenance Services were provided by the respective contractor. The references should include the name, physical address, email address and telephone number of a contact person for each reference cited.

1.34. **EVALUATION AND SELECTION**

The evaluation of Proposals will be undertaken on behalf of the City by the Evaluation Team. The Evaluation Team may consult with others including City staff members, third party consultants and references, as the Evaluation Team may in its discretion decide is required. The Evaluation Team will give a written recommendation for the selection of a Preferred Proponent or Preferred Proponents to the City.

Proposals will be evaluated and negotiated in accordance with the evaluation criteria described herein. Subject to CITY's right to reject any or all proposals, the Proposer whose proposal is found, in CITY's sole discretion, to be most advantageous to the CITY will be selected. The City will select the proposal that offers the best service plan and terms for CITY. Therefore, contractors are encouraged to submit proposals that provide their best possible service and compensation guarantee to the City. Award of the Contract is not valid until authorized by the CITY Board of Commissioners.

CITY will employ a structured, competitive evaluation process. All written proposals will be reviewed and scored based on how well they address the specific needs of the City as outlined in this RFP. CITY's evaluation team will review the technical proposals individually and meet as a group. The evaluation team meeting will be open to the public.

1.35. LITIGATION

In addition to any other provision of this RFP, the City may, in its absolute discretion, reject a Proposal if the Proponent, or any officer or director of the Proponent submitting the Proposal, is or has been engaged directly or indirectly in a legal action against the City, its elected or appointed officers, representatives or employees in relation to any matter.

In determining whether or not to reject a Proposal under this section, the City will consider whether the litigation is likely to affect the Proponent's ability to work with the City, its consultants and representatives and whether the City's experience with the Proponent indicates that there is a risk the City will incur increased staff and legal costs in the administration of the Contract if it is awarded to the Proponent.

1.36. GENERAL CONDITIONS

The City is under no obligation to accept any Proposal submitted. The City reserves the right in its sole discretion to waive informalities in, or reject any or all Proposals, or to accept any Proposal deemed most favorable in the interest of the City, or cancel the competition at any time without award. Thereafter, the City may issue a new Invitation / Request, sole source or do nothing.

This RFP is not a tender and does not commit the City in any way to select a Preferred Proponent, or to proceed to negotiations for a Contract, or to award any Contract, and the City reserves the complete right to at any time reject all Proposals, and to terminate this RFP process.

MY LAWN SERVICE, INC.
17820 SW 174 ST.
MIAMI, FL. 33187
786-282-2665

CONTRACT

September 1, 2018

CITY OF OPA LOCKA
780 Fisherman Street
Opa Locka, Florida 33054

SCOPE OF WORK:

To provide maintenance service to **CITYWIDE ALLEYS OF OPA LOCKA (Please see attached list of Alleys)**. Contractor shall furnish all labor, material, equipment and horticultural supervision to maintain the property in the condition expected of our work throughout the year, according to the provisions stated in this agreement.

BASIC SERVICES:

- Mowing of all grass areas.
- Edging of all improved surfaces.
- Trimming of all shrubbery.
- Removal of suckers from tree trunks and shrubs.
- Lifting of trees to maintain a branch height clearance of 6'ft from ground level.
- Catch, rake or bag all clippings, leaves and debris.
- Properly dispose of all debris.

TREE AND PALM MAINTENANCE:
Lift all trees to a clearance height of 6'ft from ground level and remove dead or broken branches. This shall be done on a monthly basis 12 times a year to maintain a neat and orderly appearance at all times. We shall also clean all palms on a regular basis when reachable from ground on a monthly schedule.

MOWING:
All grass areas shall be mowed using a standard rotary mower. Grass shall be cut to a level of 3" high on every service. Mower blades are sharpened regularly to maintain the high quality of the cut at its best.

LITTER CONTROL:
The contractor shall retrieve and properly dispose all litter and debris as necessary. This shall include clearing all areas prior to mowing including glass bottles, rocks, dead foliage, metal, branches, palm fronds and all other debris found.

EDGING: All sidewalks, paved areas, around trees, planters and any other area needed.

WEED CONTROL HERBICIDE SERVICE:
Weeds on planted beds and around trees shall be controlled with an appropriate Herbicide product or by hand in certain areas on a monthly basis.

WEEDEATER:
All areas that cannot be cut with lawnmower will be trimmed with a string trimmer (weedeater).

BLOWING:
All paved areas, turf, planters, under shrubs, will be blown clean of debris at the end of each service to maintain a clean attractive appearance.

SCHEDULE OF WORK:
Alleys shall be cut per the following schedule: Or schedule requested by Project Manager

1.) Zones 3&4 shall be cut before the 10th of each month.
2.) Zones 1&2 shall be cut before the 13th of each month.
3.) Zones 5 shall be cut before the 20th of each month.

(Please see attached list of City Alleys)

PRICE AND PAYMENT TERMS:
Eight Thousand Three Hundred and Ninety Six ($8396.00) per monthly service for alley lawn maintenance. Payable monthly upon receipt of our invoice for service rendered, Net 15 Days. Yearly total for 12 monthly services is $ 100,752.00.

TERM OF CONTRACT:
The term of this contract shall be for one (1) year from the date signed. Either party may cancel this contract by giving a 30 day written notice by certified mail before its termination date. If no notice is received the contract shall renew itself automatically for another term of one (1) year and every year thereafter.

RIGHT OF ACCESS:
We shall have the right of access to all areas of the property as may be reasonably necessary for the performance of this contract.

CONTRACTORS WORK FORCE:
Our work force shall be properly attired in recognizable uniforms at all times, conduct themselves and perform their work always in a professional manner. There shall be a competent supervisor on the property at all times to enforce strict adherence to these policies. We shall comply with OSHA safety rules and regulations. Maintenance vehicles and equipment shall be located out of the way of pedestrian and vehicle traffic keeping the presence of our company as inconspicuous as possible. The contractors representative shall be knowledgeable in horticultural principles and landscape maintenance.

INSURANCE:
Workers Compensation will apply for all employees in compliance with the "Workers Compensation Law" of the State of Florida. Liability insurance with minimum limits of One Million Dollars ($1,000.000.00) per occurrence combined with single limit for Bodily Injury Liability and Property Damage Liability to include independent contractors.

ATTORNEYS FEES:
Any litigation proceedings arising out of this Contract, the prevailing party shall be entitled to recover its reasonable attorney fees and cost. Legal proceedings shall be brought only in a court of competent jurisdiction in Miami-Dade County, Florida.

ACCEPTANCE OF PROPOSED CONTRACT:
The prices, specifications and conditions in this contract are satisfactory and hereby accepted. This contract is made and entered on this _____day of _____ by and between **CITY OF OPA LOCKA** (hereinafter referred to as "Owner") and **MY LAWN SERVICE, INC.** herein referred to as "Contractor".

ACCEPTANCE BY:

CITY OF OPA LOCKA	**MY LAWN SERVICE, INC.** **Marina Ojeda, President**
DATE SIGNED:_____	

RFP # 18-0907100

MAINTENANCE OF SHARAZAD BLVD FROM NW 27TH AVE TO ALI-BABA AVE. (VETERAN'S WAY)

SCOPE OF WORK:

We propose to maintain Sharazad Blvd per the scope outlined in your request **RFP# 18-0907100**. We shall cut Medians with our Professional Lawnmowers always keeping blades sharp as not to cause any damage to grass. Trim all shrubs, lift all trees to a clearance of 6' ft from ground level, clean palms on a regular basis when reachable from ground level, remove all litter and properly dispose, weedeater around tree or shrubs and edge all improved surfaces.

SERVICES:

* Mowing of all grass areas.
* Edging of all improved surfaces.
* Trimming of shrubbery.
* Removal of suckers from tree trunks and shrubs.
* Lifting of trees to maintain a branch height clearance of 6' ft from ground level.
* Catch, rake or bag all clipping, leaves and debris.
* Properly dispose of all debris.

SCHEDULE OF WORK:

Medians shall be cut twice (2) a month from April through October and once (1) a month from November through March. With this schedule there shall be a total of 19 cuts per year.

PRICE & PAYMENTS TERMS:

Seven Thousand Eight Hundred ($7800.00) Dollars per year.
Payable in equal monthly installments of $650.00.

MAINTENANCE OF NW 22nd AVENUE

FROM N.W. 151 STREET TO N.W. 135 STREET.

SCOPE OF WORK:

We propose to maintain 22nd Avenue per the scope outlined in your request RFP # 18-0907100 We shall cut Medians with our Professional Lawnmowers always keeping blades sharp as not to cause any damage to grass. Trim all shrubs, lift all trees to a clearance of 6' ft from ground level, clean palms on a regular basis when reachable from ground level, remove all litter and properly dispose, weedeater around tree or shrubs and edge all improved surfaces.

SERVICES:

* Mowing of all grass areas.
* Edging of all improved surfaces.
* Trimming of shrubbery.
* Removal of suckers from tree trunks and shrubs.
* Lifting of trees to maintain a branch height clearance of 6' ft from ground level.
* Catch, rake or bag all clipping, leaves and debris.
* Properly dispose of all debris.

SCHEDULE OF WORK:

Medians shall be cut twice (2) a month from April through October and once (1) a month from November through March. With this schedule there shall be a total of 19 cuts per year.

PRICE & PAYMENTS TERMS:

Seven Thousand Eight Hundred ($7800.00) Dollars per year. Payable in equal monthly installments of $ 650.00 monthly.

RFP # 18-0907100

MAINTENANCE OF NW 27TH AVE FROM 151 STREET TO 122 STREET.

SCOPE OF WORK:

We propose to maintain 27TH Avenue per the scope outlined in your request **RFP# 18-0907100**. We shall cut Medians with our Professional Lawnmowers always keeping blades sharp as not to cause any damage to grass. Trim all shrubs, lift all trees to a clearance of 6' ft from ground level, clean palms on a regular basis when reachable from ground level, remove all litter and properly dispose, weedeater around tree or shrubs and edge all improved surfaces.

SERVICES:

* Mowing of all grass areas.
* Edging of all improved surfaces.
* Trimming of shrubbery.
* Removal of suckers from tree trunks and shrubs.
* Lifting of trees to maintain a branch height clearance of 6' ft from ground level.
* Catch, rake or bag all clipping, leaves and debris.
* Properly dispose of all debris.

SCHEDULE OF WORK:

Medians shall be cut twice (2) a month from April through October and once (1) a month from November through March. With this schedule there shall be a total of 19 cuts per year.

PRICE & PAYMENTS TERMS:

Seven Thousand Eight Hundred ($7800.00) Dollars per year.
Payable in equal monthly installments of $650.00.

MAINTENANCE OF PRESIDENT BARACK OBAMA AVE. (PERVIZ AVE.) FROM NW 151 ST. TO SHARAZAD.

SCOPE OF WORK:

We propose to maintain President Barack Obama Ave.(Perviz Ave.) per the scope outlined in your request **RFP # 18-0907100**. We shall cut Medians with our Professional Lawnmowers always keeping blades sharp as not to cause any damage to grass. Trim all shrubs, lift all trees to a clearance of 6' ft from ground level, clean palms on a regular basis when reachable from ground level, remove all litter and properly dispose, weedeater around tree or shrubs and edge all improved surfaces.

SERVICES:

* Mowing of all grass areas.
* Edging of all improved surfaces.
* Trimming of shrubbery.
* Removal of suckers from tree trunks and shrubs.
* Lifting of trees to maintain a branch height clearance of 6' ft from ground level.
* Catch, rake or bag all clipping, leaves and debris.
* Properly dispose of all debris.

SCHEDULE OF WORK:

Medians shall be cut twice (2) a month from April through October and once (1) a month from November through March. With this schedule there shall be a total of 19 cuts per year.

PRICE & PAYMENTS TERMS:

Seven Thousand Eight Hundred ($7800.00) Dollars per year. Payable in equal monthly installments of $ 650.00

MY LAWN SERVICE, INC.
17820 SW 174 ST.
MIAMI, FL. 33187
786-282-2665

September 1, 2018

PROPOSAL

CITY OF OPA LOCKA
780 Fisherman Street
Opa Locka, Florida 33054

SCOPE:
To provide landscape maintenance service to -3- PARKING LOTS belonging to location at 780 Fisherman Street. Opa Locka, Fl. 33054. Contractor shall furnish all labor, material, equipment and horticultural supervision to maintain the property in the condition expected of our work throughout the year, according to the provisions stated in this agreement.

BASIC SERVICES:

- Mowing of all grass areas.
- Edging of all improved surfaces.
- Trimming of all shrubbery on common grounds.
- Removal of suckers from tree trunks and shrubs.
- Lifting of trees to maintain a branch height clearance of 6'ft from ground level.
- Catch, rake or bag all clippings, leaves and debris.
- Blow all sidewalks, parking lots, etc.
- Properly dispose of all debris.
- Detail property to give it the manicured look at all times.
- Clean palms when reachable from ground level monthly.

TREE AND PALM MAINTENANCE:
Lift all trees to a clearance height of 6'ft from ground level and remove dead or broken branches. This shall be done on a monthly basis 12 times a year to maintain a neat and orderly appearance at all times. We shall also clean all palms on a regular basis when reachable from ground on a monthly schedule.

MOWING:
All turf areas shall be mowed using a standard rotary mower. Grass shall be cut to a level of 3" high on every service. Mower blades are sharpened regularly to maintain the high quality of the cut at its best.

EDGING: All sidewalks, paved areas, around trees, planters and any other area needed.

WEED CONTROL HERBICIDE SERVICE:
Weeds on planted beds and around trees shall be controlled with an appropriate Herbicide product or by hand in certain areas on a monthly basis. We shall also spray driveways 6 times a year every other month at no additional cost.

WEEDEATER:
All areas that cannot be cut with lawnmower will be trimmed with a string trimmer (weedeater).

BLOWING:
All paved areas, turf, planters, under shrubs, will be blown clean of debris at the end of each service to maintain a clean attractive appearance.

SHRUBBERY/GROUNDCOVER:
Shrubbery and groundcover on common grounds shall be trimmed and maintained on a monthly schedule 12 services per year, keeping shrubs neatly trimmed at all times keeping a neat and orderly appearance.

FREQUENCY OF SERVICES:
Maintenance service shall be performed twenty four (24) times throughout the year. Twice a month every 15 days intervals.

PRICE AND PAYMENT TERMS:
Six Hundred and Fifty Dollars ($650.00) per cut for lawn maintenance for the 3 Parking Lots. Payable monthly upon receipt of our invoice for service rendered, Net 15 Days. Yearly total for 24 services is $ 15,600.00.

TERM OF CONTRACT:
The term of this contract shall be for one (1) year from the date signed. Either party may cancel this contract by giving a 30 day written notice by certified mail before its termination date. If no

notice is received the contract shall renew itself automatically for another term of one (1) year and every year thereafter.

RIGHT OF ACCESS:
We shall have the right of access to all areas of the property as may be reasonably necessary for the performance of this contract.

CONTRACTORS WORK FORCE:
Our work force shall be properly attired in recognizable uniforms at all times, conduct themselves and perform their work always in a professional manner. There shall be a competent supervisor on the property at all times to enforce strict adherence to these policies. We shall comply with OSHA safety rules and regulations. Maintenance vehicles and equipment shall be located out of the way of pedestrian and vehicle traffic keeping the presence of our company as inconspicuous as possible. The contractors representative shall be knowledgeable in horticultural principles and landscape maintenance.

INSURANCE:
Workers Compensation will apply for all employees in compliance with the "Workers Compensation Law" of the State of Florida. Liability insurance with minimum limits of One Million Dollars ($1,000.000.00) per occurrence combined with single limit for Bodily Injury Liability and Property Damage Liability to include independent contractors.

ATTORNEYS FEES:
Any litigation proceedings arising out of this Contract, the prevailing party shall be entitled to recover its reasonable attorney fees and cost. Legal proceedings shall be brought only in a court of competent jurisdiction in Miami-Dade County, Florida.

ACCEPTANCE OF PROPOSED CONTRACT:
The prices, specifications and conditions in this contract are satisfactory and hereby accepted. This contract is made and entered on this _____day of _____ by and between **CITY OF OPA LOCKA** (hereinafter referred to as "Owner") and **MY LAWN SERVICE, INC.** herein referred to as "Contractor".

ACCEPTANCE BY:

CITY OF OPA LOCKA	**MY LAWN SERVICE, INC.** RFP # 18-0907100

TREE TRIMMING

- **CITYWIDE AS DIRECTED BY PUBLIC WORKS, TO MAINTAIN PROPER LINE OF SIGHT AS PER MIAMI-DADE COUNTY TREE ORDINANCE. RFP # 18-0907100**

- **ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE OCCUPATIONAL SAFETY & HEALTH ACT (O.S.H.A) AND ITS AMENDMENTS, AND ALL DEPARTMENT OF TRANSPORATION (D.O.T.) SAFETY STANDARDS, INCLUDING BUT NOT LIMITED TO SAFETY GLASSES, SAFETY VEST, TRAFFIC NOTIFICATIONS, PLACEMENT OF TRAFFIC CONES, AND ALL PERTINENT LANDSCAPE STANDARDS. WE SHALL HAVE A CERTFIED PERSON ONSITE AT ALL TIMES WORKERS ARE PHYSICALLY PARKED, STANDING OR WORKING IN THE ROADWAYS WITHIN CITY LIMITS.**

SERVICES:

- Trimming, Aerate, Shape Trees remove all dead branches, suckers in trees selected by the direction of Public Works. We shall trim the selected trees.

- **Properly dispose of all debris generated by all tree work. Catch, rake, or bag all clipping and dispose of debris in a proper trash disposal facility.**

- **This work shall be done once a year at the request of Public Works. We suggest doing the tree trimming before Hurricane Season to avoid as much as possible loosing trees.**

- **PRICE & PAYMENT TERMS:**
  To do the whole City all at once that means all trees on Sharazad Blvd, 22nd Avenue, Perviz Avenue and 27th Ave and 151st Street dead road on North East side of 27th Ave. Price would be SEVEN THOUSAND ($7000.00) DOLLARS PER SERVICE. OR PRICE CAN BE GIVEN PER TREE AT PUBLIC WORKS REQUEST OF WHATEVER IS NEEDED.

RFP# 18-0907100

RFP # 18-0907100

MAINTENANCE OF CITYWIDE ALLEYS

MAINTENANCE OF NW 27TH AND 22ND AVENUE

MAINTENANCE OF 3 PARKING LOTS 700-750 ALI-BABA AVENUE,

664 FISHERMAN STREET, AND 441 OPA-LOCKA BLVD

TREE TRIMMING SERVICES

SUMMARY:

CITYWIDE ALLEYS – PRICE $ 100,752.00 PER YEAR – MONTHLY $ 8396.00

NW 27TH AVE, 22ND AVENUE, SHARAZAD BLVD, AND PERVIZ AVENUE –

PRICE $ 31,200.00 PER YEAR – MONTHLY $ 2600.00

3 PARKING LOTS - $ PRICE $ 15,600.00 PER YEAR – MONTHLY $ 1300.00

TOTAL FOR MAINTENANCE: PER YEAR $ 147, 552.00 - MONTHLY $ 12,296.00

TREE TRIMMING: PER YEAR $ 7000.00 – MONTHLY $ 583.33

Alleys listed should be cut before the 20th of each month

	Address
1	3100 NW 135 Street thru 3250 NW 135 Street
2	3101 NW 133 Street thru 3191 NW 133 Street
3	13280 NW 31 Avenue thru 13260 NW 30 Avenue
4	2811 NW 134 Street thru 2851 NW 134 Street
5	2861 NW 135 Street thru 3299 NW 135 Street
6	700 Superior Street thru 1156 Perviz Avenue
7	866 West Drive thru 700 Burlington Street
8	840 Burlington Street thru 870 Burlington Street
9	670 Harem Avenue thru 510 Harem Avenue
10	675 Harem Avenue thru 690 Curtiss Drive
11	695 Curtiss Drive thru 515 Harem Avenue
12	701 Curtiss Drive thru 1060 Oriental Blvd
13	725 Arabia Avenue thru 975 Arabia Avenue
14	601 Perviz Avenue thru 1060 Curtiss Drive
	Address
15	701 Harem Avenue thru 775 Harem Avenue
16	340 Seaman thru 701 Jann Avenue
17	2591 Superior Street thru 13830 NW 24 Avenue
18	2309 York Street thru 2581 York Street
19	2571 NW 139 Street thru 2301 NW 139 Street
20	2301 NW 140 Street thru 2571 NW 140 Street
21	1891 NW 135 Street thru 1701 NW 135 Street (Canal behind address)

22 13441 Port Said Road

Alleys listed should be cut before the 10th of each month

	Address
1	1335 Kasim thru 1121 Kasim
2	1111 Peri thru 1351 Peri
3	1345 Jann Street thru 115 Seaman
4	1351 Sharar Avenue thru 705 Sharar Avenue
5	215 Perviz Avenue thru 1355 Dunad Avenue
6	1345 Sesame Street thru 1105 Seasme Street
7	1100 Sesame Street thru 14400 NW 27 Avenue
8	1256 Sharazad Blvd thru 1201 Fisherman Street
9	1201 Ali-Baba Avenue thru 1265 Ali-Baba Avenue
10	1100 Sharazad Blvd thru 1150 Sharazad Blvd
11	1090 Caliph thru 1000 Caliph
12	941 Caliph thru 901 Caliph
13	900 Salih thru 940 Salih
	Address
14	1090 Fisherman Street thru 910 Fisherman Street
15	135 Bagdad thru 185 Bagdad
16	663 Sharar Avenue thru 401 Sharar Avenue
17	310 Sharar Avenue thru 561 Dundad Avenue
18	350 Sesame Street thru 521 Sesame Street
19	341 Aladdin Street thru 301 Aladdin Street
20	311 Sabur Lane thru 381 Sharazad Blvd
21	391 Aladdin Street thru 490 Sesame Street
22	1200 Burlington Street thru 1245 Vermont Street
23	1131 Rutland Street thru 1111 Rutland Street
24	915 Codadad Street thru 1246 Rutland Street
25	1226 Wilmington Street thru 1015 Codadad Street

Alleys listed should be cut before the 10th of each month

26	1120 York Street thru 1210 York Street
	Address
27	1020 Rutland Street thru 926 Rutland Street
28	915 Rutland Street thru 1020 Burlington Street
29	1120 Opa-Locka Blvd thru 901 Superior Street
30	900 Superior Street thru 1121 Atlantic Avenue

31 380 Codadad Street thru 330 Codadad Street

32 370 Sinbad Street thru 330 Sinbad Street Street

33 658 Fisherman Street thru 657 Fisherman street

The Alleys listed should be cut before the 13th of each month

	Address
1	2181 Rutland Street thru 1800 Service Road
2	1801 Wilmington Street thru 2181 Wilmington Street
3	14430 NW 21 court thru 2171 Burlington Street
4	2140 York Street thru 1996 Wilmington Street
5	2000 York Steet thru 2151 York Street
6	2211 Rutland Street thru 2397 Rutland Street
7	2370 Rutland Street thru 2210 Rutland Street
8	14265 NW 22 Court thru 14145 NW 22 Court
9	14145 NW 22 Place thru 14265 NW 22 Place
10	14281 NW 23 Court thru 14101 NW 23 Court
11	14101 NW 23 Court thru 14281 NW 23 Place
12	14281 NW 24 Avenue thru 14101 NW 24 Avenue
13	20 Avenue north to south- Beginning 12040-12555 NW 20 Avenue
14	20 Court north to south- Beginning 12515 NW 20 Court
	Address
15	21 Court north to south- Beginning 12445 NW 21 Court
16	124 Street- Beginnning 2145 NW 124 Street
17	12140 NW 21 Place thru 12120 NW 21 Place
18	12115 NW 20 Avenue thru 12101 Nw 20 Avenue
19	NW 120 Street- Between 22 Avenue and 19 Avenue
20	20 Court North to South- Beginning 12445 NW 20 Court

1	NW 22 Avenue- Between NW 151 Street & 135 Street
2	NW 27 Avenue- Between NW 151 Street & 127 Street
3	Sharazad Blvd- From NW 27 Avenue to Ali-Baba Avenue

EXPERIENCE

My Lawn Service, Inc started business in May, 1993; we have been working hard and giving our best possible service for 25 years. We do Homeowners Associations, Condominium Associations, Business Centers, City contracts and Individual homes. We still have communities that have been using our services for many years. All our customers have stayed with us, even the ones that have gone have come back because they say they haven't found a company like ours. That in itself shows the quality of our work (attached you will find reference letters and a reference list).

We pride ourselves in maintaining the green areas and landscapes at there best. Our experience has shown us how we can take care of these areas keeping the greens cut correctly (with Mulch Blades), the edging always done, weed eater, trimming, hand pruning, blowing and leaving a property spotless.

We do all the lawn and landscape services that are needed in any property. All the experience we have achieved during these years has been hands on. My Lawn Service also has direct contact with a partnership Nursery where we can get plants least expensive than any retail store. During all these years we have done Landscape Designs for very beautiful homes and also for many communities. We do the installation of the trees and plants and advice as to which are the best depending on areas and conditions. We install Mulch in the communities either once a year or some twice, this is done per the customers request or per there contract (in some the Mulch is part of the contract).

The tree trimming is done by a Certified Arborist they do all the tree trimming and he is on site always making sure work is done correctly. We have many Tree Trimming and Pruning jobs which in many properties are done on a yearly schedule. Usually the customers request that we do the Tree Trimming before the Hurricane Season because this helps very much the life of the tree when a Hurricane strikes. Since we open up the tree so the air can go through it and the chances of damage and the tree coming down are minimized. We work very closely with DERM always making sure we follow there standards as not to damage any specimen and always do the correct cuts so the trees can cure themselves correctly.

We have the knowledge of trees, plants, tree trimming, sprinkler systems and pest control. For example in South Florida we always suggest to use Native Plants. They intake less water, they are very hardy in our extreme hot climate and they flourish like no other plant could. To mention a few palms for example Paurotis palm, Tufted Fishtail Palm, Bamboo, Coconut, Queen Sabal, Lady Palm and Saw Palmetto. Others are the tall shrubs like Copper Leaf, Cassia beariana, Firebush, Crepe Myrtle, Oleander and there are many more trees, large and small shrubs, ground cover.

We have also gathered knowledge of the Variety of Palms that are used in this area due to our Tropical Climate. Some of the most common are Washingtonia Palms and Sabal Palms, others are the Queen Palms, Chinese Fan Palms, Coconut Palms (we have the yellow coconut and green coconut) and Royal Palms. The Royal Palm grows very high, it is one of my favorite due to the fact that we don't have to clean them at all because they shed the dry fronds on there own, all others have to be cleaned. The Royal Palm is a little more expensive than most but it is well worth it.

Now let's look at the others that are well up there with the Royal. The Silver Palm, Tri-Angular Palm, Canary Date Palm (original from Arizona), these are great specimens for any landscape. Smaller palms are the Alexander Palm, Christmas Palm and Roebelenii.

TREES:

Now lets look into the trees that grow in our area which are Mahogony, Oak tree (very slow grower, nice canopy when full grown), Gumbo Limbo, Black Olive, Ficus, Weeping Willow and Bottle Brush these are only a few. Lets Look at the Ficus, this is a fast growing tree, it has a very lush full canopy. We are talking of a tree that has a 60' foot wide canopy which is rarely found this size anymore due to our loving Hurricanes.

SHRUBS:

We have a large variety of shrubs for example the main ones are the Silver Buttonwood, Cherry Hedge, Ficus, Hibiscus and Ixoras these are the common you can find many more. The Silver Buttonwood is an excellent shrub, hardly gets pest and needs very little care. The Ficus Hedge right now has a pest that is killing many plants and even the Ficus trees, it's called White Fly if you look at the leaves they shrivel up and die. This situation is causing a serious situation since many communities, commercial centers, homes and even city common areas have been hit with this decease. We have to have a Licensed Pest Control to spray for this, it should take two or three application and the problem should be resolved.

While we could fill many pages with the knowledge we have in the Landscaping and Lawn Maintenance field but we do have the experience you need to take on any job that is needed.

Just remember a very important bit of information, we respond to any emergency especially Hurricanes within hours after the storm. We clear the streets, remove fallen trees and restore all areas to the original condition at an additional cost depending on work needed and requested.

RFP # 18-0907100

SCOPE OF SERVICES:

When we go into a property the crew starts with the Lawnmower, which we use the best commercial heavy duty equipment in the market. We use Scag Lawnmowers with 52" decks and 60" inch decks and most important Mulch Blades. We cut at a height of 3 ½ or 4" inch. We will use the New Holland Tractors with 72" or larger blades. Then we do the weedeater and edger, the best brand and most commercial heavy duty equipment to do these tasks are Schindawa (see pictures to see our equipment, trailers and trucks). For the weedeater we do all areas that have grass and that the lawnmower cannot reach. The edger is done on all hard surfaces and also soft surfaces around trees, planters, shrubs and hedges. We also have gas trimmers Schindawa which we use when needed or we prune by hand depending on the plant and the individual care it should have. We also take very big attention to the control of weeds either by hand or spraying with Herbicide (the Herbicide is only used when needed and with extreme care.
Then we blow all areas and pick up all litter and debris and dispose of it properly usually in the city dumps. We adhere to ANSI – Z – 133.1 Standards.

The Sprinkler System will be adjusted, repaired, cleaned, replace heads and check for proper coverage. The process we use to check the Sprinkler System is the following:

1. Turn the system on for a 2 minute check for each zone.
2. We flag any broken sprinklers, sprinkler heads that need cleaning, repair or replacement of heads or broken pipes.
3. After going through all the zones in that particular pump we then start cleaning or replacing and adjusting all the heads to assure proper coverage.
4. Again the system is started and checked to make sure all the zones are running correctly and to assure proper coverage.

Planting of large trees like Black Olives, Mahogany, Oaks and many more. Planting of small shrubs, annuals, installing sod, tree trimming and pruning, stump grinding.

We plant small shrubs, ground cover, palms and trees. We do the design and supplies needed for any type of project. The annuals are installed in the appropriate season, for example:
Inpatients for the winter months (the inpatients are best for this time of year because of the large variety of colors) between October and March. Caladiums, Scarlets or Begonias for the summer months between April and September.

The Annuals need special care to keep them healthy:

1. Fertilizer when installed and new soil if existing soil has deteriorated.
2. Snail Bate to keep areas planted healthy since these are the worst pest for these plants.
3. In areas that have Annuals we need extra watering by Sprinkler System, we will be adjusting system clocks for appropriate length of time, days needed and time the system should start the zones.

Many customers request Cypress or Red Mulch at least once a year or even twice. The mulch is a very important part of the Maintenance because it helps to keep the weeds under control; it gives the plants more moisture and its esthetic. We usually spread the mulch by bags or by truck loads.

Once a month we inspect for any Pest that might be damaging the green areas, trees, plants or shrubs. One of our biggest problems here in South Florida are the Chinch Bugs and Grub Worms in the green areas. Whenever you see brown dry spots that could be a sign that in that certain area there are Chinch Bugs. For the Grub Worms you will see like patches of sod that are lifting off, if you go and check you will see that these patches are very dry and that the roots of the grass have been eaten off. There we just dig a little under the ground and you will find the Grub Worm. When a problem is detected we immediately contact the County to let the proper authorities.

RFP # 18-0907100

QUALIFICATIONS AND REFERENCES:

Are main qualification is the hands on experience we have had for so many years. We are talking about 25 years in this field.

My Lawn Service, Inc.
17820 S.W. 174th Street
Miami, Fl. 33187

The Company is sitting on a 1 acre lot behind physical address.

Bank Account: Chase (JP Morgan Chase Bank, Business Account.
Credit References: All Dade Lawnmowers, owner David (305) 223-7884
Lesco Fertlizer, Guillermo, Manager (305) 238-9552
Nursery Elegua, Guadalupe, Manager (305) 378-2023
Jeny Sod, (305) 256-1150
Action Sod, (305) 275-7100 Barbie.

We have Liability Insurance up to a $ 1,000,000,00 and Workmans Compensation Insurance. Our trucks are insured with State Farm Insurance our coverage limits are Bodily Injury 100,000/300,000/50,000.

The trailers are also insured for Accidents and Theft, we have 3 enclosed trailers and 1 open. The enclosed are 16 X 7 – 2 axle, and the open is also 16 X 7 – 2 axle. Three trucks, 1- Isuzo Dump Truck 2018, 1- Chevrolet Kodiak Dump Truck 2005.

We are licensed with an Occupational License # 305689-2. Section Type of Business: 213- Lawn/Landscape/Tree Service. (See attached copy)

You will find attached reference letters from our satisfied customers and also a reference list.

RESUME:
Marina Ojeda
17820 S.W. 174th Street. Miami,Florida 33187
Experience in Lawn service since 1993.
Have lived in Miami for almost 58 years since I was 3 years old.
Went to school here in Dade County.
Finished Elementary, Middle School and High School.
Graduated from ITT Institute as a Electronic Technician 1992.

EQUIPMENT INVENTORY

3 – Scag – 52" inch deck Lawnmowers

2 – Scag – 60" inch deck Lawnmowers

2 – Great Dane – 52" inch deck Lawnmower

1 - Great Dane – 60" inch deck Lawnmower

1 - John Deere Reel Mower Diesel 60" inch cut.

2 - New Holland Tractor 7740, 72" inch cut

15 – Shindawa Blowers

20 – Shindawa Weed-eaters

15 – Shindawa Edgers

8 – Shindawa Hedge Trimmers

8 – Echo Hedge Trimmers

3 – Echo Gas Poll Prunners

6 – Echo – Poll Pruners Manual

5 – Stihl – Chain Saw

5 – Echo – Chain Saw

Rakes, Shovels, Picks, Garbage Cans, Hand Prunners, Soil Irrigator

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1 – 2018 Isuzu NPR XD Dump Truck
1 – 2005 Chevrolet Kodiak C5500 Dump Truck
1 – 2005 Chevrolet Silverado 2500HD Truck
3 – 16 X 7 Enclosed Suncoast Trailers
1 – 16 X 7 Open Jims Trailer

REFERENCES

1.) Doral Management
10705 NW 33 St. Suite: 100
Doral, Fl. 33172
Att: Delia Arcelus - 786-344-8061

2.) Las Palmas Homeowners Association, Inc.
14700 SW 62nd Terr.
Miami, Fl. 33193
Att: Maritza - 786-216-2989

3.) Doral Estates H.O.A
9482 NW 49 Doral Ln.
Doral, Fl. 33178
Att: Norberto Spangaro - 786-397-6728

4.) Lago del Rey Condominium
c/o Top Service Property Management
5901 NW 151st Street. Suite: 100
Miami Lakes, Fl. 33014
Att: Mabel Montes de Oca - 305-817-9012

5.) Villas Condominium, Inc.
c/o First Service Residential
5805 Blue Lagoon Drive. Suite: 100
Miami, Fl. 33126
Att: Kristina Olson - 305-632-9519

6.) Windward at Islands at Doral
c/o Allied Property Group
12350 SW 132 Ct. Suite: 114
Miami, Fl. 33186
Att: Ana Rivero - 786-586-8063

RFP # 18-0907100

MY LAWN SERVICE, INC.
COMPANY CREDIT

JENY SOD SERVICES
17150 SW 177 AVE.
MIAMI, FL. 33187

CONTACT NAME: Isabel Morales
PHONE # : 786-412-2265
305-256-1150

SITE ONE LANDSCAPE SUPPLY
11980 SW 128 ST.
MIAMI, FL. 33186

CONTACT NAME: Bunny Bustillo
PHONE # : 305-796-9274
305-238-9552

2M MOWER AND TOOL
13800 SW 142 AVE.
MIAMI, FL. 33186

CONTACT NAME: Ray Medina
PHONE # : 786-249-8665

ACTION SOD AND LANDSCAPE
5700 SW 123 AVE.
MIAMI, FL. 33183

CONTACT NAME: Barbie Lopez
PHONE # : 305-216-2333

GLADES 305, INC.
13900 SW 205 AVE.
MIAMI, FL. 33196

CONTACT NAME: Daniel
PHONE # : 786-251-7633

Re: My Lawn Service

To whom it may concern;

I would like to take this opportunity to highly recommend My Lawn Service for consideration should you be actively looking for a responsible vendor in the area of lawn maintenance, gardening and shrub/plant material.

As President of my homeowner association, I have had the pleasure of working with Marina and her crew for over 5 years. She brings hard work, discipline and a genuine concern to any project she has accepted responsibility for in our community.

My Lawn Service maintains their equipment, keeps the workforce properly dressed as to be identifiable, and keeps the work area free of litter. They have professional control of the workforce and works within the restrictions set for hours of operation.

My Lawn Service, lead by Marina, goes out of her way to bring areas not covered by the contract, to the attention of the Board, when necessary. She has served as our advisor in many areas that the Board lacks the knowledge or experience in making decisions for the betterment of the community.

My Lawn Service would make an excellent supplier to anyone charged with the responsibility for maintaining a beautiful and professional looking landscape and plantscape area.

Very truly yours,

Jesse A. Jones
President
Doral Colony Homeowners Association
305-753-5999

To Whom It May Concern:

I would like to take this opportunity to highly recommend My Lawn Service, Inc. for any consideration you may have a responsible vendor in the area of Lawn Maintenance, Landscaping, Tree Trimming, Pesticide Treatment and anything else that could be part of your green areas.

As the owner of Doral Management located in Doral, Florida and having My Lawn Service, Inc. serving almost all of my communities I blindly recommend them for any job needed. There professional demeanor and willingness to go above and beyond normal responsibilities set there company apart from others like them. They are very knowledgeable of the work they do and will always go out of their way to resolve any request made by our office and the communities.

It has been a pleasure working with them for many years now and I highly recommend them for anyone looking for a quality lawn service company. I encourage you to contact me at anytime if you have any questions in reference to the above.

Sincerely,

Delia Arcelus

Delia Arcelus, CAM
Doral Management

From: Patrick Fiore, former president of Adagio at the Hammocks HOA.

ie: Marina Ojeda, My Lawn Service

My Lawn Service was our primary landscaping and grass cutting company during the years from 1998 to 2007 when I was President and Board Member of the Adagio at the Hammocks HOA, in West Kendall. I can tell you the service the community received from My Lawn was first rate. Ms. Ojeda 's company always provided great and timely service and her professional experience in landscaping matters was always beneficial to myself and fellow board members. Her staff was extremely courteous, and especially helpful after weather related events like Hurricanes Katrina and Wilma. Ms. Ojeda was readily accessible at all hours. As a former Community Councilman in West Kendall it was a pleasure to see the kind of commitment and professionalism that companies in the private sector like My Lawn provided. I heartily recommend My Lawn Service to the City of Opa Locka. If I can be of further assistance, I can be reached at 786 200 9344.

Sincerely,

Patrick M. Fiore
13805 SW 77th Court
Village of Palmetto Bay, FL. 33158

AMA Management Services, Inc.
5050 N.W. 74th Avenue, Miami, Florida 33166 • 305/592-3011 • Fax 305/593-5020

My Lawn Service, Inc.
14450 S.W. 208 Avenue
Miami, FL 33196
Att: Marina Ojeda, President

Dear Ms. Ojeda:

I would like to this opportunity to thank you for the excellent way you have handled the landscape and maintenance of the communities you are doing for me.

I have only received positive feedback from many pleased Homeowners. I will not hesitate to recommend you, so please feel free to contact me at anytime.

Sincerely,

Anicia Morales
President

LETTER OF RECOMENDATION

THIS IS TO INFORM YOU THAT "MY LAWN SERVICE" A MAINTANANCE COMPANY IN MIAMI HAVE BEEN DOING A SUPERB JOB IN OUR COMMUNITY.

THE NAME OF OUR COMMUNITY IS ADAGIO AND HAS 145 HOUSES CLOSE TO A LAKE AND HUNDREDS OF TREES AND ACRES OF LAWN: MY LAWN SERVICE IS WITH US ON THE PERMANENT BASIS AND WE, THE 145 HOME OWNERS ARE VERY HAPPY WITH THE WORK THAT THEY ARE DOING.

SPECIAL THANKS TO MARINA OJEDA

THE BOARD OF DIRECTOR OF ADAGIO.

To Whom It May Concern:

I would like to take this opportunity to express my gratitude for the services provided by Ms. Marina Ojeda as the owner of My Lawn Services while serving as the primary grounds keeper for Lakes on the Green (LOG) community in Miami, Florida. Ms. Ojeda managed a very professional team and always provided quality service.

Her professional demeanor and willingness to go above and beyond her normal responsibilities set Ms. Ojeda and this company apart from other like lawn care companies. Ms. Ojeda is smart, hard-working, and always prepared to do what is best for the community. I found her company to be extremely reliable and a credit to our community.

It was a pleasure working with Ms. Ojeda and I highly recommend her company to any HOA looking for quality lawn care. I encourage you to contact me at anytime if you should have any questions.

Sincerely,

James Kelley
Vice-President, LOG HOA
305.343.7214

years from 1998 to 2007 when I was President and Board Member of the Adagio at the

GUARANTEE MANAGEMENT SERVICES, INC.
6928 N.W. 42 STREET
MIAMI, FLORIDA 33166
305-262-6120

To Whom It May Concern:

This letter will serve to acknowledge the excellent service which has been provided by "My Lawn Service, Inc." to my properties.

I have found by my experience with this company that it is one of the best in the Lawn Maintenance and Landscape business. I have dealt with other companies in this field and have found they are very much inferior to the service provided by them.

They are honest, reliable and very knowledgeable of the work they do. This company has enhanced the appearance and value of the properties they have serviced for me.

If you have any questions or need any further information, please do not hesitate to contact me at the number listed above.

Sincerely,

Angelina Zaluquett
Property Manager

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 07/03/2018

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 Automatic Data Processing Insurance Agency, Inc. 1 Adp Boulevard Roseland, NJ 07068	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A: NorGUARD Insurance Company — 31470
INSURED MY LAWN SERVICE INC 17820 SW 174TH ST Miami, FL 33187	INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES — CERTIFICATE NUMBER: 932713 — 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	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ☐ NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N: N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	N	MYWC934915	04/16/2018	04/16/2019	X PER STATUTE ☐ OTH-ER	
							E.L. EACH ACCIDENT	$ 100,000
							E.L. DISEASE - EA EMPLOYEE	$ 100,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000

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

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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The ACORD name and logo are registered marks of ACORD

Policy Number:

Date Entered:

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 7/ 2/2018

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 have ADDITIONAL INSURED provisions or 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	THE INSURANCE DISCOUNT SHOP, INC. 2450 SW 137 AVE # 219 P.O. Box 555 MIAMI FL 33175	CONTACT NAME: PHONE (A/C, No, Ext): (305) 225-6600	FAX (A/C, No): (305) 225-9270
		E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A: GRANADA INS CO	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	
INSURED	MY LAWN SERVICES 17820 SW 174 STREET MIAMI, FL 33187		

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	☒ COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR			0185FL00041376 - 5	12/05/2017	12/05/2018	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 1,000,000
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$ 1,000,000
	☐ OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						☒ PER STATUTE ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N ☐		N/A				E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

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

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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State Farm Mutual Automobile Insurance Company
3 Ravinia Drive
Atlanta, GA 30346-2117

StateFarm

AT2 011741 0008 A-6754 A
MY LAWN SERVICE INC
17820 SW 174TH ST
MIAMI FL 33187-1602

0103-1G02

AUTO RENEWAL

AMOUNT DUE: $841.07
Payment is due by April 08, 2018

Your State Farm Agent
FERNANDO RUIZ
Office: 305-256-0227
Address: 17592 SW 137TH AVE
MIAMI, FL 33177-6426

If you have a new or different car, have added any drivers, or have moved, please contact your agent.

Thank you for choosing State Farm.

Policy Number: 407 8341-D08-59D
Policy Period: April 8, 2018 to October 8, 2018

Vehicle:
2005 CHEVROLET C2500

Principal Driver:
MARINA OJEDA

CONVENIENT PAYMENT OPTION: To use State Farm's 50-50 payment plan, submit one half of your premium plus a $2.00 handling charge. The balance will be due 60 days after your renewal date.

IMPORTANT NOTICE- Under No-Fault Coverage, the only medical expenses we will pay are reasonable medical expenses that are payable under the Florida Motor Vehicle No-Fault Law. The most we will pay for such reasonable medical expenses is 80% of the "schedule of maximum charges" found in the Florida Motor Vehicle No-Fault Law and in the Limits section of the Florida Car Policy's No-Fault Coverage.

Based on your driving record, you have our Accident-Free Discount for preferred customers.

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use

(continued on next page)

IMPORTANT NOTICE REGARDING YOUR PREMIUM

State Farm works hard to offer you the best combination of price, service, and protection. The amount you pay for automobile insurance is determined by many factors such as the coverages you have, where you live, the kind of car you drive, how your car is used, who drives the car, and information from consumer reports.

Your premium was determined by information from consumer reports: Percent of accounts paid as agreed in the last 24 months to total accounts; Percent of high credit on bank revolving accounts to high credit on all accounts reported in the last 12 months; Time since most recent public record or collection, excluding medical, utility; Number of retail accounts.

Consumer report reference number: 18037081804292

Credit information was obtained on: MARIA NIZ

You have the right to request, no more than once during your policy term, that your policy be re-rated using a current credit-based insurance score. Re-rating could result in a lower rate, no change in rate, or a higher rate.

(continued on next page)

Sponsored by: City Manager

RESOLUTION NO. XX-XXXX

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING ISSUANCE OF A REQUEST FOR PROPOSALS (RFP) FOR LAWN, SHRUBS, TREES AND PALM MAINTENANCE SERVICES; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Manager is recommending that the City Commission of the City of Opa-Locka issue a Request for Proposal (RFP) for lawn, shrubs, trees and palm maintenance services in support of the City's beautification objectives. The City Manager further recommends the approval of the request to issuance of an RFP to for qualified firms; and

WHEREAS, the selected firm will be responsible for providing maintenance of citywide alleys, maintenance of medians (including NW 27th and NW 22nd Avenues), maintenance of three parking lots at 700-750 Ali-Baba Avenue, 664 Fisherman Street, and 441 Opa-Locka Boulevard, tree trimming services, services at Ingram, Segal/Helen Miller and Sherbondy Parks (on an as needed basis when the City requests assistance) and roadway easements (State Road 9); and

WHEREAS, the scope of services proposed in the current proposed RFP, attached hereto as Exhibit "A", is broader than was envisioned when the Fiscal Year 2022 budget was developed and will require a budget amendment when the contract is awarded.

WHEREAS, the City has determined that issuance of an RFP is in the best interest of the City and its residents; and

WHEREAS, this City Commission authorizes the City Manager to issue an RFP for Lawn, Shrubs, Trees and Palm Maintenance Services, attached hereto as "Exhibit A".

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA:

Section 1. RECITALS ADOPTED.

The recitals to the preamble herein are incorporated by reference.

Section 2. AUTHORIZATION

The City Commission of the City of Opa-Locka hereby approves the issuance of a

Request for Proposals (RFP), attached hereto as Exhibit "A", for provision of Lawn, Shrubs, Trees and Palm Maintenance Services.

SECTION 3. SCRIVENER'S ERRORS.

Sections of this Resolution may be renumbered or re-lettered and corrections of typographical errors which do not affect the intent may be authorized by the City Manager, or the City Manager's designee, without need of public hearing, by filing a corrected copy of same with the City Clerk.

Section 4. EFFECTIVE DATE.

This Resolution shall take effect immediately upon adoption and is subject to the approval of the Governor or his designee.

PASSED AND ADOPTED this 8th day of September, 2021.

_____
Matthew A. Pigatt, Mayor

ATTEST:

_____
Joanna Flores, City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

_____
Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Taylor	_____ (Yes)	_____ (No)
Commissioner Bass	_____ (Yes)	_____ (No)
Commissioner Davis	_____ (Yes)	_____ (No)
Vice-Mayor Williams	_____ (Yes)	_____ (No)
Mayor Pigatt	_____ (Yes)	_____ (No)

City of Opa-locka
Agenda Cover Memo

City Manager:	John E. Pate			**CM Signature:**			
Commission Meeting Date:	*09.08.2021*		**Item Type:** *(Enter X in box)*	**Resolution**	**Ordinance**		**Other**
				X			
Fiscal Impact: *(Enter X in box)*	**Yes**	**No**	**Ordinance Reading:** *(Enter X in box)*		**1st Reading**		**2nd Reading**
	Est. $3,000		**Public Hearing:** *(Enter X in box)*		**Yes**	**No**	**Yes** / **No**
						X	**X**
Funding Source: *Account#* **:**	*(Enter Fund & Dept)* Ex:		**Advertising Requirement:** *(Enter X in box)*		**Yes**		**No**
							x
Contract/P.O. Required: *(Enter X in box)*	**Yes**	**No**	**RFP/RFQ/Bid#:**				
	X						
Strategic Plan Related *(Enter X in box)*	**Yes**	**No**	**Strategic Plan Priority Area:**		**Strategic Plan Obj./Strategy:** *(list the specific objective/strategy this item will address)*		
	X		**Enhance Organizational** ☐ **Bus. & Economic Dev** ☐ **Public Safety** ☐ **Quality of Education** ☐ **Qual. of Life & City Image** ■ **Communication** ☐				
Sponsor Name	City Manager		**Department:**		City Manager		

Short Title:

A resolution authorizing the City Manager to issue an RFP for:
Maintenance of Citywide Alleys
Maintenance of Medians, Including NW 27th and NW 22nd Avenues
Maintenance of Three Parking Lots at 700-750 Ali-Baba Avenue, 664 Fisherman Street, and 441 Opa-locka Boulevard
Tree Trimming Services
Services at Ingram, Segal/Helen Miller and Sherbondy Parks (as needed) basis when the City requests assistance
Roadway Easements (State Road 9)

Staff Summary:

Staff believes it is in the best interests of the City to issue a Request for Proposal (RFP) for Lawn, Shrubs, Trees and Palm Maintenance Services in support of the City's beautification objectives.

Financial Impact

The RFP will be issued primarily electronically, but may require additional advertising, estimated to not exceed $3,000. If additional advertising funding is required, it will be funded as follows:

Account	Description	Available	Project	Remaining Balance
41-541340	Other Contracted Services	$10,257	$3,000	$7,257

The scope of services proposed in this RFP is broader than was envisioned when the FY 22 budget was developed and will require a budget amendment when the contract is awarded.

Proposed Action:

Staff recommends the approval of this request to issue the RFP to seek quotes for qualified firms.

Attachment:

Draft RFP

City of Opa-locka

RFP NO: 21-XXXXXXX

REQUEST FOR PROPOSAL (RFP)

MAINTENANCE OF CITYWIDE ALLEYS

MAINTENANCE OF NW 27TH AVENUE AND 22ND AVENUE MEDIANS

MAINTENANCE OF 3 PARKING LOTS 700-750 ALI-BABA AVENUE, 664 FISHERMAN STREET, AND 441 OPA-LOCKA BOULEVARD

TREE TRIMMING SERVICES

INGRAM PARK, SEGAL/HELEN MILLER PARK, AND SHERBONDY PARK
(As needed) basis when the City requests assistance

STATE ROAD 9 ROADWAY

CITY OF OPA-LOCKA
RFP NO. 21-XXXXXXX

MAINTENANCE OF CITYWIDE ALLEYS

MAINTENANCE OF NW 27TH AVENUE AND 22ND AVENUE MEDIANS

MAINTENANCE OF 3 PARKING LOTS 700-750 ALI-BABA AVENUE, 664 FISHERMAN STREET, AND 441 OPA-LOCKA BOULEVARD

TREE TRIMMING SERVICES

INGRAM PARK, SEGAL/HELEN MILLER PARK, AND SHERBONDY PARK

STATE ROAD 9 ROADWAY

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DRAFT

CITY OF OPA-LOCKA

REQUEST FOR PROPOSALS
RFP NO: 21-XXXXXXX

MAINTENANCE OF CITYWIDE ALLEYS

MAINTENANCE OF NW 27TH AVENUE AND 22ND AVENUE MEDIAN

MAINTENANCE OF 3 PARKING LOTS 700-750 ALI-BABA AVENUE, 664 FISHERMAN STREET, AND 441 OPA-LOCKA BOULEVARD

TREE TRIMMING SERVICES

INGRAM PARK, SEGAL/HELEN MILLER PARK, AND SHERBONDY PARK (As needed)

STATE ROAD 9 ROADWAY

Sealed Proposals for Lawn Maintenance will be received by the City of Opa-locka at the Office of the City Clerk, 780 Fisherman St, 4th Floor, Opa-locka, Florida 33054, **Wednesday, October 27, 2021 by 1:00 p.m.** Any RFP Package received after the designated closing time will be returned unopened. The City of Opa-locka will be accepting proposals by mail, however it is your responsibility to submit your proposal by the due date. In addition, proposals may be submitted via www.demandstar.com (e-bid). The address to submit sealed proposals is listed below:

CITY OF OPA-LOCKA
Office of the City Clerk
780 Fisherman Street, 4th Floor
Opa-locka, Florida 33054

An original and six (6) copies for a total of seven (7) plus 1 copy of the Proposal package on USB Flash Drive in PDF format shall be submitted in sealed envelopes/packages addressed to the City Clerk, City of Opa-locka, Florida, and marked **RFP for Maintenance of Citywide Alleys, Maintenance of NW 27th Avenue and 22nd Avenue Median, Maintenance of 3 Parking Lots 700-750 Ali-Baba Avenue, 664 Fisherman Street, and 441 Opa-locka Boulevard, Tree Trimming Services, Ingram Park, Segal/Helen Miller Park, Sherbondy Park (as needed), and State Road 9 Roadway.**

Proposers desiring information for use in preparing proposals may obtain a set of such documents by visiting the City's website at www.opalockafl.gov or www.demandstar.com.

The City reserves the right to accept or reject any and all proposals and to waive any technicalities or irregularities therein. The City further reserves the right to award the contract to that proposer whose proposal best complies with the **RFP NO: 21-XXXXXXX** requirements. Proposers may not withdraw their proposal for a period of ninety (90) days from the date set for the opening thereof.

A Mandatory pre-bid meeting will be held on **Wednesday, October 13, 2021 at 10:00 a.m.** at 780 Fisherman Street, Ste. 220, Opa-locka, FL 33054 and via zoom. The purpose of this meeting is to provide an overview of this Solicitation and to answer any questions by participants.

City Clerk
Joanna Flores, CMC

CITY OF OPA-LOCKA

RFP NO. 21-XXXXXXX

MAINTENANCE OF CITYWIDE ALLEYS

MAINTENANCE OF NW 27TH AVENUE AND 22ND AVENUE MEDIAN

MAINTENANCE OF 3 PARKING LOTS 700-750 ALI-BABA AVENUE, 664 FISHERMAN STREET, AND 441 OPA-LOCKA BOULEVARD

TREE TRIMMING SERVICES

INGRAM PARK, SEGAL/HELEN MILLER PARK, AND SHERBONDY PARK (as needed)

STATE ROAD 9 ROADWAY

PART I

PROPOSAL GUIDELINES

Introduction: The City of Opa-locka is requesting proposals from qualified professional consultants to provide Lawn Maintenance services throughout the City.

1-2. Proposal Submission and Withdrawal: The City of Opa-locka will be accepting proposals by mail, however it is your responsibility to submit your proposal by the due date. In addition, proposals may be submitted via www.demandstar.com (e-bid). The City must receive all proposals by 1:00pm on Wednesday, October 27, 2021. The address to submit sealed proposals is listed below:

CITY OF OPA-LOCKA
Office of the City Clerk
780 Fisherman Street, 4th Floor
Opa-locka, Florida 33054

To facilitate processing, please clearly mark the outside of the proposal package as follows: **RFP NO. 21-XXXXXXX – Maintenance of Citywide Alleys, Maintenance of NW 27th Avenue and 22nd Avenue Median, Maintenance of 3 Parking Lots 700-750 Ali-Baba Avenue, 664 Fisherman Street, and 441 Opa-locka Boulevard, Tree Trimming Services, Ingram Park, Segal/Helen Miller Park (as needed), Sherbondy Park, and State Road 9 Roadway.** This package shall also include the Proposer's return address.

Proposers may withdraw their proposals by notifying the City in writing at any time prior to the deadline for proposal submittal. After the deadline, the proposal will constitute an irrevocable offer, for a period of 90 days. Once opened, proposals become a record of the CITY and will not be returned to the Proposer.

The City cautions proposers to assure actual delivery of mailed or hand-delivered proposals directly to the City Clerk's Office at 780 Fisherman Street, 4th Floor, Opa-locka, Florida 33054 prior to the deadline set for receiving proposals. Telephone confirmation of timely receipt of the proposal may be made by calling (305) 688-4611 before proposal closing time. Any proposal received after the

established deadline **will not** be considered and will be returned unopened to the Proposer(s).

1-3. Number of Copies: Proposers shall submit an **original and six (6) copies (a total of 7) plus one copy on CD in PDF format** of the proposal in a sealed, opaque package marked as noted above. The Proposer will be responsible for timely delivery, whether by personal delivery, US Mail or any other delivery medium.

1-4. Development Costs: Neither the City nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this Request for Proposal. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the Proposer's ability to meet the requirements of the RFP.

1-5. Inquiries: The City Clerk will receive written requests for clarification concerning the meaning or interpretations of the RFP, until eight (8) days prior to the submittal date. City personnel are authorized only to direct the attention of prospective Proposers to various portions of the RFP so that they may read and interpret such for themselves. No employee of the City is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to what is contained in the written RFP document.

1-6. Addendum: The City may record its response to inquiries and any supplemental instructions in the form of written addenda. The CITY may mail written addenda up to three (3) calendar days before the date fixed for receiving the proposals. Proposers shall contact the City to ascertain whether any addenda have been issued. Failure to do so could result in an unresponsive proposal. Any oral explanation given before the RFP opening will not be binding.

All Proposers are expected to carefully examine the proposal documents. Any ambiguities or inconsistencies should be brought to the attention of the City's Purchasing Agent through written communication prior to the opening of the proposals.

1-7. Contract Awards: The City anticipates entering into an Agreement with the Proposer who submits the proposal judged by the City to be most advantageous.

The Proposer understands that this RFP does not constitute an offer or an Agreement with the Proposer. An offer or Agreement shall not be deemed to exist and is not binding until proposals are reviewed, accepted by appointed staff, the best proposal has been identified, approved by the appropriate level of authority within the City and executed by all parties. The City anticipates that the final Agreement will be in substantial conformance with this sample Agreement; nevertheless, Proposers are advised that any Agreement may result from the RFP may deviate from the Sample Agreement.

The City reserves the right to reject all proposals, to abandon the project and/or to solicit and re-advertise for other proposals.

1-8. Contractual Agreement: This RFP and Consultant/Contractor proposal shall be included and incorporated in the final award. The order of contractual precedence will be the Contract or Agreement document, original Terms and Conditions, and Proposer response. Any and all legal action necessary to enforce the award will be held in Miami-Dade County and the contractual obligations will be interpreted according to the laws of Florida. **Any additional contract or**

agreement requested for consideration by the Proposer must be attached and enclosed as part of the proposal.

1-9. Selection Process: The proposals will be evaluated and assigned points. The firm with the highest number of points will be ranked first; however, nothing herein will prevent the City from assigning work to any firm deemed responsive and responsible.

The City reserves the right to further negotiate any proposal, including price, with the highest rated Proposer. If an agreement cannot be reached with the highest rated Proposer, the City reserves the right to negotiate and recommend award to the next highest Proposer or subsequent Proposers until an agreement is reached.

1-10. Public Records: Upon award recommendation or ten (10) days after opening, whichever occurs first, proposals become "public records" and shall be subject to public disclosure consistent with Chapter 119 Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the RFP, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary. Document files may be examined, during normal working hours.

1-11. News Releases: The Proposer shall obtain the prior approval of the City Manager's Office of all news releases or other publicity pertaining to this RFP or the service, study or project to which it relates.

1-12. Insurance: The awarded Proposer(s) shall maintain insurance coverage reflecting at least the minimum amounts and conditions specified herein. In the event the Proposer is a governmental entity or a self-insured organization, different insurance requirements may apply. Misrepresentation of any material fact, whether intentional or not, regarding the Proposers' insurance coverage, policies or capabilities may be grounds for rejection of the proposal and rescission of any ensuing Agreement.

1. Evidence of General Liability coverage with limits not less than $1,000,000 per Occurrence/ $2,000,000 Aggregate (Including Policy Number and Policy Period);

2. Evidence of Auto Liability coverage with limits not less than $1,000,000 per Occurrence/$1,000,000 Aggregate (Including Policy Number and Policy Period);

3. Evidence of Workers' Compensation coverage with statutory limits and Employer's Liability coverage with limits not less than $100,000 (Including Policy Number and Policy Period);

4. The City listed as an additional insured (this may be specifically limited to the specific job(s) the contractor will be performing);

5. Minimum 30-day written notice of cancellation.

1-13. Licenses: Proposers, both corporate and individual, must be fully licensed and certified in the State of Florida at the time of RFP submittal. The proposal of any Proposer who is not fully licensed and certified shall be rejected.

1-14. Public Entity Crimes: Award will not be made to any person or affiliate identified on the Department of Management Services' "Convicted Vendor List". This list is defined as consisting of persons and affiliates who are disqualified from public contracting and purchasing process because they have been found guilty of a public entity crime. No public entity shall award any contract to, or transact any business in excess of the threshold amount provided in Section 287.017 Florida Statutes for Category Two (currently $25,000) with any person or affiliated on the "Convicted Vendor List" for a period of thirty-six (36) months from the date that person or affiliate was placed on the "Convicted Vendor List" unless that person or affiliate has been removed from the list. By signing and submitting the RFP proposal forms, Proposer attests that they have not been placed on the "Convicted Vendor List".

1-15. Code Of Ethics: If any Proposer violates or is a party to a violation of the code of ethics of the City of Opa-locka or the State of Florida with respect to this proposal, such Proposer may be disqualified from performing the work described in this proposal or from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from submitting any future proposals for work, goods or services for the City of Opa-locka.

1-16. Drug-Free Workplace: Preference shall be given to businesses with Drug-Free Work Place (DFW) programs. Whenever two or more proposals which are equal with respect to price, quality, and service are received by the City for the procurement of commodities or contractual services, a proposal received from a business that completes the attached DFW form certifying that it is a DFW shall be given preference in the award process.

1-17. Permits and Taxes: The Proposer shall procure all permits, pay all charges, fees, and taxes, and give all notices necessary and incidental to the due and lawful prosecution of the work.

1-18. Protests: Protests of the plans, specifications, and other requirements of the request for proposal and bids must be received in writing by the City Clerk's Office at least ten (10) working days prior to the scheduled bid opening. A detailed explanation of the reason for the protest must be included. Protests of the award or intended award of the bid or contract must be in writing and received in the City Clerk's Office within seven (7) working days of the notice of award. A detailed explanation of the protest must be included.

1-19. Termination for Convenience: A contract may be terminated in whole or in part by the City at any time and for any reason in accordance with this clause whenever the City shall determine that such termination is in the best interest of the City. Any such termination shall be effected by the delivery to the contractor at least five (5) working days before the effective date of a Notice of Termination specifying the extent to which performance shall be terminated and the date upon which termination becomes effective. An equitable adjustment in the contract price shall be made for the completed service, but no amount shall be allowed for anticipated profit on unperformed services.

PART II

NATURE OF SERVICES REQUIRED

2-1 PURPOSE

The City of Opa-locka seeks proposals from qualified professionals with expertise to provide maintenance of City Alleys, Medians, Parking Lots, Park Facilities, and Roadway Easements.

Contractor will cut three times per month during rainy season and twice per month during dry season. The successful bidder shall furnish all labor, materials, machinery, equipment and ancillary services to fulfill the requirement of these specifications for the maintenance program.

City Alley Project Location:

- List of Alleys are included as Exhibit "A"

City Median Project Location:

- NW 22nd Avenue Median – NW 22nd Avenue from 151st Street to NW 135th Street
- NW 27th Avenue Median – NW 27th Avenue from 151st Street to NW 127th Street
- Sharazad Boulevard Median – Sharazad Boulevard from NW 27th Avenue to Ali-Baba Avenue (Veteran's Way)
- President Barack Obama Avenue (Perviz Avenue) – President Barack Obama Avenue from NW 151st Street to Sharazad Boulevard
- Drainage Pond – NW 27th Avenue SR-9 and Burlington Street (Cut/maintain trees and grass)

3 Parking Lots Project Location:

- 700-750 Ali-Baba Avenue
- 664 Fisherman Street
- 441 Opa-locka Boulevard

Tree Trimming Location:

- Citywide as directed by Public Works, to maintain proper line of sight as per Miami-Dade County Tree Ordinance.

Ingram Park, Segal/Helen Miller Park, and Sherbondy Park: (As needed)

- Citywide

State Road 9 Roadway:

- Citywide

All work shall be performed in accordance with the Occupational Safety & health Act (O.S.H.A.) and its amendments, and all Department of Transportation (D.O.T.) safety standards, including but not limited to safety glasses, safety vest, hearing protection, traffic notification, placement of traffic cones, and all pertinent landscape standards. The awarded Bidder will be require to have an

Maintenance of Traffic (M.O.T.) certified person onsite at any time workers are physically parked, standing or working in the roadways with City limits.

Qualified proposer must demonstrate competence and experience in all areas of expertise required by the scope of services.

2-2 PROPOSER QUALIFICATIONS

Adequate information and documentation must be provided in the Proposal to support or confirm satisfaction of the required qualifications below:

- A detailed description of the firm including address, telephone number License Classification with number and date of expiration, applicable License status, and banking and credit references.
- Briefly describe the educational background and professional experience in a resume format of the firm owners, supervisors and key employees.
- List similar contracts for landscape maintenance now held by your firm and other similar contracts, if any formerly held. List at least one person for each such contract whom may be contacted by us who is knowledgeable about your work. List telephone numbers for these individuals.
- This contract will be awarded only to responsible Contractors qualified by experience to do the work specified herein. The Bidder shall submit a satisfactory evidence of experience in like work and that he is fully prepared with the necessary organization, capital, equipment and machinery to complete the work to the satisfaction of the Owner.
- Company shall have been in continuous service and incorporated in the State of Florida for a minimum of three (3) years.
- Company must have a proven history in the care and maintenance of grass types and public facilities.
- Company must be fully licensed with all required State and/or Local government licenses, and permits (irrigation, pest control, horticultural services, etc.)
- Company must have an I.S.A. Certified **Arborist** or Miami-Dade County's Tree Trimmer License Class A on staff or on call for the work involving plant propagation and cultivation with the aim of improving plant growth, yields, quality, nutritional value, and resistance to insects, diseases, and environmental stresses.
- Company must have a staff member with a Maintenance of Traffic Certification.
- Demonstrate an overall combination of skills, prior work experience, business reputation, and commitment to diversity.

2-3 TERM OF CONTRACT

The term of the contract is anticipated to be one fiscal year with a renewal of two one-year terms, subject to negotiation of terms with the contractor and the concurrence of the City of Opa-locka City Commission and availability of annual appropriation.

2-4 PERSONNEL MANAGEMENT REQUIREMENTS:

- Managers must have excellent communication skills and be capable of directing all regular maintenance and additional landscape services and coordinating these with the designated City of Opa-locka staff.

- Managers shall constantly use their experience and training to prevent, detect and control adverse conditions by physically inspecting the landscape and properly guiding the maintenance program.

- Managers shall have internet access to provide correspondence via E-mail to City designated staff.

2-5 TECHNICAL SERVICES:

- To provide an adequate number of personnel specifically trained, experienced and licensed in the following areas: grass maintenance, irrigation maintenance, tree maintenance.

- Provide a Certified Chemical Applicator license through the State of Florida, Department of Health and Rehabilitative Service or have personnel on call.

- Provide and I.S.A. Certified Arborist or Miami-Dade County's Tree Trimmer License Class A with a minimum of three (3) years' experience with South Florida trees.

2-6 SCOPE OF WORK

The vendor shall adhere to the Ansi Z-133 standards. The Specific requirements are as follows:

a) GRASS MOWING

Mowing wet grass shall be avoided whenever possible. Mower blades must be kept sharp so that the cut grass edge is clean and not ragged. Mowing patterns shall be changed frequently to avoid wear. Any grass clippings or other plant debris remaining on the grass surface after 24 hours shall be removed. Clippings, mulch or other plant debris must be prevented from entering into the street or onto a pedestrian pathway, ponds, lakes, water features, or drains. In the event that this occurs, the materials shall be removed immediately.

b) LITTER CONTROL

The vendor shall retrieve and dispose of all litter and debris as necessary. This shall include clearing all areas prior to mowing. This includes glass, rocks, dead foliage, metal, branches, palm fronds or other debris subject to becoming a projectile if engaged by a mower. Contractor will be responsible for hauling and disposal of collected debris.

c) ST. AUGUSTINE GRASS

Mow only with a rotary mower a minimum of once per week during the growing season of mid April through the end of October for a total of 43 cuts per year or as scheduled by the City's/Divisions representative. The cutting height shall be a minimum of 3" to a maximum of 4" above the soil.

d) BAHIA GRASS

Mow only with a rotary mower of a minimum of once per week during the growing season of mid April through the end of October for a total of 36 cuts per year or as scheduled by the City's/Divisions representative. The cutting height shall be a minimum of 3" to a maximum of 4" above the soil.

e) EDGING AND CLEAN-UP

The vendor shall trim and properly edge all shrub and flower beds as well as tree rings, curbs, walks, lighting, concrete or paver medians and all other obstacles in the landscape and remove and dispose of clippings. Paved areas (hard edges) shall be edged every mowing with respect to the grass type adjacent to the edging. Remove all errant vegetation in expansion joints, cracks or crevices in any portion of concrete areas. Edging of beds and tree rings (soft edging) shall be executed every mowing with respect to the grass type adjacent to the edging. Damage to property or existing vegetation caused by improper trimming or edging shall be repaired or replaced within 48 hours at the vendor's expense. All walks and other paved areas shall be vacuumed, swept or blown off while the mowing, edging or trimming is in process so that the appearance suffers for the least amount of time. Landscape lighting shall be wiped, blown off or vacuumed as needed to prevent accumulation of clippings and dead insects. Landscape areas shall be raked and cleaned of clippings, leaves, sticks, and all litter each time the soft edging is done. Mowing schedules shall be approved by the City's/Divisions representative.

f) SHRUBS, TREES AND PALM MAINTENANCE

Shrubs and ground cover material shall be pruned a minimum of once per month to ensure the best shape, health and character of the individual plant. Mechanical trimming may not be utilized when the health or appearance of the plant will be compromised by the use mechanical trimmers. Ground cover plants shall be selectively cut back to encourage lateral growth and kept in bounds and out of other plantings, walkways, lighting, etc. All shrubs within a clear sight zone shall be kept at a 30" minimum height from the roadway.

Prune, thin, and trim all trees at least once per year to keep the trees healthy, to maintain the natural character of the variety, to control shape and to prevent crowing. Pruning in general shall consist of the removal of dead, broken, fungus, infected, superfluous and intertwining branches, vines, and the removal of decaying stumps and other undesirable growth. Palms shall be pruned as needed to remove dead fronds and weak stalks only between 9 and 3 under the direction of the City's representative. Certain Washingtonian palms will be an exception to the pruning practices of normal palm maintenance when existing dead fronds are maintained. Tree pruning will also be required from time to time to remove damaged branches caused by storms or when blocking sight distances following the ANSI 300 ad ANSI Z-133 Standards and Miami-Dade County tree ordinances.

All cuts should be made with sharp and proper tools. When cutting parts of branches, leave a living bud at the end of the stub. Make cuts sufficiently close to parent stem so that healing can readily start under normal conditions. On trees known to be diseased, disinfect tools after each cut and between trees. Prune only at the time of season proper for the variety. Prune or trim at least once or twice each growing season to keep the natural shape of the individual plant.

g) PRUNING SHALL INCLUDE THE FOLLOWING ITEMS:

- Dead, dying or unsightly part of the tree.
- Removal of sucker growth from the base of trees in which an exposed trunk character is desired.
- Branches that grow toward the center of the tree.
- Crossed branches that may rub together.
- "V" crotches if it does not ruin the appearance of the tree.
- Multiple leader if the tree normally has a single stem.
- Nuisance growth that interferes with the view, traffic, signage, walks or lighting. Nuisance growth includes the removal of all dangerous thorns, spikes or appendages which show potential conflict with people.
- Shape the top of small trees as needed. All branches, dead wood and cuttings shall be removed from the job site at the time of pruning and disposed of in an acceptable manner. All lawn and shrub areas damaged by pruning equipment shall be restored at the vendor's expense.
- Pruning of trees and palms shall only take place under the direction of the City's representative.

h) PEST AND DISEASE MANAGEMENT

The vendor shall control or eradicate infestations by chewing or sucking insects, leaf miners, fire ants and other pests and diseases by spraying the affected plants with chemical sprays and combinations of sprays suitable for that particular pest when the infestation or infection becomes evident and as often thereafter as necessary. The vendor shall be fully licensed to spray pesticides and shall use sound cultural practices that aid in preventing the presence or proliferation of insects and diseases.

i) APPLICATION OF HERBICIDES

The vendor may apply various herbicides by means of spray type devices to aid in the control of unwanted weeds and vegetation. All applications shall be performed by persons holding a valid herbicide application license as issued by the State of Florida and shall be done in accordance with the herbicide manufacturer's recommended rates and all applicable Federal, State, County and Municipal regulations. Herbicides may be used only with prior approval by the City's/Divisions representative as to type, location and method of application. The vendor shall exercise extreme care not to over spray and affect areas not intended for treatment. Areas adversely affected by such over spray shall be restored at the vendor's expense.

j). IRRIGATION

The vendor shall be responsible for the operation and maintenance of the automatic irrigation system, and for setting and adjusting the time clocks to ensure proper watering of all plant material and grass in the landscape.

The vendor shall be responsible for the labor and supervision needed to make minor irrigation repairs to the lateral lines, risers and sprinkler heads up to two (2) inches in diameter as required to keep the system operating. Major repairs to main lines, valves, pumps and intake piping shall be reimbursed by the City/Division. Reimbursable repair work shall require authorization by the City's/Division representative prior to commencement.

Prior to the commencement of the maintenance program, the vendor shall have forty-five (45) days from the start of contract to inspect the irrigation system and report existing damage or incorrect operation and coverage to the City/Division. The vendor shall be responsible for the integrity of the system after this initial inspection report and subsequent repairs.

Time clocks shall be checked once a week or as may be required. The vendor shall, at least once per month, fully operate all irrigation zones and replace, repair or clean all irrigation heads, lines, valves, valve boxes and controllers as needed. Any equipment damaged by the vendor's operation shall be replaced with the same equipment and by the same manufacturer unless otherwise approved by the City's/Division representative.

The irrigation shall be capable of providing 1 " of water to all grass and shrub beds each week or as often as required to provide a uniform, lush green landscape appearance. The system shall be adjusted during the various seasons. The vendor shall be required to make all repairs within a minimum 24 hour period or sooner as described by the City's/Division representative. Any form of damage to the irrigation system must be reported to the City's representative immediately upon discovery.

Irrigate as necessary during periods of little or no rainfall unless there is an automatic irrigation system in place. Supply any supplemental watering necessary to apply the proper amount of water to keep the plant material in optimal health. Supplemental watering may require a large portable watering tank, impact sprinklers or additional hose to be supplied by the vendor.

A written irrigation schedule shall be provided by the vendor to the Citys'/Division representative. The vendor shall be responsible for controlling the amount of water used for irrigation and any damage that · results from over-watering or insufficient watering.

k) HAZARDS

The vendor shall inform the City's/Division representative of any immediate safety hazards or vandalism (including graffiti) upon discovery in the field. The vendor shall fill any holes found which would constitute a safety hazard.

l) GENERAL REQUIREMENTS:

- Grass Maintenance
- Describe proposed mowing schedule and procedures

- Describe proposed preventative pest management program. Tree and Palm Maintenance Program
- Describe proposed pruning schedule and procedures
- Describe proposed preventative management program
- Shrub and Ground Cover Maintenance Program
- Provide type(s) of fertilizer and rates proposed for general use, and other specific additives
- Irrigation Maintenance Program
- Describe preventative maintenance program
- Equipment Specifications
- List all tools, equipment (including manufacturer), age of equipment and quantities of each type that will be proposed to perform the maintenance
- Describe the preventative maintenance program for equipment

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PART III

PROPOSAL REQUIREMENTS

3-1 RULES FOR PROPOSALS

In order to maintain comparability and enhance the review process, proposals shall be organized in the manner specified below and include all information required herein. The proposal must name all persons or entities interested in the proposal as principals. The proposal must declare that it is made without collusion with any other person or entity submitting a proposal pursuant to this RFP.

3-2 SUBMISSION OF PROPOSALS

The proposal shall be submitted on 8 ½ "x 11" paper, portrait orientation, with headings and sections numbered appropriately. Ensure that all information is written legibly or typed. The following should be submitted for a proposing firm to be considered:

3.2.1 Cover Page - Show the name of Proposer's agency/firm, address, telephone number, name of contact person, date, and the proposal number and description.

3.2.2 Tab 1 - Table of Contents
Include a clear identification of the material by section and by page number.

3.2.3 Tab 2 - Letter of Transmittal

3.2.3.1 Limit to one or two pages.
3.2.3.2 Briefly state the Proposers understanding of the work to be done and make a positive commitment to perform the work.
3.2.3.3 Give the names of the persons who will be authorized to make representations for the Proposer, their titles, addresses and telephone numbers.
3.2.3.4 Provide an official signature of a Corporate Officer certifying the contents of the Proposer's responses to the City's Request for Proposal.

3.2.4 Tab 3 - General Information

3.2.4.1 Name of Business.
3.2.4.2 Mailing Address and Phone Number.
3.2.4.3 Names and contact information of persons to be contacted for information or services if different from name of person in charge.
3.2.4.4 Normal business hours.
3.2.4.5 State if business is local, national, or international and indicate the business legal status (corporation, partnership, etc.).
3.2.4.6 Give the date business was organized and/or incorporated, and where.
3.2.4.7 Give the location of the office from which the work is to be done and the number of professional staff employees at that office.
3.2.4.8 Indicate whether the business is a parent or subsidiary in a group of firms/agencies. If it is, please state the name of the parent company.
3.2.4.9 State if the business is licensed, permitted and/or certified to do business in the State of Florida and attach copies of all such licenses issued to the business entity.

3.2.5 Tab 4 – Project Approach
Describe in detail your proposal to fulfill the requirements of the scope of services listed in section 2.2 of this RFP.

3.2.6 Tab 5 – Experience and Qualifications

3.2.6.1 Specify the number of years the Proposer has been in business.

3.2.6.2 Identify the Proposer's qualifications to perform the services identified in this RFP as listed in section 2-2 of the Scope of Services.

Include resumes, not exceeding one page each, of all key personnel who will be assigned to the City.

3.2.7 Tab 6 – Schedule

3.2.7.1 Include a timetable that identifies the amount of time required to complete each component of the Program.

3.2.7.2 Indicate the earliest available start date for your project team.

3.2.7.3 Indicate the project completion date based on the date provided in 3.2.7.1.

3.2.8 Tab 7 – Pricing of Services

3.2.8.1 Fee basis should be an all-inclusive, base fee.

3.2.9 Tab 8 – References

3.2.9.1 List a minimum of three (3) references in Florida for which the proposer has provided Lawn Maintenance services. Include the name of the organization, brief description of the project, name of contact person telephone number and email address.

3.2.10 Tab 9 – Additional Forms

Proposers must compete and submit as part of its Proposal all of the following forms and/or documents

- Proposer Qualifications
- Certification regarding debarment and suspension
- Drug Free workplace certification

FAILURE TO SUBMIT ALL OF THE ABOVE REQUIRED DOCUMENTATION MAY DISQUALIFY PROPOSER.

PART IV
EVALUATION OF PROPOSALS

4-1 SELECTION COMMITTEE

A Selection Committee, consisting of City personnel, will convene, review and discuss all proposals submitted.

The Selection Committee will use a point formula during the review process to score proposals and assign points in the evaluation process in accordance with the evaluation criteria. The Proposer shall satisfy and explicitly respond to all the requirements of the RFP including a detailed explanation of how the services shall be performed.

Each proposal will be reviewed to determine if the Proposal is responsive to the submission requirements outlines in the Solicitation. A responsive Proposal is one which follows the requirements of this Solicitation that includes all documents are submitted in the format outlined in this Solicitation, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may result in the Proposal being deemed non-responsive. The Contract (s) will be awarded to the most responsive proposer whose Proposal best serves the interest of and represents the best values to the City of Opa-locka.

4-2 EVALUATION CRITERIA

The Committee may select and choose to invite any and/or or all firms to make a presentation and be interviewed by the Committee as part of the evaluation process for this Solicitation. The Committee's decision will be communicated by staff to all Respondents. The Respondent's presentation may clarify but may not modify their submitted proposal. Any discussion between the presenter (s) and Evaluation Committee during presentations are intended only for purposes of providing clarification in response to questions from the Committee.

Category	Points
Experience and Qualifications of professional personnel assigned to project 1. Number of years providing Lawn Maintenance services 2. Qualifications and experience of assigned staff 3. Licensing 4. Adherence to requirements, forms and qualifications listed in this RFP	25
References 1. Performance of similar services for governmental clients including at least two references	10
Resources and approach 1. Adequate resources (financial, equipment, facilities) 2. Capability to undertake the required performance period 3. Proposed plan and approach to fulfilling scope	30
Price Proposal 1. Cost of proposed services 2. Value of added services	35
TOTAL	100

4-3 ORAL PRESENTATIONS

Proposers may be required to make individual presentations to the City Selection Committee in order to clarify their proposals. Only those firms with the highest rated scores in accordance with the stated criteria and their weights will be invited to give oral presentations. However, the City has the right to accept the best proposal as submitted, without discussion or negotiation.

If the City determines that such presentations are needed, a time and place will be scheduled for oral presentations. Each Proposer shall be prepared to discuss and substantiate any of the areas of the proposal submitted, and its qualifications to perform the specified services. During the oral presentations, the Proposers should relate their discussion to the evaluation criteria, which will include (but not be limited to) their approach to the project. The proposed Project Manager must be in attendance.

The Evaluation Criteria may be changed for the oral presentations evaluation phase. References and site visits (if completed) shall be included in the final evaluation criteria, along with other criteria and weights as determined by the Selection Committee. Finalists will be informed as to the revised criteria, if any, prior to their oral presentation.

Additionally, prior to award of an Agreement pursuant to this RFP, the City may require Proposers to submit such additional information bearing upon the Proposer's ability to perform the services in the Agreement as the City deems appropriate.

4-4 FINAL SELECTION

The City of Opa-locka will select the firm that meets the best interests of the City. The City shall be the sole judge of its own best interests, the proposals, and the resulting negotiated agreement. The City's decisions will be final. Following the notification of the selected firm, it is expected that an Agreement will be executed between both parties. City staff will recommend award to the responsible Proposer whose Proposal is determined to provide overall best value to the City, considering the evaluation factors in this RFP.

4-5 AWARD AND CONTRACT EXECUTION

After review by the Selection Committee of the proposals and oral presentations a recommendation will be made to the City Manager for submission to the City Commission for final approval. Upon Commission authorization, contract negotiations will be initiated with the first ranked firm. If those negotiations are unsuccessful, the City will formally terminate negotiations with the first ranked firm and will commence contract negotiations with the next ranked firm, etc. Upon successful contract negotiations with the prevailing firm, the remaining firms will be notified that the process has been completed and that they were not selected.

RFP NO. 21-XXXXXXX
PROPOSER QUALIFICATIONS

Maintenance of Citywide Alleys, Maintenance of NW 27th Avenue and 22nd Avenue Median, Maintenance of 3 Parking Lots 700-750 Ali-Baba Avenue, 664 Fisherman Street, and 441 Opa-locka Boulevard, Tree Trimming Services, Ingram Park, Segal/Helen Miller Park, Sherbondy Park (as needed), and State Road 9 Roadway

The Proposer, as a result of this proposal, MUST hold a County and/or Municipal Contractor's Occupational License in the area of their fixed business location. The following information MUST be completed and submitted with the proposal to be considered:

1. Legal Name and Address:

   Name: _____

   Address: _____

   City, State, Zip: _____ Phone/Fax: _____

2. Check One: Corporation ( ) Partnership ( ) Individual ( )

3. If Corporation, state:
   Date of Incorporation: _____ State in which Incorporated: _____

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization:_____

5. **Name and Title of Principal Officers** **Date Elected:**

   _____ _____

   _____ _____

   _____ _____

   _____ _____

6. The length of time in business: _____years

7. The length of time (continuous) in business as a service organization in Florida: _____years

8. Provide a list of at least three commercial or government references that the bidder has supplied service/commodities meeting the requirements of the City of Opa-locka specification, during the last twenty-four months.

9. A copy of County and/or Municipal Occupational License(s)

Note: *Information requested herein and submitted by the proposers will be analyzed by the City of Opa-locka and will be a factor considered in awarding any resulting contract. The purpose is to insure that the Contractors, in the sole opinion of the City of Opa-locka, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract. If there are any terms and/or conditions that are in conflict, the most stringent requirement shall apply.*

RFP NO: 21-XXXXXXX

PRICE PROPOSAL FORM

Maintenance of Citywide Alleys, Maintenance of NW 27th Avenue and 22nd Avenue Median, Maintenance of 3 Parking Lots 700-750 Ali-Baba Avenue, 664 Fisherman Street, and 441 Opa-locka Boulevard, Tree Trimming Services, Ingram Park, Segal/Helen Miller Park (as needed), Sherbondy Park, and State Road 9 Roadway

PROPONENT understands and agrees that the Contract Price is the lump sum to furnish and install all of the Work complete in place. Vendor's price will not be adjusted unless the CITY changes the scope of the Project after the Contract Date.

As such, the Vendor shall furnish all labor, materials, equipment, tools, superintendence and services necessary to provide a complete, in place Project for the Proposed Price of:

LUMP SUM PRICE: $_____

SUBMITTED THIS _____ DAY OF _____ 2021.

BID SUBMITTED BY:

_____ _____

Company Telephone Number

_____ _____

Name of Person Authorized to Submit Bid Fax Number

_____ _____

Signature Email Address

_____

Title

CITY OF OPA-LOCKA

CERTIFICATION REGARDING DEBARMENT, SUSPENSION PROPOSED DEBARMENT AND OTHER MATTERS OF RESPONSIBILITY

1. The Proposer certifies, to the best of its knowledge and belief, that the Proposer and/or any of its Principals:

A. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.

B. Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph 1-B of this provision.

2. The Proposer has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any City, State or Federal agency.

A. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions). This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

B. The Proposer shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

C. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Proposer's responsibility. Failure of the Proposer to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Proposer non-responsive.

D. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph

(a) of this provision. The knowledge and information of a Proposer is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

E. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature _____

Printed Name _____

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CITY OF OPA-LOCKA
RFP NO. 21-XXXXXXX

DRUG-FREE WORKPLACE CERTIFICATION FORM

Whenever two (2) or more bids/proposals, which are equal with respect to price, quality, and service, are received by the CITY OF OPA-LOCKA for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. 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 controlled substances is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

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

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

4. In the statement specified in number (1), notify the employees that as a condition for working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction on or plea of guilty or no contest to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular 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 Section 287.087, Florida Statutes.

This Certification is submitted by_____ the
(Name)
_____ of _____
(Title/Position) (Company)

who does hereby certify that said Company has implemented a drug-free workplace program, which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

_____ _____
Date Signature

CITY OF OPA-LOCKA
NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA - COUNTY OF MIAMI DADE

_____ **being first duly sworn, deposes and says that:**

(1) He/She/They is/are the _____
(Owner, Partner, Officer, Representative or Agent) of
_____ the PROPONENT that has submitted the attached proposal;

(2) He/She/They is/are fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

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

(4) Neither the said PROPONENT 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 PROPONENT, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from Proposing in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any PROPONENT, firm, or person to fix any overhead, profit, or cost elements of the Proposal or of any other PROPONENT, or to fix any overhead, profit, or cost elements of the Proposed Price or the Proposed Price of any other PROPONENT, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;

(5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the PROPONENT or any other of its agents, representatives, owners, employees or parties of interest, including this affiant.

Signed, sealed and delivered in the presence of:

_____ By: _____
Witness Signature

_____ _____
Witness Print Name and Title

NON-DISCRIMINATION AFFIDAVIT

I, the undersigned, hereby duly sworn, depose and say that the organization, business or entity represented herein shall not discriminate against any person in its operations, activities or delivery of services under any agreement it enters into with the City of Opa-locka. The same shall affirmatively comply with all applicable provisions of federal, state and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for service delivery.

By:_____

Title:_____

Sworn and subscribed before this

____day of_____, 20___

_____
Notary Public, State of Florida

_____
(Printed Name)

My commission expires:_____

DRAFT

E-VERIFY

Effective January 1, 2021, public and private employers, contractors and subcontractors will be required to register with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and

b) All persons (including sub-vendors/sub-consultants/sub-contractors) assigned by Vendor /Consultant/ Contractor to perform work pursuant to the contract with the Department. The Vendor /Consultant/ Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the City; and

By entering into a Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. If t contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination. The Contractor acknowledges it is liable to the City for any additional costs as a result of termination of the contract due to Contractor's failure to comply with the provisions herein.

E-VERIFY FORM

Definitions:

"Contractor" means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration.

"Subcontractor" means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

Effective January 1, 2021, public and private employers, contractors and subcontractors will begin required registration with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and

b) All persons (including sub-vendors/subconsultants/subcontractors) assigned by Vendor/Consultant/Contractor to perform work pursuant to the contract with the Department. The Vendor/Consultant/Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the City of Opa-locka; and

Should vendor become successful Contractor awarded for the above-named project, by entering into this Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.

Company Name: _____

Authorized Signature: _____

Print Name: _____

Title: _____

Date: _____

Cycle #1: The Alleys listed should be cut on the 18th -> 28th of each month

	Address
1	2181 Rutland Street thru 1800 Service Road
	Comments:
2	1801 Wilmington Street thru 2181 Wilmington Street
	Comments:
3	14430 NW 21 court thru 2171 Burlington Street
	Comments:
4	2140 York Street thru 1996 Wilmington Street
	Comments:
5	2000 York Steet thru 2151 York Street
	Comments:
6	2211 Rutland Street thru 2397 Rutland Street
	Comments:
7	2370 Rutland Street thru 2210 Rutland Street
	Comments:
8	14265 NW 22 Court thru 14145 NW 22 Court
	Comments:
9	14145 NW 22 Place thru 14265 NW 22 Place
	Comments:
10	14281 NW 23 Court thru 14101 NW 23 Court
	Comments:
11	14101 NW 23 Court thru 14281 NW 23 Place
	Comments:
12	14281 NW 24 Avenue thru 14101 NW 24 Avenue
	Comments:
13	20 Avenue north to south- Beginning 12040-12555 NW 20 Avenue
	Comments:
14	20 Court north to south- Beginning 12515 NW 20 Court
	Comments:

Cycle #1: The Alleys listed should be cut on the 18th -> 28th of each month

	Address
15	21 Court north to south- Beginning 12445 NW 21 Court
	Comments:
16	124 Street- Beginnning 2145 NW 124 Street
	Comments:
17	12140 NW 21 Place thru 12120 NW 21 Place
	Comments:
18	12115 NW 20 Avenue thru 12101 Nw 20 Avenue
	Comments:
19	NW 120 Street- Between 22 Avenue and 19 Avenue
	Comments:
20	20 Court North to South- Beginning 12445 NW 20 Court
	Comments:

Cycle #2: Alleys listed should be cut the 1st -> 8th of each month

	Address
1	3100 NW 135 Street thru 3250 NW 135 Street
	Comments:
2	3101 NW 133 Street thru 3191 NW 133 Street
	Comments:
3	13280 NW 31 Avenue thru 13260 NW 30 Avenue
	Comments:
4	2811 NW 134 Street thru 2851 NW 134 Street
	Comments:
5	2861 NW 135 Street thru 3299 NW 135 Street
	Comments:
6	700 Superior Street thru 1156 Perviz Avenue
	Comments:
7	866 West Drive thru 700 Burlington Street
	Comments:
8	840 Burlington Street thru 870 Burlington Street
	Comments:
9	670 Harem Avenue thru 510 Harem Avenue
	Comments:
10	675 Harem Avenue thru 690 Curtiss Drive
	Comments:
11	695 Curtiss Drive thru 515 Harem Avenue
	Comments:
12	701 Curtiss Drive thru 1060 Oriental Blvd
	Comments:
13	725 Arabia Avenue thru 975 Arabia Avenue
	Comments:
14	601 Perviz Avenue thru 1060 Curtiss Drive
	Comments:

Cycle #2: Alleys listed should be cut the 1st -> 8th of each month

	Address
15	701 Harem Avenue thru 775 Harem Avenue
	Comments:
16	340 Seaman thru 701 Jann Avenue
	Comments:
17	2591 Superior Street thru 13830 NW 24 Avenue
	Comments:
18	2309 York Street thru 2581 York Street
	Comments:
19	2571 NW 139 Street thru 2301 NW 139 Street
	Comments:
20	2301 NW 140 Street thru 2571 NW 140 Street
	Comments:
21	1891 NW 135 Street thru 1701 NW 135 Street (Canal behind address)
	Comments:
22	13441 Port Said Road
	Comments:

Cycle #3: Alleys listed should be cut on the 9th -> 17th of each month

	Address
1	1335 Kasim thru 1121 Kasim
	Comments:
2	1111 Peri thru 1351 Peri
	Comments:
3	1345 Jann Street thru 115 Seaman
	Comments:
4	1351 Sharar Avenue thru 705 Sharar Avenue
	Comments:
5	215 Perviz Avenue thru 1355 Dunad Avenue
	Comments:
6	1345 Sesame Street thru 1105 Seasme Street
	Comments:
7	1100 Sesame Street thru 14400 NW 27 Avenue
	Comments:
8	1256 Sharazad Blvd thru 1201 Fisherman Street
	Comments:
9	1201 Ali-Baba Avenue thru 1265 Ali-Baba Avenue
	Comments:
10	1100 Sharazad Blvd thru 1150 Sharazad Blvd
	Comments:
11	1090 Caliph thru 1000 Caliph
	Comments:
12	941 Caliph thru 901 Caliph
	Comments:
13	900 Salih thru 940 Salih
	Comments:

Cycle #3: Alleys listed should be cut on the 9th -> 17th of each month

	Address
14	1090 Fisherman Street thru 910 Fisherman Street
	Comments:
15	135 Bagdad thru 185 Bagdad
	Comments:
16	663 Sharar Avenue thru 401 Sharar Avenue
	Comments:
17	310 Sharar Avenue thru 561 Dundad Avenue
	Comments:
18	350 Sesame Street thru 521 Sesame Street
	Comments:
19	341 Aladdin Street thru 301 Aladdin Street
	Comments:
20	311 Sabur Lane thru 381 Sharazad Blvd
	Comments:
21	391 Aladdin Street thru 490 Sesame Street
	Comments:
22	1200 Burlington Street thru 1245 Vermont Street
	Comments:
23	1131 Rutland Street thru 1111 Rutland Street
	Comments:
24	915 Codadad Street thru 1246 Rutland Street
	Comments:
25	1226 Wilmington Street thru 1015 Codadad Street
	Comments:
26	1120 York Street thru 1210 York Street
	Comments:

Cycle #3: Alleys listed should be cut on the 9th -> 17th of each month

	Address
27	1020 Rutland Street thru 926 Rutland Street
	Comments:
28	915 Rutland Street thru 1020 Burlington Street
	Comments:
29	1120 Opa-Locka Blvd thru 901 Superior Street
	Comments:
30	900 Superior Street thru 1121 Atlantic Avenue
	Comments:
31	380 Codadad Street thru 330 Codadad Street
	Comments:
32	370 Sinbad Street thru 330 Sinbad Street Street
	Comments:
33	658 Fisherman Street thru 657 Fisherman street
	Comments:
34	14511 NW 27 Ave thru 14561 NW 27 Ave
	Comments:

	Address
1	NW 22 Avenue- Between NW 151 Street & 135 Street
	Comments:
2	NW 27 Avenue- Between NW 151 Street & 127 Street
	Comments:
3	Sharazad Blvd- From NW 27 Avenue to Ali-Baba Avenue
	Comments:

City Parks on an as-needed basis

	Address
1	Ingram Park- 2100 Burlington Street
	Comments:
2	Senior Citizens Building- 14295 NW 21 Court
	Comments:
3	Sherbondy Park- 777 Sharazad Blvd
	Comments:
4	Segal Park- 2331 NW 143 Street
	Comments:

Sponsored by: City Manager

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING AND ESTABLISHING THE ANNUAL CITY SPECIAL EVENTS LIST, CALENDAR AND BUDGET FOR THE 2022 FISCAL YEAR, ATTACHED HERETO AS EXHIBIT "A"; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR SCRIVENOR'S ERRORS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Opa-Locka ("City") desires to hold special events each year that are designed to enhance the quality of life for residents and visitors and foster cooperative leadership within the business community and the City; and

WHEREAS, pursuant to Resolution 21-9859**,** the City Commission of the City ("City Commission") established a Special Events Policy and Procedures; and

WHEREAS, the City Commission further desires to set the annual Special Event list and calendar for the 2022 fiscal budget year; and

WHEREAS, the City Commission now seeks to establish a Special Events List, Calendar and Budget for the 2021-2022 Fiscal Year and budget, attached hereto as Composite Exhibit "A"; and

WHEREAS, the City Commission finds it is in the best interest of the City and its residents to adopt the 2022 Special Events List, Calendar and Budget.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AS FOLLOWS:

Section 1. Adoption of Representations. The foregoing "Whereas" clauses are hereby ratified and confirmed as being true and the same are hereby made a specific part of this Resolution.

Section 2. Establishment of a Special Events List, Calendar and Budget for the 2022 Fiscal Year. The City Commission of the City of Opa-Locka hereby approves the Annual City Special Events List, Calendar and Budget for the 2022 Fiscal Year, as set forth in Composite Exhibit "A".

Section 3. Scrivener's Errors**.** Sections of this Resolution may be renumbered or re-lettered and corrections of typographical errors which do not affect the intent may be authorized by the City Manager, or the City Manager's designee, without need of

public hearing, by filing a corrected copy of same with the City Clerk.

Section 4. Effective Date. This Resolution shall take effect upon the adoption by the City of Opa-Locka and is subject to the approval of the Governor or Governor's Designee.

PASSED AND ADOPTED this 8th day of September, 2021.

_____
Matthew A. Pigatt, Mayor

ATTEST:

_____
Joanna Flores, City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

_____
Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Taylor	_____ (Yes)	_____ (No)
Commissioner Bass	_____ (Yes)	_____ (No)
Commissioner Davis	_____ (Yes)	_____ (No)
Vice-Mayor Williams	_____ (Yes)	_____ (No)
Mayor Pigatt	_____ (Yes)	_____ (No)

City of Opa-locka
Agenda Cover Memo

Department Director:	Delven Patterson			**Department Director Signature:**				
City Manager:	John E. Pate			**CM Signature:**				
Commission Meeting Date:	*September 8, 2021*		**Item Type:** *(Enter X in box)*	**Resolution**	**Ordinance**		**Other**	
				X				
Fiscal Impact: *(Enter X in box)*	**Yes**	**No**	**Ordinance Reading:** *(Enter X in box)*		**1st Reading**		**2nd Reading**	
	X		**Public Hearing:** *(Enter X in box)*		**Yes**	**No**	**Yes**	**No**
Funding Source: *Account#:*	*(Enter Fund & Dept)* Ex: 72-572403		**Advertising Requirement:** *(Enter X in box)* N/A		**Yes**		**No**	
Contract/P.O. Required: *(Enter X in box)*	**Yes**	**No**	**RFP/RFQ/Bid#:**					
		X						
Strategic Plan Related *(Enter X in box)*	**Yes**	**No**	**Strategic Plan Priority Area:** **Enhance Organizational** ☐ **Bus. & Economic Dev** ☐ **Public Safety** **Quality of Education** ☐ **Qual. of Life & City Image** ■ **Communication** ☐		**Strategic Plan Obj./Strategy:** *(list the specific objective/strategy this item will address)*			
	X							
Sponsor Name	City Manager		**Department:**		City Manager			

Short Title:

Annual Special Events

Staff Summary:

This item is to set the annual Special Event list and calendar for the FY 22 budget year. List includes Special Event name and cost of each event. Events can be added to Special Events calendar at the Commission's discretion. Additionally, the recently adopted Special Events policy provides for the establishment of equal budget allocations for each member of the Commission to conduct Special Events of specific interest to that member.

Financial Impact - The cost of the schedule of the Special Events established by the City Commission and the amount to be allocated to each member of the Commission for individual Special Events will be incorporated into the proposed FY 22 City Budget.

Proposed Action:

Staff recommends the City Commission establish the list of Special Events, and the cost of each, to be conducted by the City in FY 22 and also establish the budget to be allocated to each member of the Commission to conduct Special Events of specific interest to that Commission member.

Attachment:

1. List of recommended Special Events, including cost of each.
2. Description of each Special Event.

72		Parks & Recreation	FY 22
ACCT	ACCT #	Account Title	Original Budget
572403	403	Special Events	
		Easter Event	1,500
		MLK Walk	2,000
		Track Invitational Meet	2,200
		Christmas Toys	3,500
		Halloween	2,500
		Back To School	2,500
		Christmas Tree Lighting	
		Black History Month	2,000
		Community Chess Tournament	
		Other	5,000
		Total	21,200
		Commission Allocated Amount	
		Mayor Pigatt	5,000
		Vice Mayor Williams	5,000
		Commissioner Davis	5,000
		Commissioner Taylor	5,000
		Commissioner Bass	5,000
		Total	25,000
		Grand Total	46,200

EVENTS

JANUARY

- MLK Day | P&R - Jan. 17
    - MLK Spelling Bee
- State of the City Address – Mayor Matthew Pigatt
- January 2022 MLK Walk City Event
- Monthly Meet Us Event, City Event

FEBRUARY

- Black History Month | P&R
    - Breakfast
    - BHM Show
- Monthly Meet Us Event, City Event

MARCH

- Bike Ride – Commissioner John H. Taylor, Jr. (Elected Official Event)
- Employee Appreciation Day (First Friday)
- Monthly Meet Us Event, City Event

APRIL

- Easter Egg Hunt
- Arbor Day Tree Give-a-way – Commissioner Chris Davis (Elected Official Event)
- Take Your Child to Work Day | Human Resources
- Monthly Meet Us Event, City Event

MAY

- Mother's Day – Vice Mayor Veronica Williams (Elected Official Event)
- Haitian Heritage Month | P&R
- Business Summit, City Event
- Monthly Meet Us Event, City Event

JUNE

- Summer Camp | P&R
- Graduation | Human Resources

- Black Music Month | P&R
- Juneteenth Vendor's Fair | P&R
- Monthly Meet Us Event, City Event

JULY

- July 4th
- Teen Splash | P&R
- Monthly Meet Us Event, City Event

AUGUST

- National Night Out - August 2nd | Police Department and P&R
    - Back to School

- Inaugural, Dr. Shirley B. Johnson NAACP Youth Council, Scholarship Brunch – Vice Mayor Veronica Williams (Elected Official Event)
- Unity in the Community/School Supply Giveaway – Vice Mayor Veronica Williams (Elected Official Event)
- Monthly Meet Us Event, City Event

SEPTEMBER

- Community Chess | P&R
- Battle of the High School Bands 2022 | P&R
- I Am Opa-locka Festival – Vice Mayor Veronica Williams (Elected Official Event)
- Social Services Summit, City Event
- September 15th Spanish Heritage Festival, City Event
- Monthly Meet Us Event, City Event

OCTOBER

- Hispanic Heritage Month | P&R
- Halloween Haunted House & Trunk or Treat | P&R
- October 2021 Breast Cancer Awareness Brunch - Commissioner John H. Taylor, Jr. (Elected Official Event)
- Breast Cancer Awareness & Health Fair event – Vice Mayor Veronica Williams (Elected Official Event)
- Monthly Meet Us Event, City Event

NOVEMBER

- Thanksgiving Turkey Drive – November |P&R
- Go Vote
- Monthly Meet Us Event, City Event

DECEMBER

- Christmas Tree Lighting |P&R
- December 2021 Christmas Event – Commissioner John H. Taylor, Jr. (Elected Official Event)
- Toy Give-a-way | P&R
- Shop with a cop | Police Department
- Monthly Meet Us Event, City Event

TBD

- Family Movie Night
- Arabian Night Festival
- Taste of Opa-locka- Elected Official Event
- Walking One Stop Hosted Elected Official Event
- Health Fair/Neighborhood Canvassing City Event
- Gift Cards City Event
- Community Bingo
- Community Bike Ride
- Women's History Month | Women's Acknowledgement Brunch – Elected Official Event
- Father's Day | Father's Acknowledgement Fish Fry – Elected Official Event

Parks&Recreation
CITY OF OPA-LOCKA

Description of Special Events:

Easter Event

- Easter basket giveaway
- Easter egg hunt
- Music, Games, Face Painting
- Arts N Crafts

MLK Walk

- Walk through the community with residents, employees, and Elected Officials

Track Invitational Meet

- Track program annual invitation (Special Event for Track Program)

Christmas Toys

- Annual Christmas Toy giveaway

Halloween Fun Night

- Music
- Games
- Candy bags

Back to School

- Annual Bookbag and school supply giveaway

Christmas Tree Lighting

- Annual Lighting of Christmas Tree

Black History Month

- Black history breakfast
- Supplies for Kids for Black history show

Community Chess Tournament

- Annual Chess tournament

Other

- Supplies needed for events (costumes, decorations, food, entertainment etc.,)

Sponsored by: City Manager

RESOLUTION NO. XX-XXXX

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING ISSUANCE OF A REQUEST FOR PROPOSALS (RFP) FOR COMMUNITY SHUTTLE BUS SERVICE; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Opa-Locka ("City") desires to procure a service provider to operate various shuttle bus routes within the City; and

WHEREAS, the City Manager finds that it is in the best interests of the City to issue a Request for Proposal (RFP), attached hereto as Exhibit "A", for Community Bus Services for the solicitation of proposals from qualified and experience firms; and

WHEREAS, the selected firm will be responsible for providing all services necessary to provide for the day-to-day management, operation and maintenance of the public shuttle services for the City of Opa-Locka Community Shuttle Bus Service; and

WHEREAS, the City Commission has determined that issuance of an RFP is in the best interest of the City and its residents; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA:

Section 1. RECITALS ADOPTED.
The recitals to the preamble herein are incorporated by reference.

Section 2. AUTHORIZATION
The City Commission of the City of Opa-Locka hereby authorizes the City Manager to issue a Request For Proposals, attached hereto as "Exhibit A", for Community Shuttle Bus Services.

SECTION 3. SCRIVENER'S ERRORS.
Sections of this Resolution may be renumbered or re-lettered and corrections of typographical errors which do not affect the intent may be authorized by the City Manager, or the City Manager's designee, without need of public hearing, by filing a corrected copy of same with the City Clerk.

Section 4. EFFECTIVE DATE.
This Resolution shall take effect immediately upon adoption and is subject to the approval of the Governor or his designee.

PASSED AND ADOPTED this 8th day of September, 2021.

_____
Matthew A. Pigatt, Mayor

ATTEST:

_____
Joanna Flores, City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

_____
Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Taylor	_____ (Yes)	_____ (No)
Commissioner Bass	_____ (Yes)	_____ (No)
Commissioner Davis	_____ (Yes)	_____ (No)
Vice-Mayor Williams	_____ (Yes)	_____ (No)
Mayor Pigatt	_____ (Yes)	_____ (No)

City of Opa-locka
Agenda Cover Memo

City Manager:	John E. Pate			**CM Signature:**			
Commission Meeting Date:	*09.08.2021*		**Item Type:** *(Enter X in box)*	**Resolution**	**Ordinance**		**Other**
				X			
Fiscal Impact: *(Enter X in box)*	**Yes**	**No**	**Ordinance Reading:** *(Enter X in box)*		**1st Reading**		**2nd Reading**
	Est. $3,000		**Public Hearing:** *(Enter X in box)*		**Yes**	**No**	**Yes**	**No**
						X		**X**
Funding Source: *Account#:*	*(Enter Fund & Dept)* Ex:		**Advertising Requirement:** *(Enter X in box)*		**Yes**		**No**
							x
Contract/P.O. Required: *(Enter X in box)*	**Yes**	**No**	**RFP/RFQ/Bid#:**				
	X						
Strategic Plan Related *(Enter X in box)*	**Yes**	**No**	**Strategic Plan Priority Area:** **Enhance Organizational** ☐ **Bus. & Economic Dev** ☐ **Public Safety** ☐ **Quality of Education** ☐ **Qual. of Life & City Image** ■ **Communication** ☐		**Strategic Plan Obj./Strategy:** *(list the specific objective/strategy this item will address)*		
	X						
Sponsor Name	City Manager		**Department:**		City Manager		

Short Title:

A resolution authorizing the City Manager to issue an RFP for Community Shuttle Bus Service.

Staff Summary:

Staff believes it is in the best interest of the City to issue a Request for Proposal (RFP) for Community Bus Services to solicit proposals from qualified and experienced firms.

Financial Impact

The RFP will be issued primarily electronically, but may require additional advertising, estimated to be $3,000.

Proposed Action:

Staff recommends the approval of this request to issue the RFP to seek quotes for qualified firms.

Attachment:

Draft RFP

City of Opa-locka

RFP NO: 21-XXXXXXX

REQUEST FOR PROPOSAL (RFP)

COMMUNITY SHUTTLE BUS SERVICE

CITY OF OPA-LOCKA

COMMUNITY SHUTTLE BUS SERVICE

RFP NO. 21-XXXXXXX

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DRAFT

CITY OF OPA-LOCKA

REQUEST FOR PROPOSALS
RFP NO: 21-XXXXXXX
Community Shuttle Bus Service

Sealed Proposals for Community Shuttle Bus Service will be received by the City of Opa-locka at the Office of the City Clerk, 780 Fisherman St, 4th Floor, Opa-locka, Florida 33054, **Wednesday, October 27, 2021 by 1:00 p.m.** Any RFP Package received after the designated closing time will be returned unopened. The City of Opa-locka will be accepting proposals by mail, however it is your responsibility to submit your proposal by the due date. In addition, proposals may be submitted via www.demandstar.com (e-bid). The address to submit sealed proposals is listed below:

CITY OF OPA-LOCKA
Office of the City Clerk
780 Fisherman Street, 4th Floor
Opa-locka, Florida 33054

An original and six (6) copies for a total of seven (7) plus 1 copy of the Proposal package on USB Flash Drive in PDF format shall be submitted in sealed envelopes/packages addressed to the City Clerk, City of Opa-locka, Florida, and marked **RFP for Community Shuttle Bus Service.**

Proposers desiring information for use in preparing proposals may obtain a set of such documents by visiting the City's website at www.opalockafl.gov or www.demandstar.com.

The City reserves the right to accept or reject any and all proposals and to waive any technicalities or irregularities therein. The City further reserves the right to award the contract to that proposer whose proposal best complies with the **RFP NO: 21-XXXXXXX** requirements. Proposers may not withdraw their proposal for a period of ninety (90) days from the date set for the opening thereof.

A Mandatory pre-bid meeting will be held on Wednesday, **October 13, 2021 at 10:00 a.m.** at 780 Fisherman Street, Ste. 220, Opa-locka, FL 33054 and via zoom. The purpose of this meeting is to provide an overview of this Solicitation and to answer any questions by participants.

City Clerk
Joanna Flores, CMC

CITY OF OPA-LOCKA

RFP NO. 21-XXXXXXX

COMMUNITY SHUTTLE BUS SERVICE

PART I

PROPOSAL GUIDELINES

1-1. Introduction: The City of Opa-locka is seeking a qualified bus service provider to operation various shuttle bus routes in the City of Opa-locka as shown in Exhibit "A".

1-2. Proposal Submission and Withdrawal: The City of Opa-locka will be accepting proposals by mail, however it is your responsibility to submit your proposal by the due date. In addition, proposals may be submitted via www.demandstar.com (e-bid). The City must receive all proposals by 1:00pm on Wednesday, October 27, 2021. The address to submit sealed proposals is listed below:

CITY OF OPA-LOCKA
Office of the City Clerk
780 Fisherman Street, 4th Floor
Opa-locka, Florida 33054

To facilitate processing, please clearly mark the outside of the proposal package as follows: **RFP NO. 21-XXXXXXX – Community Shuttle Bus Service.** This package shall also include the Proposer's return address.

Proposers may withdraw their proposals by notifying the City in writing at any time prior to the deadline for proposal submittal. After the deadline, the proposal will constitute an irrevocable offer, for a period of 90 days. Once opened, proposals become a record of the CITY and will not be returned to the Proposer.

The City cautions proposers to assure actual delivery of mailed or hand-delivered proposals directly to the City Clerk's Office at 780 Fisherman Street, 4th Floor, Opa-locka, Florida 33054 prior to the deadline set for receiving proposals. Telephone confirmation of timely receipt of the proposal may be made by calling (305) 688-4611 before proposal closing time. Any proposal received after the established deadline **will not** be considered and will be returned unopened to the Proposer(s).

1-3. Number of Copies: Proposers shall submit an **original and six (6) copies (a total of 7) plus one copy on CD in PDF format** of the proposal in a sealed, opaque package marked as noted above. The Proposer will be responsible for timely delivery, whether by personal delivery, US Mail or any other delivery medium.

1-4. Development Costs: Neither the City nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this Request for Proposal. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the Proposer's ability to meet the requirements of the RFP.

1-5. Inquiries: The City Clerk will receive written requests for clarification concerning the meaning or interpretations of the RFP, until eight (8) days prior to the submittal date. City personnel are authorized only to direct the attention of prospective Proposers to various portions of the RFP so that they may read and interpret such for themselves. No employee of the City is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to what is contained in the written RFP document.

1-6. Addendum: The City may record its response to inquiries and any supplemental instructions in the form of written addenda. The CITY may mail written addenda up to three (3) calendar days before the date fixed for receiving the proposals. Proposers shall contact the City to ascertain whether any addenda have been issued. Failure to do so could result in an unresponsive proposal. Any oral explanation given before the RFP opening will not be binding.

All Proposers are expected to carefully examine the proposal documents. Any ambiguities or inconsistencies should be brought to the attention of the City's Purchasing Agent through written communication prior to the opening of the proposals.

1-7. Contract Awards: The City anticipates entering into an Agreement with the Proposer who submits the proposal judged by the City to be most advantageous.

The Proposer understands that this RFP does not constitute an offer or an Agreement with the Proposer. An offer or Agreement shall not be deemed to exist and is not binding until proposals are reviewed, accepted by appointed staff, the best proposal has been identified, approved by the appropriate level of authority within the City and executed by all parties. The City anticipates that the final Agreement will be in substantial conformance with this sample Agreement; nevertheless, Proposers are advised that any Agreement may result from the RFP may deviate from the Sample Agreement.

The City reserves the right to reject all proposals, to abandon the project and/or to solicit and re-advertise for other proposals.

1-8. Contractual Agreement: This RFP and Consultant/Contractor proposal shall be included and incorporated in the final award. The order of contractual precedence will be the Contract or Agreement document, original Terms and Conditions, and Proposer response. Any and all legal action necessary to enforce the award will be held in Miami-Dade County and the contractual obligations will be interpreted according to the laws of Florida. **Any additional contract or agreement requested for consideration by the Proposer must be attached and enclosed as part of the proposal.**

1-9. Selection Process: The proposals will be evaluated and assigned points. The firm with the highest number of points will be ranked first; however, nothing herein will prevent the City from assigning work to any firm deemed responsive and responsible.

The City reserves the right to further negotiate any proposal, including price, with the highest rated Proposer. If an agreement cannot be reached with the highest rated Proposer, the City reserves the right to negotiate and recommend award to the next highest Proposer or subsequent Proposers until an agreement is reached.

1-10. Public Records: Upon award recommendation or ten (10) days after opening, whichever

occurs first, proposals become "public records" and shall be subject to public disclosure consistent with Chapter 119 Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the RFP, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary. Document files may be examined, during normal working hours.

1-11. News Releases: The Proposer shall obtain the prior approval of the City Manager's Office of all news releases or other publicity pertaining to this RFP or the service, study or project to which it relates.

1-12. Insurance: The Contractor shall furnish proof of insurance requirements as indicated below.

The coverage is to remain in force at all times during the contract period. The following minimum insurance coverage is required. The City and County is to be added as an "additional insured" with relation to General Liability Insurance. This MUST be written in the description section of the insurance certificate, even if you have a check-off box on your insurance certificate. Any costs for adding the City as "additional insured" will be at the contractor's expense.

- The City of Opa-locka shall be given notice 10 days prior to cancellation or modification of any stipulated insurance. The insurance provided shall be endorsed or amended to comply with this notice requirement. In the event that the insurer is unable to accommodate, it shall be the responsibility of the Contractor to provide the proper notice. Such notification will be in writing by registered mail, return receipt requested and addressed to the Procurement Services Department.
- The Contractor's insurance must be provided by an A.M. Best's "A-"rated or better insurance company authorized to issue insurance policies in the State of Florida, subject to approval by the City's Risk Manager. Any exclusions or provisions in the insurance maintained by the contractor that precludes coverage for work contemplated in this RFP shall be deemed unacceptable and shall be considered breach of contract.
- Any firm performing work on behalf of the City of Opa-locka must provide Workers' Compensation insurance. Exceptions and exemptions can only be made if they are in accordance with Florida Statute. For additional information, contact the Department of Financial Services, Worker's Compensation Division at (850) 413-1601 or on the web at http://www.fldfs.com.
- Commercial General Liability Insurance Covering premises-operations, products-completed operations, independent contractors and contractual liability.

  Limits: Combined single limit bodily injury/property damage $1,000,000.

  This coverage should include, but not limited to:

  a. Coverage for the liability assumed by the contractor under the indemnity provision of the contract.
  b. Coverage for Premises/Operations
  c. Personal and Advertising Injury Liability
  d. Products/Completed Operations
  e. Broad Form Contractual Liability

  Covering all owned, hired and non-owned automobile equipment, and other vehicles used

by the successful bidder in the performance of the work with the following limits of liability:

Limits: Combined single limit bodily injury/property damage $1,000,000

Professional Liability (Errors & Omissions)

Limits: $2,000,000 per occurrence

This coverage should include, but not limited to:

a. Coverage for the liability assumed by the contractor under the indemnity provision of the contract.
b. Coverage for Premises/Operations
c. Products/Completed Operations
d. Broad Form Contractual Liability

- Automobile Liability Insurance

  Covering all owned, hired and non-owned automobile equipment, and other vehicles used by the successful bidder in the performance of the work with the following limits of liability:

  Limits: Bodily injury $500,000 each person, $500,000 each occurrence

  Property damage $100,000 each occurrence

  Professional Liability (Errors & Omissions)

  Limits: $2,000,000 per occurrence

- A copy of ANY current Certificate of Insurance should be included with your proposal.
- In the event that you are the successful bidder, you will be required to provide a certificate naming the City as an "additional insured" for General Liability.
- Certificate holder should be addressed as follows:
  City of Opa-locka
  780 Fisherman Street, 4th Floor
  Opa-locka, FL 33054

1-13. Licenses: Proposers, both corporate and individual, must be fully licensed and certified in the State of Florida at the time of RFP submittal. The proposal of any Proposer who is not fully licensed and certified shall be rejected.

1-14. Public Entity Crimes: Award will not be made to any person or affiliate identified on the Department of Management Services' "Convicted Vendor List". This list is defined as consisting of persons and affiliates who are disqualified from public contracting and purchasing process because they have been found guilty of a public entity crime. No public entity shall award any contract to, or transact any business in excess of the threshold amount provided in Section 287.017 Florida Statutes for Category Two (currently $25,000) with any person or affiliated on the "Convicted Vendor List" for a period of thirty-six (36) months from the date that person or affiliate was placed on the "Convicted Vendor List" unless that person or affiliate has been removed from the list. By

signing and submitting the RFP proposal forms, Proposer attests that they have not been placed on the "Convicted Vendor List".

1-15. Code Of Ethics: If any Proposer violates or is a party to a violation of the code of ethics of the City of Opa-locka or the State of Florida with respect to this proposal, such Proposer may be disqualified from performing the work described in this proposal or from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from submitting any future proposals for work, goods or services for the City of Opa-locka.

1-16. Drug-Free Workplace: Preference shall be given to businesses with Drug-Free Work Place (DFW) programs. Whenever two or more proposals which are equal with respect to price, quality, and service are received by the City for the procurement of commodities or contractual services, a proposal received from a business that completes the attached DFW form certifying that it is a DFW shall be given preference in the award process.

1-17. Permits and Taxes: The Proposer shall procure all permits, pay all charges, fees, and taxes, and give all notices necessary and incidental to the due and lawful prosecution of the work.

1-18. Protests: Protests of the plans, specifications, and other requirements of the request for proposal and bids must be received in writing by the City Clerk's Office at least ten (10) working days prior to the scheduled bid opening. A detailed explanation of the reason for the protest must be included. Protests of the award or intended award of the bid or contract must be in writing and received in the City Clerk's Office within seven (7) working days of the notice of award. A detailed explanation of the protest must be included.

1-19. Termination for Convenience: A contract may be terminated in whole or in part by the City at any time and for any reason in accordance with this clause whenever the City shall determine that such termination is in the best interest of the City. Any such termination shall be effected by the delivery to the contractor at least five (5) working days before the effective date of a Notice of Termination specifying the extent to which performance shall be terminated and the date upon which termination becomes effective. An equitable adjustment in the contract price shall be made for the completed service, but no amount shall be allowed for anticipated profit on unperformed services.

PART II

NATURE OF SERVICES REQUIRED

2-1 PURPOSE AND SCOPE OF WORK

The City of Opa-locka is seeking a qualified bus service provider to operation various shuttle bus routes in the City of Opa-locka.

Description of Work:

- Contractor will provide all services necessary to provide for the day-to-day management, operation and maintenance of the public shuttle services for the "City of Opa-locka Community Shuttle Bus Service".
- Contractor shall provide public shuttle services within the City at scheduled locations.
- Contractor shall provide free shuttle for the City on as needed basis from time to time to include shuttles during City sponsored special events and passenger pickup at the local airports.
- The established services shall be on a fixed-route basis with designated intermediate stops at a minimum of forty eight (48) to sixty (60) hours per week and a minimum of five (5) days per week, understanding however that the minimum hours of operation shall be reduced by up to twelve (12) hours during any week in which a legal holiday is recognized by the City. The hours of operation may be amended from time to time at the discretion of the City and County to respond to the needs of the community. (See Exhibit "A" attached for reference).
- Vehicle(s) shall be operated by a properly licensed operator ("vehicle chauffeurs") employed by the contractor. Operators must have Commercial Drivers Licenses Class A/B/C with Passenger Endorsement. They must also have FDOT Medical Certification. Quarterly driver background checks and license checks must be done.
- On a quarterly basis, the contractor shall provide the City with updated background checks and license checks.
- Contractor shall maintain the vehicle(s) provided by the County in accordance with vehicle manufacturer's standards and keep vehicle(s) in proper operating and appearance condition at all times. If the shuttle bus is out of service for any reason, it shall be the obligation and responsibility of the contractor to provide a replacement bus at no cost to the City. The maximum response time from the time of a vehicle breakdown until the arrival of a replacement vehicle shall be forty-five (45) minutes plus two (2) minutes per mile from the Contractor's garage to the location of the breakdown.
- The route will serve the following locations in the City of Opa-locka:
  Tri-Rail Opa-locka Station
  NW 22nd Ave/Alibaba Ave
  Top Value Plaza · Miami-Dade College Transit Hub
  Senior Center – NW 132nd St / NW 28th Ave
  Flea Market – North Entrance/ Le Jeune Rd.
  Amazon Distribution Center
- Proposed Services:
- Total Buses on Route: 2
- Service Days: Monday – Friday Service
- Time: 5:30 AM – 8:19 PM

- *Please see attached proposed route map and schedule for the service.*
-

2-2 PROPOSER QUALIFICATIONS

QUALIFICATIONS Proposals will be considered from qualified firms or individuals whose experience includes successful work in similar projects. The firm must have a sufficient number of qualified staff in the applicable disciplines to complete the work in the time required and in accordance with State of Florida statutes and standards, if applicable.

2-3 TERM OF CONTRACT

The term of the contract is anticipated to be three fiscal years with a renewal of two one-year terms, subject to negotiation of terms with the contractor and the concurrence of the City of Opa-locka City Commission and availability of annual appropriation. Each renewal of this agreement is contingent upon approval by the City and continued satisfactory performance by the Vendor in accordance with the terms of the agreement. The City, at its sole discretion, reserves the right to extend this Contract for up to one hundred-eighty (180) days beyond the current Contract period to ensure continuity of Services.

PART III

PROPOSAL REQUIREMENTS

3-1 RULES FOR PROPOSALS

In order to maintain comparability and enhance the review process, proposals shall be organized in the manner specified below and include all information required herein. The proposal must name all persons or entities interested in the proposal as principals. The proposal must declare that it is made without collusion with any other person or entity submitting a proposal pursuant to this RFP.

3-2 SUBMISSION OF PROPOSALS

The proposal shall be submitted on 8 ½ "x 11" paper, portrait orientation, with headings and sections numbered appropriately. Ensure that all information is written legibly or typed. The following should be submitted for a proposing firm to be considered:

3.2.1 Cover Page - Show the name of Proposer's agency/firm, address, telephone number, name of contact person, date, and the proposal number and description.

3.2.2 Tab 1 - Table of Contents
Include a clear identification of the material by section and by page number.

3.2.3 Tab 2 - Letter of Transmittal
3.2.3.1 Limit to one or two pages.

3.2.3.2 Briefly state the Proposers understanding of the work to be done and make a positive commitment to perform the work.
3.2.3.3 Give the names of the persons who will be authorized to make representations for the Proposer, their titles, addresses and telephone numbers.
3.2.3.4 Provide an official signature of a Corporate Officer certifying the contents of the Proposer's responses to the City's Request for Proposal.

3.2.4 Tab 3 - General Information

3.2.4.1 Name of Business.
3.2.4.2 Mailing Address and Phone Number.
3.2.4.3 Names and contact information of persons to be contacted for information or services if different from name of person in charge.
3.2.4.4 Normal business hours.
3.2.4.5 State if business is local, national, or international and indicate the business legal status (corporation, partnership, etc.).
3.2.4.6 Give the date business was organized and/or incorporated, and where.
3.2.4.7 Give the location of the office from which the work is to be done and the number of professional staff employees at that office.
3.2.4.8 Indicate whether the business is a parent or subsidiary in a group of firms/agencies. If it is, please state the name of the parent company.
3.2.4.9 State if the business is licensed, permitted and/or certified to do business in the State of Florida and attach copies of all such licenses issued to the business entity.

3.2.5 Tab 4 – Project Approach

Describe in detail your proposal to fulfill the requirements of the scope of services listed in section 2.2 of this RFP.

3.2.6 Tab 5 – Experience and Qualifications

3.2.6.1 Specify the number of years the Proposer has been in business.
3.2.6.2 Identify the Proposer's qualifications to perform the services identified in this RFP as listed in section 2-2 of the Scope of Services.

Include resumes, not exceeding one page each, of all key personnel who will be assigned to the City.

3.2.7 Tab 6 – Schedule

3.2.7.1 Include a timetable that identifies the amount of time required to complete each component of the Program.
3.2.7.2 Indicate the earliest available start date for your project team.
3.2.7.3 Indicate the project completion date based on the date provided in 3.2.7.1.

3.2.8 Tab 7 – Pricing of Services

3.2.8.1 Fee basis should be an all-inclusive, hourly fee.

3.2.9 Tab 8 – References

3.2.9.1 List a minimum of three (3) references in Florida for which the proposer has provided Agent of Record services. Include the name of the organization, brief description of the project, name of contact person telephone number and email address.

3.2.10 Tab 9 – Additional Forms

Proposers must compete and submit as part of its Proposal all of the following forms and/or documents

- Proposer Qualifications
- Certification regarding debarment and suspension
- Drug Free workplace certification

FAILURE TO SUBMIT ALL OF THE ABOVE REQUIRED DOCUMENTATION MAY DISQUALIFY PROPOSER.

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PART IV

EVALUATION OF PROPOSALS

4-1 SELECTION COMMITTEE

A Selection Committee, consisting of City personnel, will convene, review and discuss all proposals submitted.

The Selection Committee will use a point formula during the review process to score proposals and assign points in the evaluation process in accordance with the evaluation criteria. The Proposer shall satisfy and explicitly respond to all the requirements of the RFP including a detailed explanation of how the services shall be performed.

Each proposal will be reviewed to determine if the Proposal is responsive to the submission requirements outlines in the Solicitation. A responsive Proposal is one which follows the requirements of this Solicitation that includes all documents are submitted in the format outlined in this Solicitation, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may result in the Proposal being deemed non-responsive. The Contract (s) will be awarded to the most responsive proposer whose Proposal best serves the interest of and represents the best values to the City of Opa-locka.

4-2 EVALUATION CRITERIA

The Committee may select and choose to invite any and/or or all firms to make a presentation and be interviewed by the Committee as part of the evaluation process for this Solicitation. The Committee's decision will be communicated by staff to all Respondents. The Respondent's presentation may clarify but may not modify their submitted proposal. Any discussion between the presenter (s) and Evaluation Committee during presentations are intended only for purposes of providing clarification in response to questions from the Committee.

Category	**Points**
Experience and Qualifications / Ability of Professional Personnel/Financial Qualifications and experience of assigned staff 1. Ability to provide the requested scope of services. 2. Qualifications & experience of the firm and its subcontractors/suppliers relevant to the Scope of Work. 3. Availability of qualified personnel. 4. Ability to meet set standards. 5. Previous contracting experience with the other public, private and/or non-profit agencies. 6. Financial resources and capabilities per financial statements. 7. Evidence of insurance.	25
Quality of Services / Technical Approach to the Scope of Work 1. High-quality level of services to be provided to the City. 2. Understanding of City needs.	20
Proposed Fee	30

1. Pricing Structure 2. Fee Schedule/Cost Proposal 3. Innovative and/or creative approaches to providing the services that provide additional efficiencies or increased performance capabilities.	
Location 1. Location of offices and vehicle storage facility(ies)	25
TOTAL	100

4-3 ORAL PRESENTATIONS

Proposers may be required to make individual presentations to the City Selection Committee in order to clarify their proposals. Only those firms with the highest rated scores in accordance with the stated criteria and their weights will be invited to give oral presentations. However, the City has the right to accept the best proposal as submitted, without discussion or negotiation.

If the City determines that such presentations are needed, a time and place will be scheduled for oral presentations. Each Proposer shall be prepared to discuss and substantiate any of the areas of the proposal submitted, and its qualifications to perform the specified services. During the oral presentations, the Proposers should relate their discussion to the evaluation criteria, which will include (but not be limited to) their approach to the project. The proposed Project Manager must be in attendance.

The Evaluation Criteria may be changed for the oral presentations evaluation phase. References and site visits (if completed) shall be included in the final evaluation criteria, along with other criteria and weights as determined by the Selection Committee. Finalists will be informed as to the revised criteria, if any, prior to their oral presentation.

Additionally, prior to award of an Agreement pursuant to this RFP, the City may require Proposers to submit such additional information bearing upon the Proposer's ability to perform the services in the Agreement as the City deems appropriate.

4-4 FINAL SELECTION

The City of Opa-locka will select the firm that meets the best interests of the City. The City shall be the sole judge of its own best interests, the proposals, and the resulting negotiated agreement. The City's decisions will be final. Following the notification of the selected firm, it is expected that an Agreement will be executed between both parties. City staff will recommend award to the responsible Proposer whose Proposal is determined to provide overall best value to the City, considering the evaluation factors in this RFP.

4-5 AWARD AND CONTRACT EXECUTION

After review by the Selection Committee of the proposals and oral presentations a recommendation will be made to the City Manager for submission to the City Commission for final approval. Upon Commission authorization, contract negotiations will be initiated with the first ranked firm. If those negotiations are unsuccessful, the City will formally terminate negotiations with the first ranked

firm and will commence contract negotiations with the next ranked firm, etc. Upon successful contract negotiations with the prevailing firm, the remaining firms will be notified that the process has been completed and that they were not selected.

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RFP NO. 21-XXXXXXX

COMMUNITY SHUTTLE BUS SERVICE

PROPOSER QUALIFICATIONS

The Proposer, as a result of this proposal, MUST hold a County and/or Municipal Contractor's Occupational License in the area of their fixed business location. The following information MUST be completed and submitted with the proposal to be considered:

1. Legal Name and Address:

   Name: _____

   Address: _____

   City, State, Zip: _____ Phone/Fax: _____

2. Check One: Corporation ( ) Partnership ( ) Individual ( )

3. If Corporation, state:
   Date of Incorporation: _____ State in which Incorporated: _____

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization:_____

5. **Name and Title of Principal Officers** **Date Elected:**

   _____ _____

   _____ _____

   _____ _____

   _____ _____

6. The length of time in business: _____years

7. The length of time (continuous) in business as a service organization in Florida: _____years

8. Provide a list of at least three commercial or government references that the bidder has supplied service/commodities meeting the requirements of the City of Opa-locka specification, during the last twenty-four months.

9. A copy of County and/or Municipal Occupational License(s)

Note: *Information requested herein and submitted by the proposers will be analyzed by the City of Opa-locka and will be a factor considered in awarding any resulting contract. The purpose is to insure that the Contractors, in the sole opinion of the City of Opa-locka, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract. If there are any terms and/or conditions that are in conflict, the most stringent requirement shall apply.*

RFP NO: 21-XXXXXXX

PRICE PROPOSAL FORM

COMMUNITY SHUTTLE BUS SERVICE

PROPONENT understands and agrees that the Contract Price is the lump sum to furnish and install all of the Work complete in place. Vendor's price will not be adjusted unless the CITY changes the scope of the Project after the Contract Date.

As such, the Vendor shall furnish all labor, materials, equipment, tools, superintendence and services necessary to provide a complete, in place Project for the Proposed Price of:

LUMP SUM PRICE: $_____

SUBMITTED
THIS _____ DAY OF _____ 2021.

BID SUBMITTED BY:

_____	_____
Company	Telephone Number
_____	_____
Name of Person Authorized to Submit Bid	Fax Number
_____	_____
Signature	Email Address
_____	
Title	

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CITY OF OPA-LOCKA

CERTIFICATION REGARDING DEBARMENT, SUSPENSION PROPOSED DEBARMENT AND OTHER MATTERS OF RESPONSIBILITY

1. The Proposer certifies, to the best of its knowledge and belief, that the Proposer and/or any of its Principals:

A. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.

B. Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph 1-B of this provision.

2. The Proposer has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any City, State or Federal agency.

A. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions). This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

B. The Proposer shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

C. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Proposer's responsibility. Failure of the Proposer to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Proposer non-responsive.

D. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Proposer is not required to exceed

that which is normally possessed by a prudent person in the ordinary course of business dealings.

E. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature _____

Printed Name _____

DRAFT

CITY OF OPA-LOCKA
RFP NO. 21-XXXXXXX

DRUG-FREE WORKPLACE CERTIFICATION FORM

Whenever two (2) or more bids/proposals, which are equal with respect to price, quality, and service, are received by the CITY OF OPA-LOCKA for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. 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 controlled substances is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

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

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

4. In the statement specified in number (1), notify the employees that as a condition for working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction on or plea of guilty or no contest to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular 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 Section 287.087, Florida Statutes.

This Certification is submitted by_____ the
(Name)
_____ of _____
(Title/Position) (Company)

who does hereby certify that said Company has implemented a drug-free workplace program, which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

_____ _____
Date Signature

CITY OF OPA-LOCKA
NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA - COUNTY OF MIAMI DADE

_____ being first duly sworn, deposes and says that:

(1) He/She/They is/are the _____ (Owner, Partner, Officer, Representative or Agent) of _____ the PROPONENT that has submitted the attached proposal;

(2) He/She/They is/are fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

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

(4) Neither the said PROPONENT 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 PROPONENT, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from Proposing in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any PROPONENT, firm, or person to fix any overhead, profit, or cost elements of the Proposal or of any other PROPONENT, or to fix any overhead, profit, or cost elements of the Proposed Price or the Proposed Price of any other PROPONENT, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;

(5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the PROPONENT or any other of its agents, representatives, owners, employees or parties of interest, including this affiant.

Signed, sealed and delivered in the presence of:

_____
Witness

By: _____
Signature

_____
Witness

_____
Print Name and Title

NON-DISCRIMINATION AFFIDAVIT

I, the undersigned, hereby duly sworn, depose and say that the organization, business or entity represented herein shall not discriminate against any person in its operations, activities or delivery of services under any agreement it enters into with the City of Opa-locka. The same shall affirmatively comply with all applicable provisions of federal, state and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for service delivery.

By:_____

Title:_____

Sworn and subscribed before this

____day of_____, 20___

_____
Notary Public, State of Florida

_____
(Printed Name)

My commission expires:_____

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E-VERIFY

Effective January 1, 2021, public and private employers, contractors and subcontractors will be required to register with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and

b) All persons (including sub-vendors/sub-consultants/sub-contractors) assigned by Vendor /Consultant/ Contractor to perform work pursuant to the contract with the Department. The Vendor /Consultant/ Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the City; and

By entering into a Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. If t contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination. The Contractor acknowledges it is liable to the City for any additional costs as a result of termination of the contract due to Contractor's failure to comply with the provisions herein.

E-VERIFY FORM

Definitions:

"Contractor" means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration.

"Subcontractor" means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

Effective January 1, 2021, public and private employers, contractors and subcontractors will begin required registration with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and

b) All persons (including sub-vendors/subconsultants/subcontractors) assigned by Vendor/Consultant/Contractor to perform work pursuant to the contract with the Department. The Vendor/Consultant/Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the City of Opa-locka; and

Should vendor become successful Contractor awarded for the above-named project, by entering into this Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.

Company Name: _____

Authorized Signature: _____

Print Name: _____

Title: _____

Date: _____

DRAFT

PROFESSIONAL SERVICE AGREEMENT FOR COMMUNITY SHUTTLE BUS SERVICE BETWEEN THE CITY OF OPA-LOCKA

AND

THIS AGREEMENT dated the ___ day of _____, 2021, is between _____, a Florida corporation located at _____ (hereinafter referred to as "Contractor") and the CITY OF OPA-LOCKA, a municipal corporation of the State of Florida (hereinafter referred to as "City").

WHEREAS, City desires to provide a community shuttle service to allow residents access to a number of destinations through public transit; and

WHEREAS, City has determined that it would be in the public interest to provide said transit services by contracting with a private transit service provider to operate said SHUTTLE services; and

WHEREAS, City has selected Contractor for the operation and maintenance of the transit bus system which shall be known as the "City of Opa-locka Transit Route"; and

WHEREAS, Contractor responded to RFP No. _____ for Community Shuttle Bus Service, a copy of which is attached hereto an incorporated; and

WHEREAS, on_____, 2021 the City Commission passed Resolution _____and award the Community Shuttle Bus Service to Contractor; and

WHEREAS, City and Contractor mutually agree that the operation and continuation of the community shuttle bus service is contingent upon continued receipt of grant funding from _____.

IN CONSIDERATION of the mutual terms, condition, promises, covenants and payments hereinafter set forth, City and Contractor agree as follows:

ARTICLE 1 DEFINITIONS

1.1 "Agreement" means this Agreement as it may be modified from time to time.

1.2 "Contractor" means_____ a Florida corporation.

1.3 "County" means Miami-Dade County, a political subdivision of the State of Florida.

1.4 "City" means the City of Opa-locka, a municipal corporation of the State of Florida.

ARTICLE 2 CONTRACTOR'S SERVICES

2.1 "Contractor agrees to provide all vehicles including services necessary to provide for the day to day management, operation and maintenance of the public shuttle services for the "City of Opa-locka Transit Route" according to the agreement between County and City.

2.2 Contractor shall provide "free-fare" based public SHUTTLE services (until such time as City determined a "fare" service is appropriate), within the city at the locations and according to the schedules set forth. In addition, Contractor shall provide free shuttle to the City on an as needed basis from time to time to include shuttles during City sponsored special events and passenger pickup at the local airports.

2.3 The established services shall be on a fixed-route basis with designated intermediate stops. The hours of operation shall be initially fixed by the City and may be changed from time to time at the absolute discretion of the City. A minimum of forty-eight (76) hours per week and a minimum of five (6) days per week, provided however, the minimum hours of operation shall be reduced by the number of days observed by the City as a legal holiday that falls on a weekday. The public SHUTTLE service shall connect with Regular County bus routes. The hours of operation may be amended from time to time at the discretion of the City and County to respond to the needs of the community.

2.4 Beginning _____Contractor shall maintain a minimum average of seven point one (7.1) passengers per revenue hour on each route operated by the City and Contractor. In the event that the Contractor does not maintain such minimum average of passengers, County shall assist City and Contractor to increase ridership which may include modification of the route.

2.5 Vehicle (s) shall be operated by properly licensed operator ("vehicle chauffeurs") employed by Contractor. On a quarterly basis, the Contractor shall provide the City with updated background checks and license checks. These employees shall provide full utilization of vehicles(s) to disabled passengers while in service.

2.6 Vehicle chauffeurs employed by Contractor shall issue City bus route timetable or other transit information to any passenger requesting such material.

2.7 Insofar as possible, scheduled service shall be coordinated with existing County bus service. It is the intent of the parties that City's scheduled service shall not duplicate existing County bus service.

2.8 Contractor shall comply with all applicable requirements of the Americans with Disabilities Act (ADA) at all times while the vehicle(s) provided herein are being utilized for public SHUTTLE and while utilizing any and all routes approved herein. To the extent that any terms of this Agreement are inconsistent with the ADA, the requirements of the ADA shall control.

2.9 Contractor shall at all times during this Agreement comply with the requirements of Miami-Dade County Ordinance 92-15, pertaining to the maintenance of a Drug Free Workplace Program.

2.10 Contractors shall at all times during this Agreement comply with all applicable requirements of the United States Department of Transportation and the Federal Transit Administration, which shall include, but not be limited to, regulations for drug and alcohol testing. To the extent that any terms of this Agreement are inconsistent with the United States Department of Transportation regulations, the requirement of the United States Department of Transportation shall control.

2.11 Contractor agrees that throughout the terms of this Agreement that the City of Opa-locka logo and the County assigned identification number shall be conspicuously displayed on the rear of the vehicle(s) at all times.

2.12 Contractor shall maintain certain records of information and data in the format prescribed by County and shall furnish such records to County, with a copy to City, on a monthly basis.

ARTICLE 3 CITY'S SERVICES

3.1 City shall review and approve all policies established by the Contractor related to the public SHUTTLE services.

3.2 City shall review and approve the services planning, including adjustment to the routes, schedules and such other factors that affect the quality of service provided.

3.3 City shall provide Contractor with bus route timetables prepared by Miami Dade County sufficient to inform City and County residents, visitors and passengers of service to be made available.

3.4 City, in coordination with County, shall be responsible for designation of transit stops. It is understood that passengers will be able to board or depart from anywhere along the route as well as designated stops.

ARTICLE 4 TERMS AND TIME OF PERFORMANCE

The term of this Agreement shall begin on _____and shall remain in effect until _____ so long as funds are provided by Grantors and the services provided by Contractor remain satisfactory to the City. This City is under no obligation to continue, extend or renew this Agreement if funds are not provided by Grantors. However, the terms may be extended for one two (2) year period, at the sole discretion of the City.

ARTICLES 5 COMPENSATION

5.1 In return for services provided by Contractor and specified in this Agreement, the City agrees to pay Contractor_____, per vehicle per operating hour beginning _____through_____. The funds shall be used by Contractor solely for the purpose of maintaining, operating and properly equipping the vehicle(s) and for no other purpose other than profit. City shall not be responsible for payment of any other monies to Contractor under this Agreement.

5.2 City shall hold the funds distributed by County to support the public SHUTTLE service and remit the applicable amount of such funds monthly to Contractor as they become due. Contractor shall submit invoices to the City documenting hours of service provided by the Contractor during the preceding month together with such additional documentation which may be required by the City (e.g., ridership statistics). Within thirty (30) days of receipt of such invoices, City shall compensate Contractor pursuant to the terms set forth herein.

ARTICLE 6 PERFORMANCE STANDARDS

6.1 The public SHUTTLE service described in this Agreement must begin operations on _____, and such service shall run according to the scheduled set forth. The schedule shall be followed unless otherwise agreed upon in writing by the parties.

6.2 Contractor shall complete one hundred percent of all scheduled trips on a daily basis, subject to delays which are attributable to vehicle crashes or mechanical failure.

6.3 Contractor shall be subject to minimum charge of $100.00 for each complaint investigated by the City whereas the City can determine and substantiate in writing that the complaint was in fact legitimate and the Contractor or Contractor's employee was determined to be found at fault or the cause of the complaint.

6.4 Contractor shall submit a written response to each complaint within 24 hours.

6.5 Contractor shall provide driver route sheets to the City each and every Monday or the first day the City is open for business each week.

6.6 Contractor shall pay for routine rider checks as requested by the City from time to time and all required certifications and background checks.

ARTICLE 7 PERSONNEL REQUIREMENTS

7.1 Contractor shall designate a Project Manager who will oversee the complete operation of the public SHUTTLE service and who will serve as the day to day liaison with the City and serve as the emergency contact for the contractor.

7.2 Vehicle chauffeurs employed by the Contractor during the terms of this Agreement shall be properly licensed operators. The vehicle chauffeur shall process the qualifications as required by the State of Florida and the County. The vehicle chauffeurs shall be required to attend and successfully complete the County's training program prior to operating the

vehicles. All drivers shall, during the term of this Agreement, possess the following qualifications and adhere to the following standards. Contractor shall immediately dismiss any chauffeur that does not meet the qualifications and standards.

7.2.1 Minimum age for drivers shall be 21 years.

7.2.2 Drivers must possess a valid Florida license and attain a valid Commercial Driver's license as required by law. On a quarterly basis, the Contractor shall provide the City with updated background checks and license checks.

7.2.3 Drivers shall have no more than three (3) moving violations or accidents (counted individually or combined) within a five (5) year period. Drivers shall have no history of arrest on a conviction for DUI.

7.2.4 Drivers must be capable of speaking, writing and understanding the English language fluently.

7.2.5 Drivers shall operate the vehicle in a safe and timely manner.

7.2 6 Drivers shall be courteous to all passengers and the general public at all times and shall respond to passenger questions regarding the use of the subject service.

7.2.7 At all times while on duty, drivers shall wear clean and presentable uniforms which include a company shirt, appropriate length shorts, skirt or pants, closed toe shoes and identification badges.

7.2.8 Drivers shall distribute or collect flyers, handouts, surveys, etc. as City may request from time to time.

7.2.9 Drivers shall not accept gratuities.

7.2.10 Drivers shall assist passengers with disabilities with entering and exiting the vehicle in accordance with the American with Disabilities Act.

7.2.11 Drivers shall not permit passengers to smoke or play a radio in the vehicles (unless the passenger is using headphones with the radio).

7.2.12 Drivers shall not be convicted of a crime during the term of this Agreement.

7.2.13 Drivers shall not test positive for drug use on a drug test administered by a responsible testing facility or the City of Opa-locka.

ARTICLE 8 CONDITION AND MAINTENANCE OF THE VEHICLES

8.1 Contractor shall maintain the vehicles in accordance with the manufacturer's standards.

8.2 Contractors shall supply any additional vehicles to provide back-up service within forty-five (45) minutes in the event that one or more vehicles are out of service. Contractor shall provide ADA accessible back-up vehicles should they be necessary to continue service as outlined in this contract.

8.3 Vehicles shall be maintained in good condition, both operationally and in their appearance, and in accordance with the County's requirements. All vehicles shall be kept in good repair and condition, satisfactory to the City at a minimum to the standards listed below:

8.3.1 All vehicles shall conform to the standards required by the Americans with Disabilities Act (ADA).

8.3.2 All vehicles shall be equipped with all appropriate safety equipment to be provided by contractor.

8.3.3 All vehicles shall be equipped with two-way communications to be provided by Contractor.

8.3.4 All vehicles shall have heating and air conditioning systems that are fully operative every day the vehicle is in service.

8.3.5 Maintenance of vehicles:

8.3.6 The interiors of the vehicles shall be cleaned at least once each day and the exterior of the vehicles shall be cleaned at least once per week. The vehicles shall be exterminated for pests at least once a week. Contractor shall have a continuing obligation to ensure cleanliness of the vehicles, and Contractor shall perform additional cleaning and extermination for pest as circumstances may warrant.

8.3.7 All vehicles and equipment on vehicles shall be maintained in fully operational condition at all times during the term of this Agreement. Contractor shall cause all components of each vehicle, including its body, frame, graphic wrap, and furnishings, mechanical, electrical, hydraulic, or other operating systems to be maintained according to manufacturer's recommendation. Contractor shall cause any vehicle damaged in an accident or otherwise to be repaired, or to be replaced immediately, including the graphic 43 wraps. Contractor shall, at its sole cost and expense, provide fuel, lubricants, parts and supplies required for the maintenance and operation of all vehicles.

8.3.8 All vehicles shall be safe for operation on public streets and highways and shall meet all requirements of the Florida Department of SHUTTLE Rule Chapter 14-90, "minimum requirements for Transit Coaches and System Equipment". All parts of the vehicles and equipment mounted on or in the vehicle shall conform at a minimum to all applicable federal motor safety standards.

8.3.9 Contractor shall initiate and maintain an effective safety and mechanical inspection program.

8.3.10 All vehicles shall be available for inspection by the City prior to Contractor placing them in service and at any time thereafter at the City's discretion. City has the sole discretion to reject temporarily or permanently any vehicle which City deems unacceptable for reasons of safety, disrepair or appearance.

ARTICLE 9 RECORD KEEPING, REPORTING AND AUDITING

9.1 CITY reserves the right to audit the records of CONTRACTOR relating to this Agreement any time during the performance and term of the Agreement and for a period of three (3) years after completion and acceptance by CITY. If required by CITY, CONTRACTOR shall agree to submit to an audit by an independent certified public accountant selected by CITY. CONTRACTOR shall allow CITY to inspect, examine and review the records of CONTRACTOR at any and all times during normal business hours during the term of this Agreement.

9.3 CONTRACTOR agrees that it shall keep and maintain accurate and complete records with regard to all services as proposed hereunder. All original records related to the services provided under the terms of this Agreement are the property of CITY and accordingly those records are subject to the Florida Public Records Law.

9.4 CONTRACTOR shall not release any CITY records without written permission from CITY except as necessary and appropriate in the performance of the duties and responsibilities required to comply with the terms of any Agreement between the parties. The public shall be provided access to records regarding the services provided under the terms of this Agreement in the same manner that the CITY fulfills all public records requests.

9.5 CONTRACTOR shall not disclose any public records that are exempt or confidential and exempt from public records disclosure requirements except as authorized in writing by CITY and authorized by law. CONTRACTOR shall preserve and make available for inspection by CITY personnel, or by personnel duly authorized by CITY, computer data and other records related to the services provided under this Agreement. The records will be made available during normal business, hours upon twenty-four-hour notice by the CITY. Contractor shall retain all public records and transfer, at no cost, to the CITY all records in possession of the

9.6 CONTRACTOR upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the CITY in a format that is compatible with the information technology systems of the CITY.

9.7 Contractor shall record on a daily basis and report weekly to the City all disruptions in service, late service, vehicle breakdowns, accidents, vehicles out of service and any other incident affecting service.

9.8 Contractor's Project Manager shall also document passenger complaints and describe any actions taken to resolve such complaints on a weekly basis. Contractor agrees to submit copies of such documentation to City on a weekly basis. Complaints must be forwarded immediately to the City.

9.9 Contractor shall maintain daily records of total passenger utilization and total mileage logged on the vehicles by route while performing the service under the Agreement. Project Manager shall provide accurate reports on ridership by route and by trip to City on a monthly basis.

9.10 City shall approve Contractor's forms that may be required in addition to those required by the County.

9.11 In the event funds paid to Contractor pursuant to the Agreement are subsequently disallowed by City because of accounting errors or changes not in conformity with this Agreement, Contractor shall refund promptly to the City such disallowed funds, or such disallowed funds will be withheld or disallowed until City has given Contractor written notice of the reason therefore and ten (10) days to correct, cure or otherwise reasonably satisfy City. No more than the disputed amount will be withheld. Both City and Contractor shall diligently pursue the resolution of any dispute regarding the accounting or charges referred to in this paragraph.

ARTICLE 10 PRE- SERVICE REQUIREMENTS

The following items shall be provided to the City by Contractor at least two (2) days prior to the start of service and are subject to approval by the City.

10.1 An operations manual for the subject services which describes all operations procedures and policies, including but not limited to the following:

10.1.2 Vehicle operating procedures;

10.1.3 Communications operating procedures;

10.1.4 Drivers conduct rules and regulations;

10.1.5 Safety procedures;

10.1.6 Crash procedures;

10.1.7 Administration and reporting procedure;

10.1.8 and other operating procedures and policies as required for proper operating of the subject service.

10.2 Job description for drivers and administrative personnel.

10.3 Maintenance procedures for all vehicles.

10.4 Final system schedules.

10.5 Training procedures for drivers

ARTICLE 11 INSURANCE

11. Contractor will comply with insurance requirements as set forth below:

11.1 Proof of insurance must be provided for Worker's Compensation, commercial, commercial general Liability and business Auto Liability. The Contractor shall carry at all times the insurance coverage required below and the City will be included as "additional insured's". Insurance requirements are as follows:

A. Worker's Compensation ---statutory Policy must include Employer's Liability: $100,000 for each accident, $500,000 disease (policy limit), and $100,000 disease (each employee).

B. Commercial General Liability: $1,000,000 per occurrence combined Single Limit for bodily injury and property damage, Policy shall include coverage for premises/operations; contractual liability; and independent contractors.

C. Business Auto Liability: $1,000,000 per occurrence Combined Single Limit for bodily injury and property damage. Policy shall include coverage for owned autos; hired autos; and non-owned autos.

11.2 Original certificates of insurance required herein shall be delivered to City prior to the commencement of contractor's performance. City and County must be listed as additional insured. Contractor shall pay the premiums for all insurance required by this Agreement. Contractor shall cause all policies of insurance required by this Agreement to be renewed from time to time so that at any time the insurance protection required by this Agreement shall continuously exist. The policy shall not be cancelled or materially changed without the giving of at least thirty (30) days prior written notice to the City and County, and in such event, a policy pursuant to the above terms must be substituted.

ARTICLE 12 INDEMNIFICATION

12.1 As to City:

Contractor agrees to indemnify, reimburse, defend and hold harmless the City and at City's option, defend or pay for an attorney selected by the City to defend the City and City's officers, agents and employees for, from and against all claims, actions or causes of actions, losses, damages, liabilities, cost and expenses, including reasonable cost, attorney's and paralegals' fees, imposed on or incurred by the City in connection with any and all loss of life, bodily injury, personal injury and damage to property which arises or relates, directly or indirectly, to the Contractor's use of any vehicle provided for in this Agreement and the Contractor's performance of the services set forth in this Agreement. To the extent considered necessary by the City, any sums due City under this Agreement may be retained by City until City's claims for indemnification, pursuant to this Agreement, have been settled or otherwise resolved and any amount withheld shall not be subject to payment of interest by City. This provision is subject to the limitations of liability as provided in Section 768.28 of the Florida Statutes and does not act as a waiver of the City's entitlement to sovereign immunity as a master of statutory and common law.

ARTICLE 13 TERMINATION

13.1 This Agreement may be terminated for cause by action of City with thirty (30) days' written notice by the party that elected to terminate, or for convenience by action of City upon not less than sixty (60) days' written notice. This Agreement may also be terminated

by City upon such notice as City deems appropriate under the circumstances in the event the City determines that termination is necessary to protect the public health, safety, or welfare.

13.2 Termination of this Agreement for cause shall include, but not be limited to, failure to suitably perform the work, failure to continuously perform the work in a manner calculated to meet or accomplish the objectives of City as set forth in this Agreement, or breach of any of the provisions of this Agreement notwithstanding, whether any such breach was previous waived or cured.

13.3 Notice of termination shall be provided in accordance with the "Notices" section of this Agreement except that notice of termination by the City deemed necessary to protect the public health, safety, or welfare may be verbal notice which shall be promptly confirmed in writing in accordance with the "Notices" section of this Agreement.

13.4 In the event this Agreement is terminated for convenience, the financial assistance provide by the City shall be prorated on a daily basis to the date the Agreement is terminated. However, upon being notified of City's election to terminate, Contractor acknowledges and agrees that $10.00 compensation paid by City, the adequacy of which is hereby acknowledged by Contractor, is given as specific consideration to Contractor for the City's right to terminate this Agreement for cause or convenience.

ARTICLE 14 NOTICES

Whenever either party desires to give notice to the other, such notice must be written and sent by certified United States Mail, postage prepaid, returned receipt requested, or by hand-delivery with a request for a written receipt of acknowledgement of delivery, addressed to the party for whom it is intended at the place last specified. The place for giving notice shall remain the as set forth herein until changed in writing in the manner provided in this article. For the present, the parties designate the following:

For the City of Opa-locka:

City Manager
City of Opa-locka
780 Fisherman Street
Opa-locka, FL 33054

For Contractor:

ARTICLE 15 MISCELLANEOUS

15.1 Nondiscrimination Contractor agrees that it will not discriminate against any employee of application for employment for work under this Agreement because of race, color, religion, gender, sexual orientation, age, national origin, political affiliation, or disability and will take affirmative steps to ensure that applicants are employed and employees are treated during employment without regard to race, color, religion, gender, sexual orientation, age national origin, political affirmation, or disability. This provision shall include, but not be limited to, the following employment upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeships. Contractor agrees to furnish City with a copy of its Affirmative Action Policy, or in the event that Contractor contracts either a third party for this service, such third party's Affirmative Action Policy shall be furnished to City.

15.2 Independent Contractor. Contractor is an independent contractor under this Agreement. Services provided by Contractor shall be subject to the supervision of Contractor. Neither Contractor nor its agents shall at any time be, nor shall they hold themselves out to be officers, employees, or agents of the City. The parties expressly acknowledge that it is not their intent to create any rights in any third person or entity under this Agreement.

15.3 Assignment and Performance Neither this Agreement nor any interest herein shall be assigned, transferred, or encumbered by either party and Contractor shall not subcontract any portion of the work required by this Agreement except as authorized herein. Contractor represents that all persons delivering the services required by this Agreement have the knowledge and skills, either by training, experience, education or a combination thereof; to adequately and competently perform the duties, obligations, and services set forth in this Agreement and to provide and perform such services to City's satisfaction. Contractor shall perform its duties, obligation, and services under this Agreement in a skillful and respectable manner. The quality of Contractor's performance shall be 49 comparable to the best local and national standards.

15.4 Waiver of Breach of Materiality Failure by City to enforce any provision or modification of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement. A waiver of any subsequent breach and shall not be constructed to be a modification of the terms of this Agreement. City and Contractor agree that each requirement, duty, and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof.

15.5 Compliance with Laws Contractor shall comply with all federal, state, and local laws, codes, ordinances, rules and resolutions in performing its duties, responsibilities, and obligations related to this Agreement.

15.6 Severance In the event this Agreement or a portion of this Agreement is found by a court of competent jurisdiction to be invalid, the remaining provisions shall continue to be

effective unless City or Contractor elects to terminate this Agreement. The election to terminate this Agreement based upon this provision shall be made within seven (7) days after the finding by the court becomes final.

15.7 Joint Preparation of this Agreement has been a joint effort of the City and Contractor and the resulting document shall not solely as a matter of judicial construction, be construed more severely against one of the parties than any other.

15.8 Priority of Provisions If there is a conflict or inconsistency between any terms, statement, requirement, or provision of any exhibit attached hereto, any document or events referred to herein, or any document incorporated into this Agreement by reference and a term, statement, requirement, or provision of this Agreement, the term, statement, requirement shall prevail and be given effect.

15.9 Applicable Law and Venue This Agreement shall be interpreted and constructed in accordance with and governed by the laws of the State of Florida. Venue for litigation concerning this Agreement TBD.

15.10 Amendments No modification, amendment, or alternation in terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by the City and Contractor.

15.11 Prior Agreements This document incorporates and includes all prior negotiations, correspondence, conversations, agreements, and understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements, or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the parties agree that no deviation from the terms or conditions contained herein shall be predicated upon any prior representations or agreements, whether oral or written. It is further agreed that no modification, amendment or alteration in terms or conditions contained herein shall be effective unless contained in a written document.

15.12 Incorporation by Reference The truth and accuracy of each "Whereas" clause set forth above is acknowledged by the parties. The attached Exhibit "___" is incorporated into and made a part of this Agreement. Pursuant to the provisions appearing in Exhibit "___", when any obligation or duty in that document is none which is related to the public SHUTTLE service, Contractor agrees to fully comply with each and every such obligation and duty for and on behalf of the City.

IN WITNESS WHEREOF, the parties have made and executed this Agreement as of the date set forth on the first page of this Agreement.

CITY
City of Opa-locka _____
City Manager
John E. Pate
___Day of _____2021

CONTRACTOR:
BY:_____
Print Name:_____
Title:_____

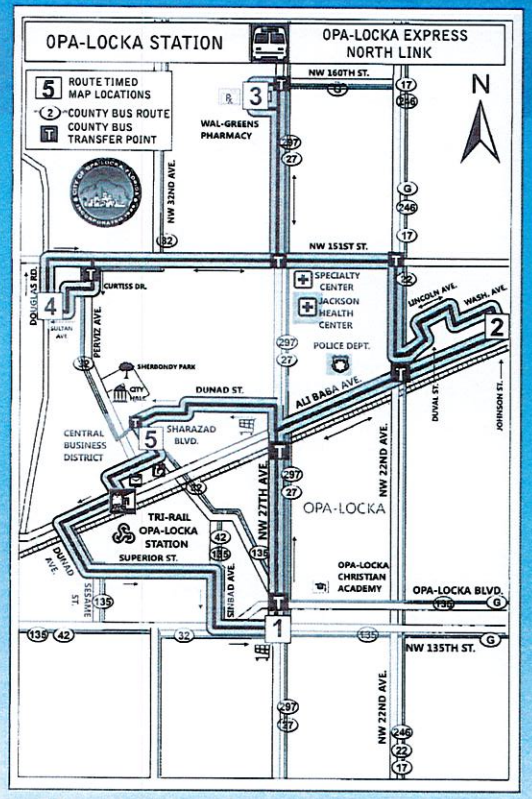
Approved as to Form:

_____

Burnadette Norris-Weeks, City Attorney

Attest: _____

Joanna Flores, City Clerk



For more information,
call 1-800-TRI-RAIL (874-7245)
or visit www.tri-rail.com

RTA SOUTH FLORIDA REGIONAL TRANSPORTATION AUTHORITY

801 NW 33rd Street, Pompano Beach, Florida 33064
1-888-GO-SFRTA • www.sfrta.fl.gov

TRI-RAIL

OPA-LOCKA STATION

Opa-locka Express North Link Shuttle Bus

Service provided by
the City of Opa-locka at 305-953-2868

ACCESSIBLE
Effective August 3, 2013

Opa-locka Station

Opa-locka Express North Link Shuttle Bus Schedule

WEEKDAY AM & PM

North Train Arrives	South Train Arrives	Bus Departs Tri-Rail	Opa-Locka Blvd. / NW 27th Ave.	Allbaba Avenue / Johnson St.	Walgreens	Sultan Ave. / Douglas Rd.	Allbaba Avenue / Johnson St.	Downtown Opa-locka	Bus Arrives Tri-Rail	North Train Departs	South Train Departs
			1	2	3	4	2	5			
*	*	*	*	*	6:10	6:15	6:20	6:25	6:30	6:35	6:56
6:15	6:16	6:30	6:35	6:40	6:45	6:50	6:55	7:00	7:05	7:15	7:36
6:35	6:56	7:05	7:10	7:15	7:25	7:30	7:35	7:40	7:45	7:55	7:56/8:16
7:15	7:36	7:45	7:50	7:55	8:10	8:15	8:20	8:25	8:30	8:36	8:36/9:06
7:55/8:36	7:56/8:16/8:36	8:45	8:50	8:55	9:10	9:15	9:20	9:25	9:30	9:36	9:36
9:36	9:06/9:36	9:45	9:50	9:55	10:10	10:15	10:20	10:25	10:30	10:36	10:41
10:36	10:41	10:45	10:50	10:55	11:10	11:15	11:20	11:25	11:30	11:36	11:41
11:36	11:41	11:45	11:50	11:55	12:10	12:15	12:20	12:25	12:30	12:36	12:41
12:36	12:41	12:45	12:50	12:55	1:10	1:15	1:20	1:25	1:30	1:36	1:41
1:36	1:41	1:45	1:50	1:55	2:05	2:10	2:15	2:25	2:30	2:36	2:41
*	*	2:30	2:35	2:40	2:55	3:00	3:05	3:15	3:20	3:26/4:15	3:41
2:36	2:41	3:30	3:35	3:40	3:55	4:00	4:05	4:15	4:20	4:45/5:05	4:41/5:11
3:26/4:15	3:41	4:30	4:35	4:40	4:55	5:00	5:05	5:15	5:20	5:35/6:03	5:41/6:06
4:45/5:05	4:41/5:11	5:30	5:35	5:40	5:55	6:00	6:05	6:15	6:20	6:35/7:05	6:41/7:06
5:35/6:03	5:41/6:06	6:25	6:30	6:35	6:45	6:50	6:55	7:00	7:10	8:05	7:51
6:35/7:05	6:41/7:06	7:10	7:15	7:20	7:25	*	*	*	*	*	*

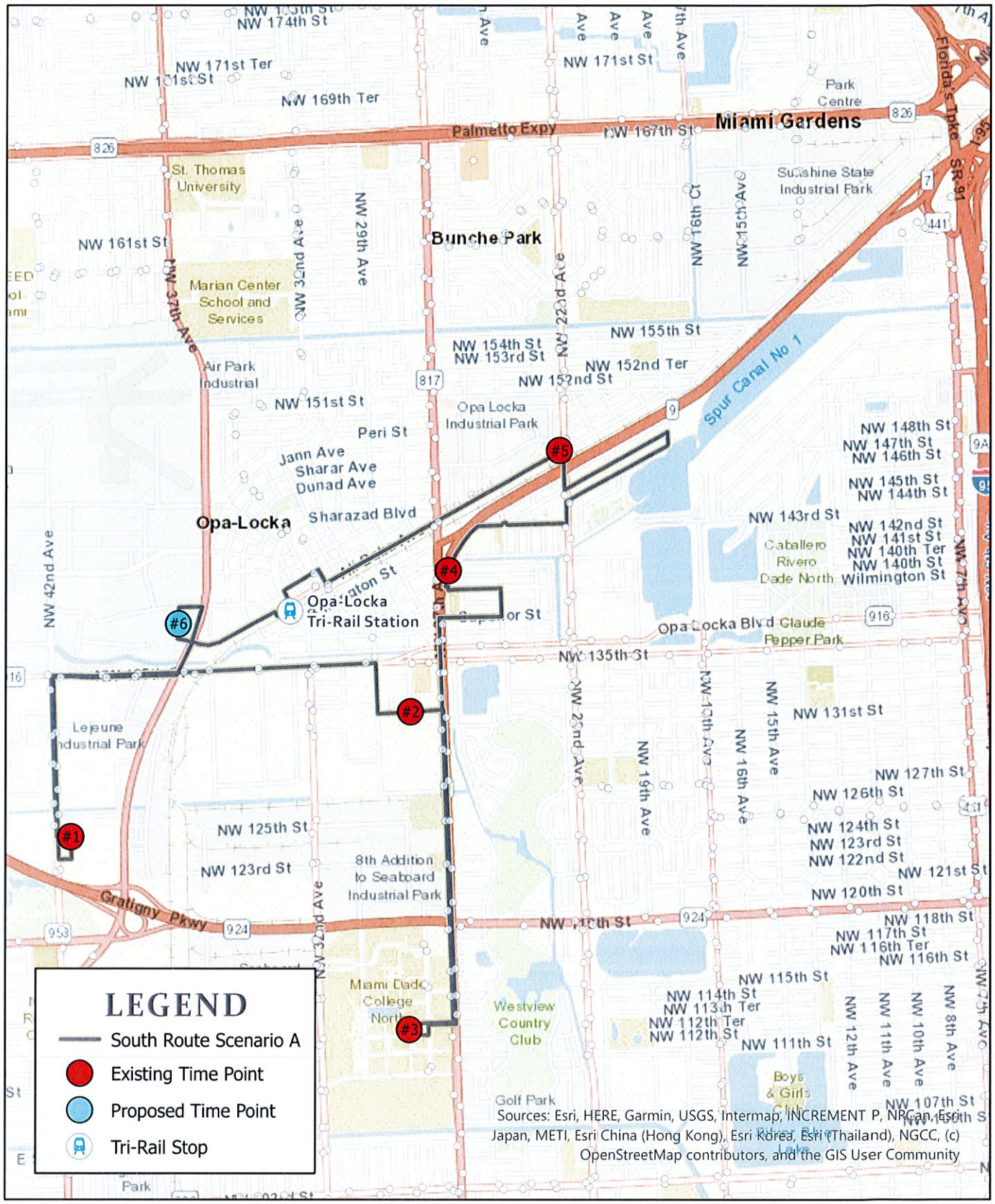
SATURDAY AM & PM

North Train Arrives	South Train Arrives	Bus Departs Tri-Rail	Flea Market	Miami Dade College	Top Value Plaza	Walgreens	Downtown Opa-locka	Bus Arrives Tri-Rail	North Train Departs	South Train Departs
			1	2	3	4	5			
8:33	9:25	9:30	9:40	9:45	9:55	10:10	10:17	10:20	10:33	10:25
9:33	10:25	10:30	10:40	10:45	10:55	11:10	11:17	11:20	11:33	11:25
10:33	11:25	11:30	11:40	11:45	11:55	12:10	12:17	12:20	12:33	12:25
11:33	12:25	12:30	12:40	12:45	12:55	1:10	1:17	1:20	1:33	1:25
12:33	1:25	1:30	1:40	1:45	1:55	2:10	2:17	2:20	2:33	2:25
1:33	2:25	2:30	2:40	2:45	2:55	3:10	3:17	3:20	3:33	3:25
2:33	3:25	3:30	3:40	3:45	3:55	4:10	4:17	4:20	4:33	4:25
3:33	4:25	4:30	4:40	4:45	4:55	5:10	5:17	5:20	5:33	5:25
4:33	5:25	5:30	5:40	5:45	5:55	6:10	6:17	6:20	6:33	6:25

For more information, call 1-800-TRI-RAIL (874-7245) or visit www.tri-rail.com

Community Shuttle will operate as a "Wave & Ride" at any county bus stop or at any point in a residential area along the route.

** No train connectivity*



SOUTH FLORIDA REGIONAL TRANSPORTATION AUTHORITY

Reinstate Opa-Locka South Route

Scenario A

N

0 ½ 1 Miles

Reinstate Opa-locka South Route

Assumptions

Operating Plan Assumptions

Weekdays (M-Th)	203
Weekday (F)	52
Annual Days	255

1. Maintain bus and train schedule synchronization as in the base case scenario, which serves five time points.
2. Develop commuter bus schedule such that train meets occur at both Opa-locka and Golden Glades Tri-Rail stations.
3. Commuter bus service anticipated to begin on July 1, 2021.
4. Operating cost per hour are reset every year on March 1st.
5. As shown below, operating cost per hour for Year 2023 are based on an average hourly rate for the five-year period from 2016 to 2020.
6. Operating cost increases at an annual rate of 3% in Year 2024.

Operating Cost Assumptions

Average Operating Cost/Revenue Hour

2016	2017	2018	2019	2020	2021	2022	2023	2024
Year 1	Year 2	Year 3	Year 4	Year 5	Option Year 1	Option Year 2	Future	Future
$72.28	$81.46	$84.29	$85.46	$87.75	$70.42	$71.50	$80.87	$83.30

Source: SFRTA and Keolis Transit Services, LLC, Agreement No. 15-016

Annual Days	255			
Number of Months	12			
Avg. # Days per Month	21.3			
Hourly operating rate resets March 1				
Service Begins	1-Jul-21	Cumulative		Year
Operating Rate Year 1 (months)	8	$	563.36	2021
Operating Rate Year 2 (months)	4	$	286.00	2022
Weighted Avg. (Year 1)	$70.78			
Operating Rate Year 1 (months)	8	$	572.00	2022
Operating Rate Year 2 (months)	4	$	323.49	2023
Weighted Avg. (Year 2)	$74.62			
Operating Rate Year 1 (months)	8	$	646.98	2023
Operating Rate Year 2 (months)	4	$	333.19	2024
Weighted Avg. (Year 3)	$81.68			

Reinstate Opa-locka South Route

Summary

Annual Operating Costs & Service Plan

Scenario	Annual Operating Cost			Annual Revenue Hours	Span of Service	Peak Vehicle Requirement	Service Days	Average Travel Time				Route Length	
	July 2021-June 2022	July 2022-June 2023	July 2023-June 2024					Clockwise Direction (minutes)		Counter Clockwise Direction (minutes)		Clockwise Direction (miles)	Counter Clockwise Direction (miles)
Operating Cost/Revenue Hour	$70.78	$74.62	$81.68					AM	PM	AM	PM		
Base Case - Opa-locka South Route (Original Route)	$478,296	$504,273	$551,961	6,758	5:30 AM - 7:25 PM	2	Monday-Friday	36	53	52	51	11.1	11.1
Scenario A - Opa-locka South Route (Original Route + Amazon)	$510,242	$537,954	$588,828	7,209	5:30 AM - 8:19 PM	2	Monday-Friday	39	57	55	54	11.5	11.5
Scenario B - Opa-locka South Route (Original Route + Amazon + Golden Glades)	$889,991	$938,328	$1,027,064	12,574	5:30 AM - 7:42 PM	4	Monday-Friday	50	71	66	64	15.1	15

Incremental Change

Scenario Comparison	Annual Operating Cost			Annual Revenue Hours	Peak Vehicle Requirement	Service Days	Average Travel Time				Route Length	
	July 2021-June 2022	July 2022-June 2023	July 2023-June 2024				Clockwise Direction (minutes)		Counter Clockwise Direction (minutes)		Clockwise Direction (miles)	Counter Clockwise Direction
							AM	PM	AM	PM		
Scenario A vs. Base Case *(i.e. adding Amazon)*	$31,947	$33,682	$36,867	451	No change	No change	3	4	3	3	0.4	0.4
Scenario B vs. Scenario A (i.e. adding Amazon and Golden Glades)	$379,749	$400,374	$438,236	5,365	2 additional buses	No change	11	14	11	10	3.6	3.5

Reinstate Opa-locka South Route
Scenario A - Opa-locka South Route (Original + Amazon Distribution Center)
Route Schedule

Year 2021
Clockwise

Block	Trip Number	Opa-locka Tri-Rail Station		Layover	Opa-locka Tri-Rail Station		5 NW 2nd Ave	4 Top Value	3 MDC	Travel	Layover	3 MDC	2 Senior	1 Flea	6 Amazon	Opa-locka Tri-	Travel	Total	Total	%
		North Train Arrives	South Train Arrives		Bus Arrives	Bus Leaves	& Alibaba Ave	Plaza	Transit Hub	Time		Transit Hub	Center	Market	Distribution Center	Bus Arrives	Time	Travel Time	Layover	Layover
B-1	Trip #1											5:30 AM	5:36 AM	+	5:42 AM	5:45 AM	15	15	0	0%
B-1	Trip #2	5:25 AM	5:31 AM	0	5:45 AM	5:45 AM	5:50 AM	5:58 AM	6:06 AM	21	0	6:06 AM	6:12 AM	+	6:18 AM	6:21 AM	15	36	0	0%
B-1	Trip #3	5:55/6:15/6:35	6:16/6:56	37	6:21 AM	6:58 AM	7:02 AM	7:09 AM	7:18 AM	20	0	7:18 AM	7:20 AM	7:25 AM	7:31 AM	7:34 AM	16	36	37	103%
B-1	Trip #4	7:15 AM	7:36 AM	6	7:34 AM	7:40 AM	7:45 AM	7:52 AM	8:01 AM	21	0	8:01 AM	8:03 AM	8:08 AM	8:14 AM	8:17 AM	16	37	6	16%
B-1	Trip #5	7:55 AM	7:56/8:16 AM	5	8:17 AM	8:22 AM	8:27 AM	8:34 AM	8:43 AM	21	0	8:43 AM	8:45 AM	8:50 AM	8:56 AM	8:59 AM	16	37	5	14%
B-1	Trip #6	8:36 AM	8:36 AM	0	8:59 AM	8:59 AM	9:02 AM	9:09 AM	9:18 AM	19	0	9:18 AM	9:20 AM	9:24 AM	9:30 AM	9:33 AM	15	34	0	0%
B-1	Trip #7	+	9:06 AM	0	9:33 AM	9:33 AM	9:37 AM	9:42 AM	9:51 AM	20	0	9:51 AM	9:53 AM	9:58 AM	10:04 AM	10:07 AM	16	36	0	0%
B-1	Trip #8	9:36 AM	9:36 AM	0	10:07 AM	10:07 AM	10:11 AM	10:18 AM	10:27 AM	20	0	10:27 AM	10:29 AM	10:33 AM	10:39 AM	10:42 AM	15	35	0	0%
B-1	Trip #9	10:36 AM	10:41 AM	6	10:42 AM	10:48 AM	10:52 AM	10:59 AM	11:08 AM	20	0	11:08 AM	11:10 AM	11:14 AM	11:20 AM	11:23 AM	14	34	6	18%
B-1	Trip #10	+	+	6	11:23 AM	11:29 AM	11:37 AM	11:45 AM	11:55 AM	26	0	11:55 AM	11:57 AM	12:08 PM	12:17 PM	12:23 PM	28	54	6	11%
B-1	Trip #11	11:36 AM	11:41 AM	7	12:23 PM	12:30 PM	12:38 PM	12:46 PM	12:56 PM	26	0	12:56 PM	1:04 PM	1:15 PM	1:23 PM	1:26 PM	30	56	7	13%
B-1	Trip #12	12:36 PM	12:41 PM	0	1:26 PM	1:26 PM	1:34 PM	1:42 PM	1:52 PM	26	0	1:52 PM	2:00 PM	2:12 PM	2:20 PM	2:23 PM	31	57	0	0%
B-1	Trip #13	1:36 PM	1:41 PM	0	2:23 PM	2:23 PM	2:31 PM	2:39 PM	2:49 PM	26	0	2:49 PM	2:58 PM	3:08 PM	3:14 PM	3:17 PM	28	54	0	0%
B-1	Trip #14	2:36 PM	2:41 PM	0	3:17 PM	3:17 PM	3:35 PM	3:43 PM	3:55 PM	30	0	3:55 PM	4:03 PM	4:13 PM	4:21 PM	4:24 PM	29	59	0	0%
B-1	Trip #15	3:26 PM	3:41 PM	0	4:24 PM	4:24 PM	4:32 PM	4:40 PM	4:52 PM	30	0	4:52 PM	5:00 PM	5:12 PM	5:20 PM	5:25 PM	33	63	0	0%
B-1	Trip #16	4:15/4:45	4:41 PM	0	5:25 PM	5:25 PM	5:33 PM	5:42 PM	5:53 PM	30	0	5:53 PM	6:01 PM	6:14 PM	6:22 PM	6:27 PM	34	64	0	0%
B-1	Trip #17	5:05/5:35	5:11/5:41	0	6:27 PM	6:27 PM	6:35 PM	6:43 PM	6:55 PM	28	0	6:55 PM	7:01 PM	+	7:09 AM	7:12 PM	17	45	0	0%
B-1	Trip #18	6:03 PM	6:06 PM	0	7:12 PM	7:12 PM	7:18 PM	7:26 PM	7:34 PM	22	0	7:34 PM	7:42 PM	+	7:49 PM	7:52 PM	18	40	0	0%

Clockwise Route Statistics

	Start	End	Daily Hours
B-1	5:30 AM	7:52 PM	14.37
Annual Days	255		
			14.37

	July 2021-June 2022 Year 1	July 2022-June 2023 Year 2	July 2023-June 2024 Year 3
	$ 70.78	$ 74.62	$ 81.68
Annual Hrs			
3664.35	$ 259,363	$ 273,449	$ 299,309

Counter Clockwise

Block	Trip Number	Opa-locka Tri-Rail Station		Layover	Opa-locka Tri-Rail Station		6 Amazon Distribution Center	1 Flea	2 Senior	Travel	Layover	2 Senior	3 MDC	4 Top Value	5 NW 2nd Ave	Opa-locka Tri-	Travel	Total	Total	%
		North Train Arrives	South Train Arrives		Bus Arrives	Bus Leaves		Market	Center	Time		Center	Transit Hub	Plaza	& Alibaba Ave	Bus Arrives	Time	Travel Time	Layover	Layover
B-2	Trip #1											6:25 AM	6:33 AM	6:44 AM	6:52 AM	7:00 AM	35	35	0	0%
B-2	Trip #2	6:35 AM	6:56 AM	0	7:00 AM	7:00 AM	7:03 AM	+	7:11 AM	11	0	7:11 AM	7:19 AM	7:29 AM	7:37 AM	7:45 AM	34	45	0	0%
B-2	Trip #3	7:15 AM	7:36 AM	0	7:45 AM	7:45 AM	7:48 AM	7:56 AM	8:04 AM	19	0	8:04 AM	8:12 AM	8:22 AM	8:30 AM	8:38 AM	34	53	0	0%
B-2	Trip #4	7:55/8:36 AM	7:56/8:16/8:36	7	8:38 AM	8:45 AM	8:48 AM	8:57 AM	9:05 AM	20	0	9:05 AM	9:13 AM	9:23 AM	9:31 AM	9:39 AM	34	54	7	13%
B-2	Trip #5	9:36 AM	9:36 AM	9	9:39 AM	9:47 AM	9:51 AM	10:02 AM	10:10 AM	23	0	10:10 AM	10:20 AM	10:32 AM	10:40 AM	10:48 AM	38	61	9	15%
B-2	Trip #6	10:36 AM	+	0	10:48 AM	10:48 AM	10:51 AM	11:00 AM	11:08 AM	20	0	11:08 AM	11:16 AM	11:26 AM	11:34 AM	11:43 AM	35	55	0	0%
B-2	Trip #7	+	10:41 AM	0	11:43 AM	11:43 AM	11:46 AM	11:55 AM	12:03 PM	20	0	12:03 PM	12:11 PM	12:21 PM	12:29 PM	12:36 PM	33	53	0	0%
B-2	Trip #8	11:36 AM	11:41 AM	0	12:36 PM	12:36 PM	12:41 PM	12:51 PM	12:59 PM	23	0	12:59 PM	1:07 PM	1:19 PM	1:27 PM	1:35 PM	36	59	0	0%
B-2	Trip #9	12:36 PM	12:41 PM	0	1:35 PM	1:35 PM	1:39 PM	1:48 PM	1:56 PM	21	0	1:56 PM	2:04 PM	2:14 PM	2:22 PM	2:30 PM	34	55	0	0%
B-2	Trip #10	1:36 PM	1:41 PM	0	2:30 PM	2:30 PM	2:34 PM	2:43 PM	2:51 PM	21	0	2:51 PM	2:59 PM	3:09 PM	3:17 PM	3:25 PM	34	55	0	0%
B-2	Trip #11	2:36 PM	2:41 PM	0	3:25 PM	3:25 PM	3:28 PM	3:37 PM	3:45 PM	20	0	3:45 PM	3:52 PM	4:02 PM	4:10 PM	4:18 PM	33	53	0	0%
B-2	Trip #12	3:26 PM	3:41 PM	0	4:18 PM	4:22 PM	4:31 PM	4:39 PM	4:47 PM	25	0	4:47 PM	4:55 PM	5:05 PM	5:13 PM	5:21 PM	34	59	0	0%
B-2	Trip #13	4:15/4:55 PM	4:41 PM	6	5:21 PM	5:27 PM	5:30 PM	5:39 PM	5:47 PM	20	0	5:47 PM	5:55 PM	6:05 PM	6:13 PM	6:21 PM	34	54	6	11%
B-2	Trip #14	5:05/5:35	5:11/5:41	6	6:21 PM	6:27 PM	6:30 PM	+	6:38 PM	11	0	6:38 PM	6:46 PM	6:56 PM	7:04 PM	7:12 PM	34	45	6	13%
B-2	Trip #15	6:03 PM	6:06 PM	0	7:12 PM	7:12 PM	7:15 PM	+	7:23 PM	11	0	7:23 PM	7:31 PM	7:41 PM	7:49 PM	7:58 PM	35	46	0	0%
B-2	Trip #16	6:35/7:05	6:41/7:06	0	7:58 PM	7:58 PM	8:01 PM	+	8:09 PM	11	0	8:09 PM	8:14 PM	8:19 PM	+	+		11	0	0%

Clockwise Route Statistics

	Start	End	Daily Hours
B-2	6:25 AM	8:19 PM	13.90
Annual Days	255		
			13.90

	July 2021-June 2022 Year 1	July 2022-June 2023 Year 2	July 2023-June 2024 Year 3
	$ 70.78	$ 74.62	$ 81.68
Annual Hrs			
3544.50	$ 250,880	$ 264,505	$ 289,519

Weekday Train Schedule, Effective April 5, 2020
Train Meets

Scenario A - Opa-locka South Route (Original + Amazon Distribution Center)

Opa-locka Tri-Rail Station

SB Trips	-	-	5:31 AM	6:16 AM	-	6:56 AM	7:36 AM	7:56 AM	8:16 AM	8:36 AM	9:06 AM	9:36 AM	10:41 AM	11:41 AM	12:41 PM	1:41 PM	2:41 PM	3:41 PM	-	4:41 PM	5:11 PM	5:41 PM	6:06 PM	6:41 PM	7:06 PM	7:51 PM	8:21 PM	9:16 PM	10:16 PM	
NB Trips	4:29 AM	5:00 AM	5:25 AM	5:55 AM	6:15 AM	6:35 AM	7:15 AM	7:55 AM	-	8:36 AM	-	9:36 AM	10:36 AM	11:36 AM	12:36 PM	1:36 PM	2:36 PM	3:26 PM	4:15 PM	4:45 PM	5:05 PM	5:35 PM	6:03 PM	6:35 PM	7:05 PM	8:05 PM	-	-	9:55 PM	10:54 PM
Gap (min)	0	0	6	21	0	21	21	1	0	0	0	0	5	5	5	5	5	15	0	4	6	6	3	6	1	14	0	0	21	
Opa-locka South Route Peak	No Bus	No Bus	Bus (C)	Bus (C)			Bus (C)	Bus (C)		Bus (C)	Bus (C)	Bus (C)	Bus (C)	Bus (C)	Bus (C)	Bus (C)	Bus (C)	Bus (C)	Bus (C)		Bus (C)		Bus (C)	No Bus	No Bus	No Bus	No Bus	No Bus	No Bus	No Bus
	No Bus	No Bus	No Bus	No Bus	No Bus	Bus (CC)	Bus (CC)	Bus (CC)			No Bus	Bus (CC)	Bus (CC)	Bus (CC)	Bus (CC)	Bus (CC)	Bus (CC)	Bus (CC)	Bus (CC)		Bus (CC)		Bus (CC)	Bus (CC)			No Bus	No Bus	No Bus	No Bus	No Bus

Scenario B - Opa-locka South Route (Original + Amazon Distribution Center + Golden Glades)

Golden Glades Tri-Rail Station

SB Trips	-	-	5:25 AM	6:10 AM	-	6:50 AM	7:30 AM	7:50 AM	8:10 AM	8:30 AM	9:00 AM	9:30 AM	10:35 AM	11:35 AM	12:35 PM	1:35 PM	2:35 PM	3:35 PM	4:35 PM	5:05 PM	-	5:35 PM	6:00 PM	6:35 PM	7:00 PM	7:45 PM	8:15 PM	9:10 PM	10:10 PM	
NB Trips	4:35 AM	5:06 AM	5:31 AM	6:01 AM	6:21 AM	6:41 AM	7:21 AM	8:01 AM	-	8:43 AM	-	9:43 AM	10:43 AM	11:43 AM	12:43 PM	1:43 PM	2:43 PM	3:33 PM	4:21 PM	4:51 PM	5:11 PM	5:41 PM	6:09 PM	6:41 PM	7:11 PM	-	8:11 PM		10:01 PM	
Gap (min)	0	0	6	9	0	9	9	11	0	13	0	13	8	8	8	8	8	2	14	14	0	6	9	6	11	0	4	0	9	
Opa-locka South Route Peak	No Bus	No Bus	No Bus	Bus (C)	Bus (C)		Bus (C)		Bus (C)		Bus (C)	Bus (C)	Bus (C)	Bus (C)	Bus (C)	Bus (C)	Bus (C)	Bus (C)	Bus (C)	Bus (C)		Bus (C)		Bus (C)	No Bus	No Bus	No Bus	No Bus	No Bus	
	No Bus	No Bus	No Bus	No Bus	Bus (CC)		Bus (CC)		Bus (CC)		Bus (CC)	Bus (CC)	Bus (CC)	Bus (CC)	Bus (CC)	Bus (CC)	Bus (CC)	Bus (CC)	Bus (CC)	Bus (CC)		Bus (CC)	Bus (CC)	Bus (CC)	No Bus	No Bus	No Bus	No Bus	No Bus	

Opa-locka Tri-Rail Station

SB Trips	-	-	5:31 AM	6:16 AM	-	6:56 AM	7:36 AM	7:56 AM	8:16 AM	8:36 AM	9:06 AM	9:36 AM	10:41 AM	11:41 AM	12:41 PM	1:41 PM	2:41 PM	3:41 PM	-	4:41 PM	5:11 PM	5:41 PM	6:06 PM	6:41 PM	7:06 PM	7:51 PM	8:21 PM	9:16 PM	10:16 PM	-
NB Trips	4:29 AM	5:00 AM	5:25 AM	5:55 AM	6:15 AM	6:35 AM	7:15 AM	7:55 AM	-	8:36 AM		9:36 AM	10:36 AM	11:36 AM	12:36 PM	1:36 PM	2:36 PM	3:26 PM	4:15 PM	4:45 PM	5:05 PM	5:35 PM	6:03 PM	6:35 PM	7:05 PM	8:05 PM	-	-	9:55 PM	10:54 PM
Gap (min)	0	0	6	21	0	21	21	1	0	0	0	0	5	5	5	5	5	15	0	4	6	6	3	6	1	14	0	0	21	
Opa-locka South Route Peak	No Bus	No Bus	Bus (C)	Bus (C)			Bus (C)	Bus (C)		Bus (C)	Bus (C)	Bus (C)	Bus (C)	Bus (C)	Bus (C)	Bus (C)	Bus (C)	Bus (C)	Bus (C)		Bus (C)		Bus (C)	No Bus	No Bus	No Bus	No Bus	No Bus	No Bus	No Bus
	No Bus	No Bus	No Bus	No Bus	No Bus	Bus (CC)	Bus (CC)	Bus (CC)			No Bus	Bus (CC)	Bus (CC)	Bus (CC)	Bus (CC)	Bus (CC)	Bus (CC)	Bus (CC)	Bus (CC)	Bus (CC)		Bus (CC)	Bus (CC)	Bus (CC)			No Bus	No Bus	No Bus	No Bus	No Bus

Sponsored by: City Manager

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, ACCEPTING THE PROPOSAL OF MILLER, LEGG & ASSOCIATES, INC. FOR A COMPREHENSIVE PARKS AND RECREATION MASTER PLAN PURSUANT TO RFP NO. 21-0630100 AND FURTHER AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT FOR SAME, IN A FORM ACCEPTABLE TO THE CITY ATTORNEY, IN AN AMOUNT NOT TO EXCEED ONE HUNDRED FORTY-SEVEN THOUSAND, FIVE HUNDRED DOLLARS ($147,500.00); PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on May 30, 2021, the City of Opa-Locka ("City") published Request for Proposal (RFP) 21-0630100 for a Comprehensive Parks and Recreation Master Plan.

WHEREAS, five (5) sealed proposals were received by the City Clerk's Office and certified by the City Clerk on July 15, 2021.

WHEREAS, the Evaluation Committee reviewed the proposals and subsequently selected Miller, Legg & Associates, Inc. ("Miller Legg") as the most responsive responsible bidder.

WHEREAS, Miller Legg proposed to provide the Comprehensive Parks and Recreation Master Plan for One Hundred Forty-Seven Thousand, Five Hundred Dollars **(**$147,500).

WHEREAS, the City Commission finds that acceptance of Miller Legg's proposal for a Comprehensive Parks and Recreation Master Plan is in the best interest of the City of Opa-Locka and its residents.

NOW, THEREFORE, BE IT DULY RESOLVED BY THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA:

Section 1. Adoption of Representations. The above recitals are true and correct and are incorporated into this Resolution by reference.

Section 2. Acceptance of Proposal and Authorization to Enter Agreement. The City Commission of the City of Opa-Locka, FL hereby accepts the proposal of Miller, Legg & Associates, Inc. relating to Request For Proposal (RFP) 21-0630100, to provide a Comprehensive Parks and Recreation Master Plan for the City, for a cost not to exceed One Hundred Forty-Seven Thousand, Five Hundred Dollars ($147,500.00) and authorizes the City Manager to enter into an agreement for same, in a form acceptable to the City Attorney.

Section 3. Scrivener's Errors.
Sections of this Resolution may be renumbered or re-lettered and corrections of typographical errors which do not affect the intent may be authorized by the City Manager, or the City Manager's designee, without need of public hearing, by filing a corrected copy of same with the City Clerk.

Section 4. Effective Date.
This Resolution shall take effect upon the adoption and is subject to the approval of the Governor or Governor's Designee.

PASSED AND ADOPTED this 8th day of September, 2021.

_____
Matthew A. Pigatt, Mayor

ATTEST:

_____
Joanna Flores, City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

_____
Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Taylor	_____ (Yes)	_____ (No)
Commissioner Bass	_____ (Yes)	_____ (No)
Commissioner Davis	_____ (Yes)	_____ (No)
Vice-Mayor Williams	_____ (Yes)	_____ (No)
Mayor Pigatt	_____ (Yes)	_____ (No)

City of Opa-locka
Agenda Cover Memo

City Manager:	John E. Pate			**CM Signature:**			
Commission Meeting Date:	*09.08.2021*		**Item Type:** *(Enter X in box)*	**Resolution**	**Ordinance**		**Other**
				X			
Fiscal Impact: *(Enter X in box)*	**Yes**	**No**	**Ordinance Reading:** *(Enter X in box)*		**1st Reading**		**2nd Reading**
	X		**Public Hearing:** *(Enter X in box)*		**Yes**	**No**	**Yes**	**No**
						X		**X**
Funding Source: *Account#* **:**	*(Enter Fund & Dept)* Ex: See Financial Impact Section		**Advertising Requirement:** *(Enter X in box)*		**Yes**		**No**
							X
Contract/P.O. Required: *(Enter X in box)*	**Yes**	**No**	**RFP/RFQ/Bid#:**				
	X						
Strategic Plan Related *(Enter X in box)*	**Yes**	**No**	**Strategic Plan Priority Area:** **Enhance Organizational** ☐ **Bus. & Economic Dev** ☐ **Public Safety** ☐ **Quality of Education** ☐ **Qual. of Life & City Image** ■ **Communication** ☐		**Strategic Plan Obj./Strategy:** *(list the specific objective/strategy this item will address)*		
	X						
Sponsor Name	City Manager		**Department:**		City Manager		

Short Title:

A resolution authorizing the City Manager to accept the proposal of Miller Legg for a Comprehensive Parks and Recreation Master Plan Pursuant to RFP No. 21-0630100 and further authorizing the City Manager to enter into an agreement with Miller Legg.

Staff Summary:

Request for Proposal (RFP) 21-0630100 was published on May 30, 2021 for a Comprehensive Parks and Recreation Master Plan. Five (5) sealed proposals were received by the City Clerk's Office and certified by the City Clerk on July15, 2021.

The Evaluation Committee reviewed the proposals and subsequently selected Miller Legg as the most responsive responsible bidder. Miller Legg proposed to provide a master plan for $147,500

Financial Impact

Previously it had been discussed with the CRA Manager that since three of the City's parks are within the CRA area, it might be appropriate for the CRA to fund half ($73,750) of the master plan development. These discussions never progressed to the point of a formal proposal to the CRA Board. The CRA Manager continues to believe this proposal has merit and is including it on the CRA's September, 2021 agenda. If approved by the CRA Board, half of the cost of the plan would be charged to CRA Account 77-515312, Other Professional Services, which has $98,000 available to fund half of this project.

Depending on the decision of the CRA Board, half of the cost of this study, or the entire amount, will be charged to Parks & Recreation Account 72-572340, Other Contracted Services. Originally a $150,000 budget was established in this account for this project, but $3,590 was used for other purposes, including $1,040 to advertise this RFP, leaving an available balance of $146,410. If the CRA Board decides that the CRA shouldn't fund half of this study, the entire cost of $147,500 will be charged to the Parks & Recreation account. There will be a $1,090 shortfall which will be addressed in the forthcoming Budget Amendment #4.

Proposed Action:

Staff recommends the City Commission approve the recommendation for selection of Miller Legg based on the Selection Committee review, scoring and ranking, and authorize the City Manager to enter into an agreement with Miller Legg for the development of a Comprehensive Parks and Recreation Master Plan.

Attachment:

RFP No. 21-0630100
Advertisements
Bid Certification
Committee Evaluation Forms
Bid Proposals

Office of the City Manager
780 Fisherman Street, 4th Floor
Opa-locka, FL 33054

John E. Pate, MS, CM
City Manager

Telephone (786) 338-6598
Email: jpate@opalockafl.gov

To: **Mayor Matthew Pigatt**
Vice Mayor Veronica Williams
Commissioner Sherelean Bass
Commissioner Chris Davis
Commissioner John H. Taylor, Jr.

From: **John E. Pate, City Manager**

Date: **August 24, 2021**

Re: **Resolution: Committee Selection for Comprehensive Parks & Recreation Master Plan**

Request: **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, ACCEPTING THE PROPOSAL OF MILLER LEGG FOR COMPREHENSIVE PARKS AND RECREATION MASTER PLAN PURSUANT TO RFP NO. 21-0630100; FURTHER AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE LOWEST RESPONSIVE RESPONSIBLE BIDDER; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.**

Description: Provide services for a complete Parks & Recreation Master Plan.

Analysis: Bid proposals were received by the Office of the City Clerk on July 15, 2021 at 1:10 p.m. The City Clerk's Office opened sealed proposals and certified the bids under the provisions of Sec. 2-320.1 of the City's Code of Ordinance. The following five (5) companies submitted proposals:

SSN Engineering, LLC
Environmental Planning & Design
EL Waters and Company, LLC
Miller Legg
Berry Dunn

The evaluation committee met on July 27, 2021 to review proposals. Members of the evaluation committee included:

Gregory Gay, Community Development/Building & License Director
Joyania Hawthorne, Parks & Recreation Assistant Director
Gerald Lee, Community Development Planner
King Leonard, Public Works Superintendent
Kierra Ward, Human Resources Director

Each committee member's review evaluation and scoring of proposals were based on the following criterion and weight system:

Criterion	**Weight**
Experience and Qualification	25%
Quality of Service	30%
References	20%
Proposed Fee	25%

Below you will find the selection committee evaluations that include scoring of the five (5) proposals submitted / received. The proposals are listed in order from highest to lowest in ranking:

Miller Legg

Name	Rating
Gregory Gay	4.25
Joyania Hawthorne	4.15
Gerald Lee	3.60
King Leonard	4.55
Kierra Ward	3.70
TOTAL	4.05

Berry Dunn

Name	Rating
Gregory Gay	4.25
Joyania Hawthorne	3.15
Gerald Lee	3.25
King Leonard	4.00
Kierra Ward	3.90
TOTAL	3.71

Environmental Planning & Design

Name	Rating
Gregory Gay	3.70
Joyania Hawthorne	4.15
Gerald Lee	2.80
King Leonard	3.90
Kierra Ward	3.15
TOTAL	3.54

SSN Engineering, LLC

Name	Rating
Gregory Gay	3.30
Joyania Hawthorne	3.25
Gerald Lee	2.55
King Leonard	3.00
Kierra Ward	3.30
TOTAL	3.08

EL Waters and Company, LLC

Name	Rating
Gregory Gay	4.00
Joyania Hawthorne	3.20
Gerald Lee	2.00
King Leonard	3.45
Kierra Ward	3.40
TOTAL	2.81

Recommendation(s):

Staff recommends approval based upon the committee's review, evaluation, scoring and ranking of the proposals submitted. Therefore, it is the recommendation of the Selection Committee that the City negotiates and enters into an agreement with Miller Legg.

Attachments:

Request for Proposal (RFP) #21-0630100
Advertisements
Bid Certification
Committee Evaluation Forms
Bid Proposals

EVALUATION MATRIX

RFP No. 21-0630100
Comprehensive Parks and Recreation Master Plan

Firm Name: Miller Legg

Evaluation

Criterion	Weight	Reviewer Name: Gregory Gay		Joyania Hawthorne		Gerald Lee		King Leonard		Kierra Ward	
		Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score
Experience and Qualification	25%	5	1.25	5	1.25	4	1.00	5	1.25	4	1.00
Price Proposal	35%	4	1.40	4	1.40	4	1.40	4	1.40	4	1.40
Resources and approach	30%	4	1.20	4	1.20	3	0.90	5	1.50	3	0.90
References	10%	4	0.40	3	0.30	3	0.30	4	0.40	4	0.40
Total	**100%**		**4.25**		**4.15**		**3.60**		**4.55**		**3.70**

Firm Name: Berry Dunn

Evaluation

Criterion	Weight	Reviewer Name: Gregory Gay		Joyania Hawthorne		Gerald Lee		King Leonard		Kierra Ward	
		Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score
Experience and Qualification	25%	5	1.25	4	1.00	4	1.00	4	1.00	4	1.00
Price Proposal	35%	4	1.40	3	1.05	3	1.05	4	1.40	4	1.40
Resources and approach	30%	4	1.20	3	0.90	3	0.90	4	1.20	4	1.20
References	10%	4	0.40	2	0.20	3	0.30	4	0.40	3	0.30
Total	**100%**		**4.25**		**3.15**		**3.25**		**4.00**		**3.90**

FIRM SELECTED

Reviewer:

	SSN Engineering, LLC	Environmental Planning & Design	EL Waters and Company, LLC	Miller Legg	Berry Dunn
Gregory Gay	3.30	3.70	2.00	4.25	4.25
Joyania Hawthorne	3.25	4.15	3.20	4.15	3.15
Gerald Lee	2.55	2.80	2.00	3.60	3.25
King Leonard	3.00	3.90	3.45	4.55	4.00
Kierra Ward	3.30	3.15	3.40	3.70	3.90
AVERAGE RATING	**3.08**	**3.54**	**2.81**	**4.05**	**3.71**

EVALUATION MATRIX

RFP No. 21-0630100
Comprehensive Parks and Recreation Master Plan

Firm Name: SSN Engineering, LLC

Evaluation

Criterion	Weight	Reviewer Name: Gregory Gay Rating	Gregory Gay Score	Joyanla Hawthorne Rating	Joyanla Hawthorne Score	Gerald Lee Rating	Gerald Lee Score	King Leonard Rating	King Leonard Score	Kierra Ward Rating	Kierra Ward Score
Experience and Qualification	25%	3	0.75	3	0.75	2	0.50	2	0.50	3	0.75
Quality of Service	30%	3	0.90	3	0.90	3	0.90	3	0.90	3	0.90
References	20%	2	0.40	3	0.60	2	0.40	3	0.60	2	0.40
Proposed Fee	25%	5	1.25	4	1.00	3	0.75	4	1.00	5	1.25
Total	**100%**		**3.30**		**3.25**		**2.55**		**3.00**		**3.30**

Firm Name: Environmental Planning & Design

Evaluation

Criterion	Weight	Reviewer Name: Gregory Gay Rating	Gregory Gay Score	Joyanla Hawthorne Rating	Joyanla Hawthorne Score	Gerald Lee Rating	Gerald Lee Score	King Leonard Rating	King Leonard Score	Kierra Ward Rating	Kierra Ward Score
Experience and Qualification	25%	4	1.00	5	1.25	4	1.00	4	1.00	4	1.00
Price Proposal	35%	4	1.40	4	1.40	2	0.70	4	1.40	3	1.05
Resources and approach	30%	3	0.90	4	1.20	3	0.90	4	1.20	3	0.90
References	10%	4	0.40	3	0.30	2	0.20	3	0.30	2	0.20
Total	**100%**		**3.70**		**4.15**		**2.80**		**3.90**		**3.15**

Firm Name: EL Waters and Company, LLC

Evaluation

Criterion	Weight	Reviewer Name: Gregory Gay Rating	Gregory Gay Score	Joyanla Hawthorne Rating	Joyanla Hawthorne Score	Gerald Lee Rating	Gerald Lee Score	King Leonard Rating	King Leonard Score	Kierra Ward Rating	Kierra Ward Score
Experience and Qualification	25%	4	1.00	3	0.75	2	0.50	4	1.00	4	1.00
Price Proposal	35%	4	1.40	3	1.05	2	0.70	3	1.05	4	1.40
Resources and approach	30%	4	1.20	4	1.20	2	0.60	4	1.20	3	0.90
References	10%	4	0.40	2	0.20	2	0.20	2	0.20	1	0.10
Total	**100%**		**4.00**		**3.20**		**2.00**		**3.45**		**3.40**

MIAMI-DADE COUNTY

'Debtors' prison': Night court, Zoom could help people with suspended licenses

BY DOUGLAS HANKS
dhanks@miamiherald.com

A Miami-Dade County judge wants to reduce a source of so much of the traffic in the courtrooms he supervises: suspended licenses tied to unpaid fines for minor offenses.

"If you ever want to see a grown man cry, come to our court as we're able to help someone get their license back for the first time," Judge Steve Leifman said Tuesday during the first meeting of a county task force on suspended licenses. "It's only because we're waiving fees. And making it possible for them to get a fresh start."

In Miami-Dade, more than 630,000 people have suspended licenses, tied to about 1.3 million open court cases, according to statistics provided by Leifman. That means more than a third of Miami-Dade's drivers have suspended licenses. Most were suspended for unpaid fines that trace back to a ticket for something other than dangerous driving, such as failing to present an insurance card during a traffic stop, a parking citation or failing to pay a toll.

The new task force will look at the cycle generating a cascade of suspensions — where county debt

Judge Steve Leifman

collectors tack on 40 percent surcharges on unpaid fines and many violators keep driving while suspended in order to remain employed.

Leifman said the traffic magistrates he oversees can occasionally waive fees, but the problem is too large to tackle without changes in the system itself.

"We've created a debtors' prison," said Leifman, an administrative judge with the county's courts system. "That's really what we have done. It really puts people into a spiral."

The task force includes a seat for the county's police chiefs association, public defender and prosecutors office, as well as for the court clerk's office responsible for ticket processing and fine collections.

The first meeting was mostly a discussion of the breadth of the suspension issue, but some potential fixes were mentioned. Those included:

- Making traffic court more accessible by extending the pandemic practice of online proceedings, and extending hours into the evening and on weekends.
- Court notices that are texted, rather than only sent through the mail.
- Redesigned tickets that make it clearer what's next in terms of court options and locations.
- Amnesty for some unpaid fees.

Most of the rules involving license suspensions are set in Tallahassee. That includes a law that allows "hardship" licenses letting people drive to work after a drunken-driving citation but denies them for people with a license suspended over unpaid fines, according to a presentation by Ker-twang, an anti-poverty consulting firm in Miami.

Florida law also allows 40 percent fees by collection agencies the local court systems hire to collect unpaid fines.

"If you have money, it's almost certainly the case you've never had a license suspended for more than five or six years," Harris Levine, a partner at Ker-twang, told the task force.

Ker-twang cited data from the Fines & Fees Justice Center showing that in 2017 more than 250,000 suspension notices went out in Miami-Dade, but only 2,232 were connected to what the non-profit considers "dangerous driving," such as drunken driving and reckless operation of a vehicle.

Suspensions can last for more than a decade, as back fines pile up and violators rack up more offenses for driving illegally.

"Most of these people had their driver's license suspended not because they were terrible drivers. But because they were having trouble paying their fines," said Commissioner Eileen Higgins, sponsor of the legislation that created the panel.

"We have a system in place that punishes people further simply because they're poor," she said.

CITY OF OPA-LOCKA
REQUEST FOR PROPOSALS
RFP NO: 21-0630100
Comprehensive Parks and Recreation Master Plan

Sealed Proposals for a Comprehensive Parks & Recreation Master Plan will be received by the City of Opa-locka at the Office of the City Clerk, 780 Fisherman St, 4th Floor, Opa-locka, Florida 33054, **Wednesday, June 30, 2021 by 1:00 p.m.** Any RFP Package received after the designated closing time will be returned unopened. The City of Opa-locka will be accepting proposals by mail, however it is your responsibility to submit your proposal by the due date. In addition, proposals may be submitted via www.demandstar.com (e-bid). The address to submit sealed proposals is listed below:

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Proposers desiring information for use in preparing proposals may obtain a set of such documents by visiting the City's website at www.opalockafl.gov or www.demandstar.com.

The City reserves the right to accept or reject any and all proposals and to waive any technicalities or irregularities therein. The City further reserves the right to award the contract to that proposer whose proposal best complies with the **RFP NO: 21-0630100** requirements. Proposers may not withdraw their proposal for a period of ninety (90) days from the date set for the opening thereof.

A Mandatory pre-bid meeting will be held on Wednesday, **June 9, 2021 at 10:00 a.m.** at Sherbondy Village, 215 Perviz Avenue, Opa-locka, FL 33054.

Joanna Flores, CMC
City Clerk

CITY OF OPA-LOCKA
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Agent of Record for Employee Benefit Programs

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Joanna Flores, CMC
City Clerk

NOTICE BY THE VILLAGE OF PINECREST OF INTENT TO USE THE UNIFORM AD VALOREM METHOD OF COLLECTION OF A NON-AD VALOREM ASSESSMENT

Notice is hereby given that the following resolution will be considered by the Pinecrest Village Council at a meeting to be held on Tuesday, June 8, 2021, 6:00 p.m., at the Pinecrest Municipal Center/ Council Chamber, 12645 Pinecrest Parkway, Pinecrest, Florida.

A RESOLUTION OF THE VILLAGE OF PINECREST, FLORIDA, PROVIDING FOR THE UNIFORM METHOD OF LEVYING, COLLECTING AND ENFORCING NON-AD VALOREM ASSESSMENTS FOR POTABLE WATER IMPROVEMENTS IN ACCORDANCE WITH THE PROVISIONS OF SECTION 197.3632, F.S. THROUGHOUT THE INCORPORATED AREA OF THE VILLAGE FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2022; STATING A NEED FOR SUCH LEVY; PROVIDING FOR THE MAILING AND TRANSMITTAL OF THIS RESOLUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

The purpose of the public hearing is to consider adoption of the resolution authorizing the Village to use the uniform ad valorem method of collecting non-ad valorem assessments levied by the Village as provided in F.S. 197.3632. Interested parties are invited to appear and be heard. Written comments may also be submitted to the Village Council. Visit www.pinecrest-fl.gov/live for details. Copies of the proposed resolution may be obtained at the Pinecrest Municipal Center, 12645 Pinecrest Parkway, Pinecrest, Florida 33156 or via e-mail by sending a request to clerk@pinecrest-fl.gov.

In accordance with the Americans with Disabilities Act of 1990, all persons who are disabled and who need special accommodations to participate in this meeting because of that disability should contact the Village Clerk at 305-234-2121 not later than two business days prior to such proceeding.

Should any person decide to appeal any decision of the Village Council with respect to any matter to be considered at this meeting, that person shall insure that a verbatim record of the proceedings is made including all testimony and evidence upon which any appeal may be based (F.S. 286.0105).

Guido H. Inguanzo, Jr., CMC
Village Clerk

Publication Dates: May 16th, May 23rd, May 30th, June 6th

www.pinecrest-fl.gov

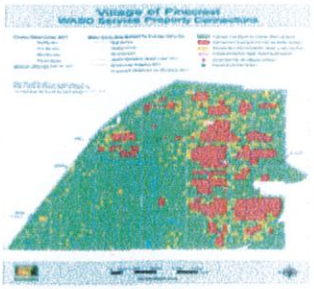
PAID POLITICAL ADVERTISEMENT

STOP THE 2021 PINECREST WATER PROJECT!

No More DERM Letters! No More Taxes!

No More Forced Connections!

No WASD Bills!



GO TO CHANGE.ORG TO SIGN THE PETITION:

https://www.change.org/p/pinecrest-village-council-stop-the-pinecrest-water-projects

Also, please contact your local and state elected officials and tell them you don't want this latest water project

District	Name	Phone	E-mail
Village Council		(305) 234-2121	council@pinecrest-fl.gov
Mayor	Corradino, Joe	(305) 606-2364	jcorradino@pinecrest-fl.gov
At-Large	Abbott, Katie	(646) 541-7339	kabbott@pinecrest-fl.gov
1	Hochkammer, Anna	(305) 335-7555	ahochkammer@pinecrest-fl.gov
2	Kraft, Doug	(305) 812-6837	dkraft@pinecrest-fl.gov
3	Del Prado, Shannon	(305) 975-8811	sdelprado@pinecrest-fl.gov
Miami-Dade County Commission			
7	Regalado, Raquel	(305) 375-5680	district7@miamidade.gov
Florida State Legislature			
115	Aloupis, Vance	(305) 270-6530	vance.aloupis@myfloridahouse.gov
37	Garcia, Ileana	(305) 442-6841	garcia.ileana@flsenate.gov
Florida Governor			
	DeSantis, Ron	(850) 717-9337	GovernorRon.Desantis@eog.myflorida.com

Paid for by Citizens Against Forced Water Connections (305-668-8532)

CITY OF OPA-LOCKA

REQUEST FOR PROPOSALS

RFP NO: 21-0629100

Agent of Record for Employee Benefit Programs

Sealed Proposals for Agent of Record for Employee Benefit Programs will be received by the City of Opa-locka at the Office of the City Clerk, 780 Fisherman St, 4th Floor, Opa-locka, Florida 33054, **Tuesday, June 29, 2021 by 1:00 p.m.** Any RFP Package received after the designated closing time will be returned unopened. The City of Opa-locka will be accepting proposals by mail, however it is your responsibility to submit your proposal by the due date. In addition, proposals may be submitted via www.demandstar.com (e-bid). The address to submit sealed proposals is listed below:

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Joanna Flores, CMC
City Clerk

CITY OF OPA-LOCKA

REQUEST FOR PROPOSALS

RFP NO: 21-0630100

Comprehensive Parks and Recreation Master Plan

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Joanna Flores, CMC
City Clerk

NOTICE BY THE VILLAGE OF PINECREST OF INTENT TO USE THE UNIFORM AD VALOREM METHOD OF COLLECTION OF A NON-AD VALOREM ASSESSMENT

Notice is hereby given that the following resolution will be considered by the Pinecrest Village Council at a meeting to be held on Tuesday, June 8, 2021, 6:00 p.m., at the Pinecrest Municipal Center/ Council Chamber, 12645 Pinecrest Parkway, Pinecrest, Florida.

A RESOLUTION OF THE VILLAGE OF PINECREST, FLORIDA, PROVIDING FOR THE UNIFORM METHOD OF LEVYING, COLLECTING AND ENFORCING NON-AD VALOREM ASSESSMENTS FOR POTABLE WATER IMPROVEMENTS IN ACCORDANCE WITH THE PROVISIONS OF SECTION 197.3632, F.S. THROUGHOUT THE INCORPORATED AREA OF THE VILLAGE FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2022; STATING A NEED FOR SUCH LEVY; PROVIDING FOR THE MAILING AND TRANSMITTAL OF THIS RESOLUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

The purpose of the public hearing is to consider adoption of the resolution authorizing the Village to use the uniform ad valorem method of collecting non-ad valorem assessments levied by the Village as provided in F.S. 197.3632. Interested parties are invited to appear and be heard. Written comments may also be submitted to the Village Council. Visit www.pinecrest-fl.gov/live for details. Copies of the proposed resolution may be obtained at the Pinecrest Municipal Center, 12645 Pinecrest Parkway, Pinecrest, Florida 33156 or via e-mail by sending a request to clerk@pinecrest-fl.gov.

In accordance with the Americans with Disabilities Act of 1990, all persons who are disabled and who need special accommodations to participate in this meeting because of that disability should contact the Village Clerk at 305-234-2121 not later than two business days prior to such proceeding.

Should any person decide to appeal any decision of the Village Council with respect to any matter to be considered at this meeting, that person shall insure that a verbatim record of the proceedings is made including all testimony and evidence upon which any appeal may be based (F.S. 286.0105).

Guido H. Inguanzo, Jr., CMC
Village Clerk

Publication Dates: May 16th, May 23rd, May 30th, June 6th

www.pinecrest-fl.gov

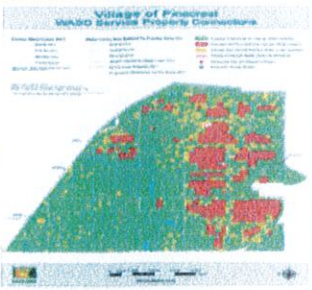
PAID POLITICAL ADVERTISEMENT

STOP THE 2021 PINECREST WATER PROJECT!

No More DERM Letters! No More Taxes!

No More Forced Connections!

No WASD Bills!



GO TO CHANGE.ORG TO SIGN THE PETITION:

https://www.change.org/p/pinecrest-village-council-stop-the-pinecrest-water-projects

Also, please contact your local and state elected officials and tell them you don't want this latest water project.

District	Name	Phone	E-mail
Village Council		(305) 234-2121	council@pinecrest-fl.gov
Mayor	Corradino, Joe	(305) 606-2364	jcorradino@pinecrest-fl.gov
At-Large	Abbott, Katie	(646) 541-7339	kabbott@pinecrest-fl.gov
1	Hochkammer, Anna	(305) 335-7555	ahochkammer@pinecrest-fl.gov
2	Kraft, Doug	(305) 812-6837	dkraft@pinecrest-fl.gov
3	Del Prado, Shannon	(305) 975-8811	sdelprado@pinecrest-fl.gov
Miami-Dade County Commission			
7	Regalado, Raquel	(305) 375-5680	district7@miamidade.gov
Florida State Legislature			
115	Aloupis, Vance	(305) 270-6530	vance.aloupis@myfloridahouse.gov
37	Garcia, Ileana	(305) 442-6841	garcia.ileana@flsenate.gov
Florida Governor			
	DeSantis, Ron	(850) 717-9337	GovernorRon.Desantis@eog.myflorida.com

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CITY OF OPA-LOCKA
REQUEST FOR PROPOSALS
RFP NO. 21-0630100
Comprehensive Parks and Recreation Master Plan

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Joanna Flores, CMC
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REQUEST FOR PROPOSALS
RFP NO: 21-0629100
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Joanna Flores, CMC
City Clerk

LEGAL NOTICE
PUBLIC HEARING

COMPREHESIVE PLAN LAND USE MAP AMENDMENT

On Wednesday, June 9th, 2021, at 6:00 P.M. in the 3rd floor Council Chambers of City Hall at 501 Palm Avenue, the Hialeah Planning and Zoning Board, the Local Planning Agency, will hold a Public Hearing on six (6) owner-initiated amendments to the Hialeah Comprehensive Plan, which are Small Scale Amendments in accordance with Section 98-102 of the Code of Ordinances of the City of Hialeah, and Chapters 163.3184 and 163.3187, Florida Statutes.

1	Small Scale Amendment from Kennels to Industrial.	Location: 240 West 28th Street, Hialeah, Florida Zoned: M-1 (Industrial District)
2	Small Scale Amendment from Industrial to Transit Oriented Development District.	Location: 4800 NW 37th Avenue, Hialeah, Florida Zoned: M-1 (Industrial District)
3	Small Scale Amendment from Low Density Residential to Medium Density Residential.	Location: 2901 East 5th Avenue, Hialeah, Florida Zoned: R-1 (One-Family District)
4	Small Scale Amendment from Medium Density Residential to Commercial.	Location: 1179 West 69th Place, Hialeah, Florida Zoned: R-3-3 (Multiple-Family District)
5	Small Scale Amendment from Medium Density Residential to Commercial.	Location: 1174 West 70th Place, Hialeah, Florida Zoned: R-3-3 (Multiple-Family District)
6	Small Scale Amendment from Commercial to High Density Residential.	Location: 3090 Palm Avenue, Hialeah, Florida Zoned: C-2 (Liberal Retail Commercial District)

The purpose of this hearing is to give the applicants an opportunity to justify their requests, the Planning Division of the Community Development Department to present a recommendation on the applications and to provide an opportunity for the public to ask questions and make comments regarding the amendments.

Information on the application can be obtained at the Hialeah Planning & Zoning Division, 2nd Floor – Hialeah City Hall, 501 Palm Avenue, or by calling (305) 883-8075 or (305) 883-8008 between 7:30 A.M. – 11:30 A.M. and 12:30 P.M. – 3:30 P.M., Monday through Friday.

AT THE CONCLUSION OF THE ITEM, A RECOMMENDATION FOR APPROVAL OR DENIAL WILL BE MADE AND FORWARDED TO THE HIALEAH CITY COUNCIL FOR CONSIDERATION AT ITS PUBLIC MEETINGS OF JUNE 22ND, 2021 AND JULY 13TH, 2021.

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, PERSONS NEEDING A SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT THE PLANNING DIVISION BETWEEN 8:00 – 11:30 A.M. AND 12:30 – 4:00 P.M., MONDAY THROUGH FRIDAY, NO LATER THAN SEVEN DAYS PRIOR TO THE PROCEEDING. TELEPHONE (305) 883-8075 FOR ASSISTANCE; IF HEARING IMPAIRED, TELEPHONE THE FLORIDA RELAY SERVICE NUMBERS, (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), FOR ASSISTANCE.

HIALEAH PLANNING & ZONING DIVISION

CITY OF OPA-LOCKA
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HIALEAH PLANNING & ZONING DIVISION

BROWARD COUNTY

37 cats, 7 cows rescued, and dead animals recovered in animal-abuse cases

BY DEVOUN CETOUTE
dcetoute@miamiherald.com

Sunrise police and several animal-care organizations rescued mistreated animals in separate abuse cases in Broward County: a home with more than 40 dead and live cats, and more than seven abandoned malnourished cows.

The animal-abuse woes began Thursday when officers received a call of malnourished cows in the area of 44th Street and Hiatus Road, police said.

Some of the cows in the area were rescued with the help of the American Society for the Prevention of Cruelty to Animals. Seven cows will be relocated to Homestead. Sunrise police have been feeding the animals.

Police said Rafael Guevera is connected to the case and had been arrested previously on animal-involved charges in Miami-Dade County.

It is unclear what charges he is facing.

On Saturday, Sunrise officers were called to a "deplorable" home that seemed abandoned, police said. After going inside, officers saw dozens of cats.

With the help of the Humane Society of Broward County, Saving Sage Animal Rescue Foundation and other groups, officers began working to rescue the animals.

Over the course of four days, 37 cats were found alive and about five were dead. Police said the rescue process was long to ensure the animals' safety.

"We were working under the guidance of the Humane Society who have more expertise in this matter," Sunrise Police Spokesman Luis Fernandez said.

Police planned to continue searching the home for cats. The next step is to search the property's walls.

No information has been given about a possible suspect in the feline case as police continue investigating and focus on rescue efforts.

CLIP-N-SAVE

Denture Problems

Dorone M. Manasse, D.M.D., P.A.
Fred Gelfand, Dental Tech
Cosmetic | Implants | General Dentistry

30 YEARS Experience

CDC Compliant

Temporary Dentures
(D5810, D5811)
Starting at $350 ea.

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Next to Big Easy Casino
WE SPEAK ENGLISH, SPANISH & HEBREW

Dorone M. Manasse, D.M.D., P.A.

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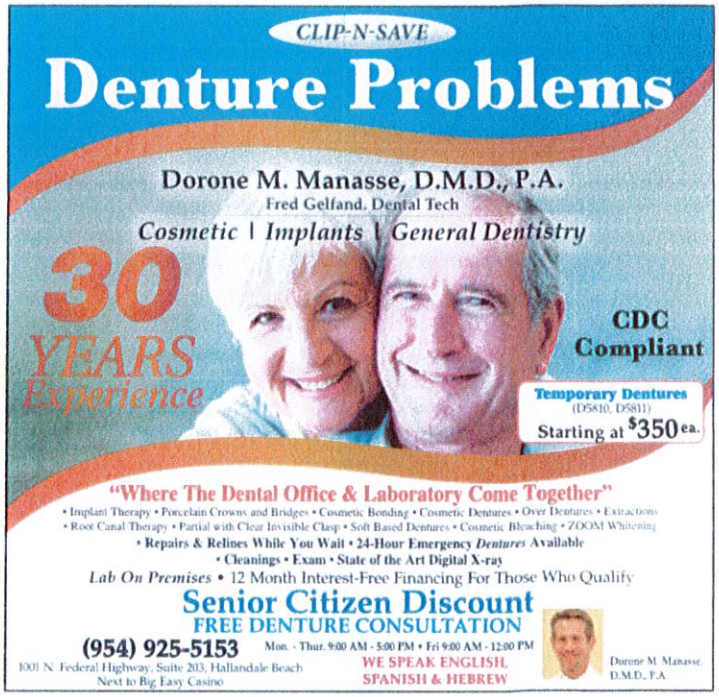

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RFP NO. 21-0630100
Comprehensive Parks and Recreation Master Plan

Sealed Proposals for a Comprehensive Parks & Recreation Master Plan will be received by the City of Opa-locka at the Office of the City Clerk, 780 Fisherman St. 4th Floor, Opa-locka, Florida 33054, **Wednesday, June 30, 2021 by 1:00 p.m.** Any RFP Package received after the designated closing time will be returned unopened. The City of Opa-locka will be accepting proposals by mail, however it is your responsibility to submit your proposal by the due date. In addition, proposals may be submitted via www.demandstar.com (e-bid). The address to submit sealed proposals is listed below:

CITY OF OPA-LOCKA
Office of the City Clerk
780 Fisherman Street, 4th Floor
Opa-locka, Florida 33054

An original and six (6) copies for a total of seven (7) plus 1 copy of the Proposal package on USB Flash Drive in PDF format shall be submitted in sealed envelopes/packages addressed to the City Clerk, City of Opa-locka, Florida, and marked **RFP for a Comprehensive Parks and Recreation Master Plan.**

Proposers desiring information for use in preparing proposals may obtain a set of such documents by visiting the City's website at www.opalockafl.gov or www.demandstar.com.

The City reserves the right to accept or reject any and all proposals and to waive any technicalities or irregularities therein. The City further reserves the right to award the contract to that proposer whose proposal best complies with the **RFP NO: 21-0630100** requirements. Proposers may not withdraw their proposal for a period of ninety (90) days from the date set for the opening thereof.

A Mandatory pre-bid meeting will be held on Wednesday, **June 9, 2021 at 10:00 a.m.** at Sherbondy Village, 215 Perviz Avenue, Opa-locka, FL 33054.

Joanna Flores, CMC
City Clerk

CITY OF OPA-LOCKA
REQUEST FOR PROPOSALS
RFP NO: 21-0629100
Agent of Record for Employee Benefit Programs

Sealed Proposals for Agent of Record for Employee Benefit Programs will be received by the City of Opa-locka at the Office of the City Clerk, 780 Fisherman St. 4th Floor, Opa-locka, Florida 33054, **Tuesday, June 29, 2021 by 1:00 p.m.** Any RFP Package received after the designated closing time will be returned unopened. The City of Opa-locka will be accepting proposals by mail, however it is your responsibility to submit your proposal by the due date. In addition, proposals may be submitted via www.demandstar.com (e-bid). The address to submit sealed proposals is listed below:

CITY OF OPA-LOCKA
Office of the City Clerk
780 Fisherman Street, 4th Floor
Opa-locka, Florida 33054

An original and six (6) copies for a total of seven (7) plus 1 copy of the Proposal package on USB Flash Drive in PDF format shall be submitted in sealed envelopes/packages addressed to the City Clerk, City of Opa-locka, Florida, and marked **RFP for Agent of Record for Employee Benefit Programs.**

Proposers desiring information for use in preparing proposals may obtain a set of such documents by visiting the City's website at www.opalockafl.gov or www.demandstar.com.

The City reserves the right to accept or reject any and all proposals and to waive any technicalities or irregularities therein. The City further reserves the right to award the contract to that proposer whose proposal best complies with the **RFP NO: 21-0629100** requirements. Proposers may not withdraw their proposal for a period of ninety (90) days from the date set for the opening thereof.

A Mandatory pre-bid meeting will be held on **Tuesday, June 8, 2021 at 10:00 a.m.** at Sherbondy Village, 215 Perviz Avenue, Opa-locka, FL 33054.

Joanna Flores, CMC
City Clerk

CITY OF OPA-LOCKA
CERTIFICATION

REQUEST FOR PROPOSALS
RFP NO. 21-0630100
COMPREHENSIVE PARKS AND RECREATION MASTER PLAN

I, Joanna Flores, City Clerk of the City of Opa-locka, Florida, do hereby certify that sealed proposal(s) were received and opened at the Opa-locka Municipal Complex, 780 Fisherman Street, 4th Floor, Opa-locka, Florida, at 1:10 p.m. this 15th day of July, 2021.

PROPOSAL(S) RECEIVED

	NAME/ADDRESS	LUMP SUM PRICE
1.	**SSN Engineering, LLC** **13899 Biscayne Boulevard, Suite 310** **North Miami Beach, FL 33181** **Contact: Rubel Siddique, PE, President** **Tele: (561) 951-3864** **Email: rsiddique@ssnengieneering.com**	**$131,250.00**
2.	**Environmental Planning & Design** **100 Ross Street** **Pittsburg, PA 15219** **Contact: Andrew Schwartz, Studio Director** **Email: AndrewSchwartz@epd-pgh.com** **Carolyn Yagle, Director of Planning and Policy** **Email: CarolynYagle@epd-pgh.com** **Tele: (412) 261-6000** **Website: www.epd-pgh.com**	**$149,690.00**
3.	**EL Waters and Company, LLC** **6625 Miami Lakes Drive, Suite 238** **Miami Lakes, FL 33014** **Contact: Elbert J. Waters, J.D., President** **Tele: (305) 785-9757** **Email: elwatersandcompanyllc@gmail.com**	**$150,000.00**
4.	**Miller Legg** **1845 NW 112 Avenue, Suite 211** **Miami, FL 33172** **Contact: Michael D. Kroll, President / Principal-in-charge** **Tele: (954) 628-3651** **Email: mkroll@millerlegg.com** **Website: www.millerlegg.com**	**$147,500.00**

RFP No. 21-0630100
Comprehensive Parks and Recreation Master Plan

Criterion	Weight	Description
Experience and Qualifications	25%	Expertise of Parks and Recreation Comprehensive Master Plans in public private and/or non-profit sectors
Quality of Service	30%	High-quality level of services to be provided to the City Understanding of City needs
References	20%	Performance of similar projects for governmental clients including at least three references
Proposed Fee	25%	Pricing Structure Fee Schedule/Cost Proposal Any other additional costs
Total	**100%**	

Rating Scale	
0	Fails to Fit
1	Poor Fit
2	Fair Fit
3	Good Fit
4	Very Good Fit
5	Excellent Fit

EVALUATION FORM

RFP No. 21-0630100
Comprehensive Parks and Recreation Master Plan

Reviewer Name: Gregory Gay Date: 7/27/2021

Criterion	Weight	Description
Experience and Qualifications	25%	Experience of Parks and Recreation Comprehensive Master Plans in public-private and/or non-profit sectors
Quality of Service	30%	High-quality level of services tobe provided to the City Understanding of City needs
References	20%	Performance of similar projects for governmental clients including at least three references
Proposed Fee	25%	Pricing Structure Fee Schedule/Cost Proposal Any other additional costs
Total	100%	

Rating Scale	
0	Fails to Fit
1	Poor Fit
2	Fair Fit
3	Good Fit
4	Very Good Fit
5	Excellent Fit

Firm Name: SSN Engineering, LLC

Evaluation

Criterion	Rating
Experience and Qualifications	3
Quality of Service	3
References	2
Proposed Fee	~~5~~ 5 GDG

Notes:

THIS COMPANY HAS A STRONG ENGINEERING OPERATION BUT LIMITED PLANNING EXPERIENCE MAY BE BETTER SUITED FOR IMPLEMENTATION OF PROJECT ASSOCIATED W/ PARK MASTER PLAN

Firm Name: Environmental Planning & Design

Evaluation

Criterion	Rating
Experience and Qualifications	4
Quality of Service	4
References	3
Proposed Fee	4

Notes:

THIS COMPANY HAS A VERY EXTENSIVE OPERATION IN MASTER PLANNING ESPECIALLY IN PARKS WHILE BASED IN PENNSYLVANIA, THEY HAVE A PRESENCE IN SOUTH FLORIDA.

Firm Name: PEL Waters and Company, LLC

Evaluation

Criterion	Rating
Experience and Qualifications	4
Quality of Service	4
References	~~4~~ 4
Proposed Fee	4 GDG

Notes:

THIS COMPANY HAS A VERY DIVERSE PLANNING & ZONING OPERATIONS. WHILE THEY HAVE AN EXTENSIVE EXPERIENCE IN MASTER PLANNING & RELATED SERVICES, PARKS PLANNING IS LIMITED. HAS WORKED IN DEERFIELD PREVIOUSLY ON PLANNING RELATED SERVICES

EVALUATION FORM

RFP No. 21-0630100
Comprehensive Parks and Recreation Master Plan

Reviewer Name: GREGORY GAY

Date: 7/27/2021

Criterion	Weight	Description
Experience and Qualifications	25%	Experience of Parks and Recreation Comprehensive Master Plans in public-private and/or non-profit sectors
Quality of Service	30%	High-quality level of services tobe provided to the City Understanding of City needs
References	20%	Performance of similar projects for governmental clients including at least three references
Proposed Fee	25%	Pricing Structure Fee Schedule/Cost Proposal Any other additional costs
Total	100%	

Rating Scale	
0	Fails to Fit
1	Poor Fit
2	Fair Fit
3	Good Fit
4	Very Good Fit
5	Excellent Fit

Firm Name: MILLER LEGG

Evaluation

Criterion	Rating
Experience and Qualifications	5
Quality of Service	4
References	4
Proposed Fee	4

Notes:

THIS COMPANY IS WELL DIVERS IN MASTER PLANNING FOR PARKS. THE COMPANY HAS DONE WORK IN OPALOCKA PREVIOUSLY AND ARE FAMILIAR WITH THE PARKS.

Firm Name: BERRY DUNN

Evaluation

Criterion	Rating
Experience and Qualifications	5
Quality of Service	4
References	4
Proposed Fee	4

Notes:

THIS COMPANY HAS AN EXTENSIVE OPERATION IN MASTER PLANNING, ESPECIALLY IN PARKS. WHILE HQ IN MAINE, THEY HAVE A STRONG PRESENCE IN THE SOUTH FLORIDA COMMUNITY.

Firm Name:

Evaluation

Criterion	Rating
Experience and Qualifications	
Quality of Service	
References	
Proposed Fee	

Notes:

EVALUATION FORM

RFP No. 21-0630100
Comprehensive Parks and Recreation Master Plan

Reviewer Name: Joyania Hawthorne Date: July 27, 2021

Criterion	Weight	Description
Experience and Qualifications	25%	Experience of Parks and Recreation Comprehensive Master Plans in public-private and/or non-profit sectors
Quality of Service	30%	High-quality level of services tobe provided to the City Understanding of City needs
References	20%	Performance of similar projects for governmental clients including at least three references
Proposed Fee	25%	Pricing Structure Fee Schedule/Cost Proposal Any other additional costs
Total	100%	

Rating Scale	
0	Fails to Fit
1	Poor Fit
2	Fair Fit
3	Good Fit
4	Very Good Fit
5	Excellent Fit

Firm Name: SSN Engineering, LLC

Evaluation

Criterion	Rating
Experience and Qualifications	3
Quality of Service	3
References	3
Proposed Fee	4

Notes:
Not enough experience with Parks Master Plans

Firm Name: Environmental Planning & Design

Evaluation

Criterion	Rating
Experience and Qualifications	5
Quality of Service	4
References	4
Proposed Fee	3

Notes:
Knowledge of the Parks & Recreation Master plan process.

Firm Name: EL Waters and Company, LLC

Evaluation

Criterion	Rating
Experience and Qualifications	3
Quality of Service	3
References	4
Proposed Fee	2

Notes:
Experience with Parks / government process.

EVALUATION FORM

RFP No. 21-0630100
Comprehensive Parks and Recreation Master Plan

Reviewer Name: Joyania Hawthorne Date: July 27, 2021

Criterion	Weight	Description
Experience and Qualifications	25%	Experience of Parks and Recreation Comprehensive Master Plans in public-private and/or non-profit sectors
Quality of Service	30%	High-quality level of services tobe provided to the City Understanding of City needs
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Proposed Fee	25%	Pricing Structure Fee Schedule/Cost Proposal Any other additional costs
Total	100%	

Rating Scale	
0	Fails to Fit
1	Poor Fit
2	Fair Fit
3	Good Fit
4	Very Good Fit
5	Excellent Fit

Firm Name: Miller Legg

Evaluation

Criterion	Rating
Experience and Qualifications	5
Quality of Service	4
References	4
Proposed Fee	3

Notes:
- Extensive experience in Parks Master Planning
Knowledge of Community & services goals.
Understanding of the Parks & Recreation Profession

Firm Name: Berry Dunn

Evaluation

Criterion	Rating
Experience and Qualifications	4
Quality of Service	3
References	3
Proposed Fee	2

Notes:
Well versed in Parks Planning
Knowledge of the Process
Understanding of the Community & Services.

Firm Name:

Evaluation

Criterion	Rating
Experience and Qualifications	
Quality of Service	
References	
Proposed Fee	

Notes:

EVALUATION FORM

RFP No. 21-0630100
Comprehensive Parks and Recreation Master Plan

Reviewer Name: GERALD LEE **Date:** 7/27/21

Criterion	Weight	Description
Experience and Qualifications	25%	Experience of Parks and Recreation Comprehensive Master Plans in public-private and/or non-profit sectors
Quality of Service	30%	High-quality level of services tobe provided to the City Understanding of City needs
References	20%	Performance of similar projects for governmental clients including at least three references
Proposed Fee	25%	Pricing Structure Fee Schedule/Cost Proposal Any other additional costs

Rating Scale	
0	Fails to Fit
1	Poor Fit
2	Fair Fit
3	Good Fit
4	Very Good Fit
5	Excellent Fit

Total **100%**

Firm Name: SSM ENGINEERING, LLC

Evaluation

Criterion	Rating
Experience and Qualifications	2
Quality of Service	3
References	2
Proposed Fee	3

Notes: CONSTRUCTION, NOT MASTER PLANS.

Firm Name: ENVIRONMENTAL PLANNING & DESIGN

Evaluation

Criterion	Rating
Experience and Qualifications	4
Quality of Service	2
References	3
Proposed Fee	2

Notes: Practical Master Plan Experience

Firm Name: E. L. WATERS and COMPANY, LLC

Evaluation

Criterion	Rating
Experience and Qualifications	2
Quality of Service	2
References	2
Proposed Fee	2

Notes: Comprehensive Planning & Zoning Experience.

EVALUATION FORM

RFP No. 21-0630100
Comprehensive Parks and Recreation Master Plan

Reviewer Name: Gustavo Lage **Date:** 7/27/21

Criterion	Weight	Description
Experience and Qualifications	25%	Experience of Parks and Recreation Comprehensive Master Plans in public-private and/or non-profit sectors
Quality of Service	30%	High-quality level of services tobe provided to the City Understanding of City needs
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Proposed Fee	25%	Pricing Structure Fee Schedule/Cost Proposal Any other additional costs

Rating Scale	
0	Fails to Fit
1	Poor Fit
2	Fair Fit
3	Good Fit
4	Very Good Fit
5	Excellent Fit

Total **100%**

Firm Name: Miller Legg

Evaluation

Criterion	Rating
Experience and Qualifications	4
Quality of Service	4
References	3
Proposed Fee	3

Notes: Practical Master Plan Experience

Firm Name: Berry Dunn

Evaluation

Criterion	Rating
Experience and Qualifications	4
Quality of Service	3
References	3
Proposed Fee	3

Notes: Practical Master Plan Experience.

Firm Name:

Evaluation

Criterion	Rating
Experience and Qualifications	
Quality of Service	
References	
Proposed Fee	

Notes:

EVALUATION FORM

RFP No. 21-0630100
Comprehensive Parks and Recreation Master Plan

Reviewer Name: King Leonard Date: 7/27/21

Criterion	Weight	Description
Experience and Qualifications	25%	Experience of Parks and Recreation Comprehensive Master Plans in public-private and/or non-profit sectors
Quality of Service	30%	High-quality level of services tobe provided to the City Understanding of City needs
References	20%	Performance of similar projects for governmental clients including at least three references
Proposed Fee	25%	Pricing Structure Fee Schedule/Cost Proposal Any other additional costs
Total	100%	

Rating Scale	
0	Fails to Fit
1	Poor Fit
2	Fair Fit
3	Good Fit
4	Very Good Fit
5	Excellent Fit

Firm Name: SSN Engineering LLC

Evaluation

Criterion	Rating
Experience and Qualifications	2
Quality of Service	3
References	3
Proposed Fee	4

Notes:
Proposal did not have page number very hard Time looking for contents

Firm Name: Environmental Planning and Design

Evaluation

Criterion	Rating
Experience and Qualifications	4
Quality of Service	4
References	4
Proposed Fee	3

Notes:
Company has good experience

Firm Name: EL Waters and Company LLC

Evaluation

Criterion	Rating
Experience and Qualifications	4
Quality of Service	3
References	4
Proposed Fee	2

Notes:
Very good experience

EVALUATION FORM

RFP No. 21-0630100
Comprehensive Parks and Recreation Master Plan

Reviewer Name: King Leonard

Date: 7/27/21

Criterion	Weight	Description
Experience and Qualifications	25%	Experience of Parks and Recreation Comprehensive Master Plans in public-private and/or non-profit sectors
Quality of Service	30%	High-quality level of services tobe provided to the City Understanding of City needs
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Proposed Fee	25%	Pricing Structure Fee Schedule/Cost Proposal Any other additional costs
Total	100%	

Rating Scale	
0	Fails to Fit
1	Poor Fit
2	Fair Fit
3	Good Fit
4	Very Good Fit
5	Excellent Fit

Firm Name: Miller Legg

Evaluation

Criterion	Rating
Experience and Qualifications	5
Quality of Service	4
References	5
Proposed Fee	4

Notes:

Experience company and has good references

Firm Name: BK

Evaluation

Criterion	Rating
Experience and Qualifications	
Quality of Service	
References	
Proposed Fee	

Notes:

Firm Name: Berry Dunn

Evaluation

Criterion	Rating
Experience and Qualifications	4
Quality of Service	4
References	4
Proposed Fee	4

Notes:

EVALUATION FORM

RFP No. 21-0630100
Comprehensive Parks and Recreation Master Plan

Reviewer Name: Kiera Ward **Date:** 7/27/21

Criterion	Weight	Description
Experience and Qualifications	25%	Experience of Parks and Recreation Comprehensive Master Plans in public-private and/or non-profit sectors
Quality of Service	30%	High-quality level of services tobe provided to the City Understanding of City needs
References	20%	Performance of similar projects for governmental clients including at least three references
Proposed Fee	25%	Pricing Structure Fee Schedule/Cost Proposal Any other additional costs

Rating Scale

0	Fails to Fit
1	Poor Fit
2	Fair Fit
3	Good Fit
4	Very Good Fit
5	Excellent Fit

Total 100%

Firm Name: SSN Engineering, LLC

Evaluation **Notes:**

Criterion	Rating
Experience and Qualifications	3
Quality of Service	3
References	2
Proposed Fee	5

Firm Name: Environmental Planning & Design

Evaluation **Notes:**

Criterion	Rating
Experience and Qualifications	4
Quality of Service	3
References	3
Proposed Fee	2

Firm Name: EN Waters & Company, LLC

Evaluation **Notes:**

Criterion	Rating
Experience and Qualifications	4
Quality of Service	4
References	3
Proposed Fee	1

EVALUATION FORM

RFP No. 21-0630100
Comprehensive Parks and Recreation Master Plan

Reviewer Name: Kierra Ward **Date:** 7/27/21

Criterion	Weight	Description
Experience and Qualifications	25%	Experience of Parks and Recreation Comprehensive Master Plans in public-private and/or non-profit sectors
Quality of Service	30%	High-quality level of services tobe provided to the City Understanding of City needs
References	20%	Performance of similar projects for governmental clients including at least three references
Proposed Fee	25%	Pricing Structure Fee Schedule/Cost Proposal Any other additional costs

Rating Scale

0	Fails to Fit
1	Poor Fit
2	Fair Fit
3	Good Fit
4	Very Good Fit
5	Excellent Fit

Total **100%**

Firm Name: Miller Legg

Evaluation **Notes:**

Criterion	Rating
Experience and Qualifications	4
Quality of Service	4
References	3
Proposed Fee	4

Firm Name: Berry Dunn

Evaluation **Notes:**

Criterion	Rating
Experience and Qualifications	4
Quality of Service	4
References	4
Proposed Fee	3

Firm Name:

Evaluation **Notes:**

Criterion	Rating
Experience and Qualifications	
Quality of Service	
References	
Proposed Fee	

City of Opa-locka

RFP NO: 21-0630100

REQUEST FOR PROPOSAL (RFP)

COMPREHENSIVE PARKS AND RECREATION MASTER PLAN

CITY OF OPA-LOCKA

COMPREHENSIVE
PARKS AND RECREATION MASTER PLAN

RFP NO. 21-0630100

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CITY OF OPA-LOCKA

REQUEST FOR PROPOSALS
RFP NO: 21-0630100
Comprehensive Parks and Recreation Master Plan

Sealed Proposals for a Comprehensive Parks & Recreation Master Plan will be received by the City of Opa-locka at the Office of the City Clerk, 780 Fisherman St, 4th Floor, Opa-locka, Florida 33054, **Wednesday, June 30, 2021 by 1:00 p.m.** Any RFP Package received after the designated closing time will be returned unopened. The City of Opa-locka will be accepting proposals by mail, however it is your responsibility to submit your proposal by the due date. In addition, proposals may be submitted via www.demandstar.com (e-bid). The address to submit sealed proposals is listed below:

CITY OF OPA-LOCKA
Office of the City Clerk
780 Fisherman Street, 4th Floor
Opa-locka, Florida 33054

An original and six (6) copies for a total of seven (7) plus 1 copy of the Proposal package on USB Flash Drive in PDF format shall be submitted in sealed envelopes/packages addressed to the City Clerk, City of Opa-locka, Florida, and marked **RFP for a Comprehensive Parks and Recreation Master Plan.**

Proposers desiring information for use in preparing proposals may obtain a set of such documents by visiting the City's website at www.opalockafl.gov or www.demandstar.com.

The City reserves the right to accept or reject any and all proposals and to waive any technicalities or irregularities therein. The City further reserves the right to award the contract to that proposer whose proposal best complies with the **RFP NO: 21-0630100** requirements. Proposers may not withdraw their proposal for a period of ninety (90) days from the date set for the opening thereof.

A Mandatory pre-bid meeting will be held on Wednesday, **June 9, 2021 at 10:00 a.m.** at Sherbondy Village, 215 Perviz Avenue, Opa-locka, FL 33054.

City Clerk
Joanna Flores, CMC

CITY OF OPA-LOCKA

RFP NO. 21-0630100

COMPREHENSIVE PARKS AND RECREATION MASTER PLAN

PART I

PROPOSAL GUIDELINES

1-1. Introduction: The City of Opa-locka is requesting proposals from qualified professional consultants to develop a Comprehensive Parks and Recreation Master Plan for the City of Opa-locka.

1-2. Proposal Submission and Withdrawal: The City of Opa-locka will be accepting proposals by mail, however it is your responsibility to submit your proposal by the due date. In addition, proposals may be submitted via www.demandstar.com (e-bid). The City must receive all proposals by 1:00pm on Wednesday, June 30, 2021. The address to submit sealed proposals is listed below:

CITY OF OPA-LOCKA
Office of the City Clerk
780 Fisherman Street, 4th Floor
Opa-locka, Florida 33054

To facilitate processing, please clearly mark the outside of the proposal package as follows: **RFP NO. 21-0630100 – Comprehensive Parks and Recreation Master Plan.** This package shall also include the Proposer's return address.

Proposers may withdraw their proposals by notifying the City in writing at any time prior to the deadline for proposal submittal. After the deadline, the proposal will constitute an irrevocable offer, for a period of 90 days. Once opened, proposals become a record of the CITY and will not be returned to the Proposer.

The City cautions proposers to assure actual delivery of mailed or hand-delivered proposals directly to the City Clerk's Office at 780 Fisherman Street, 4th Floor, Opa-locka, Florida 33054 prior to the deadline set for receiving proposals. Telephone confirmation of timely receipt of the proposal may be made by calling (305) 688-4611 before proposal closing time. Any proposal received after the established deadline **will not** be considered and will be returned unopened to the Proposer(s).

1-3. Number of Copies: Proposers shall submit an **original and six (6) copies (a total of 7) plus one copy on CD in PDF format** of the proposal in a sealed, opaque package marked as noted above. The Proposer will be responsible for timely delivery, whether by personal delivery, US Mail or any other delivery medium.

1-4. Development Costs: Neither the City nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this Request for Proposal. Proposers should prepare their proposals simply and economically, providing a straightforward and concise

description of the Proposer's ability to meet the requirements of the RFP.

1-5. Inquiries: The City Clerk will receive written requests for clarification concerning the meaning or interpretations of the RFP, until eight (8) days prior to the submittal date. City personnel are authorized only to direct the attention of prospective Proposers to various portions of the RFP so that they may read and interpret such for themselves. No employee of the City is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to what is contained in the written RFP document.

1-6. Addendum: The City may record its response to inquiries and any supplemental instructions in the form of written addenda. The CITY may mail written addenda up to three (3) calendar days before the date fixed for receiving the proposals. Proposers shall contact the City to ascertain whether any addenda have been issued. Failure to do so could result in an unresponsive proposal. Any oral explanation given before the RFP opening will not be binding.

All Proposers are expected to carefully examine the proposal documents. Any ambiguities or inconsistencies should be brought to the attention of the City's Purchasing Agent through written communication prior to the opening of the proposals.

1-7. Contract Awards: The City anticipates entering into an Agreement with the Proposer who submits the proposal judged by the City to be most advantageous.

The Proposer understands that this RFP does not constitute an offer or an Agreement with the Proposer. An offer or Agreement shall not be deemed to exist and is not binding until proposals are reviewed, accepted by appointed staff, the best proposal has been identified, approved by the appropriate level of authority within the City and executed by all parties. The City anticipates that the final Agreement will be in substantial conformance with this sample Agreement; nevertheless, Proposers are advised that any Agreement may result from the RFP may deviate from the Sample Agreement.

The City reserves the right to reject all proposals, to abandon the project and/or to solicit and re-advertise for other proposals.

1-8. Contractual Agreement: This RFP and Consultant/Contractor proposal shall be included and incorporated in the final award. The order of contractual precedence will be the Contract or Agreement document, original Terms and Conditions, and Proposer response. Any and all legal action necessary to enforce the award will be held in Miami-Dade County and the contractual obligations will be interpreted according to the laws of Florida. **Any additional contract or agreement requested for consideration by the Proposer must be attached and enclosed as part of the proposal.**

1-9. Selection Process: The proposals will be evaluated and assigned points. The firm with the highest number of points will be ranked first; however, nothing herein will prevent the City from assigning work to any firm deemed responsive and responsible.

The City reserves the right to further negotiate any proposal, including price, with the highest rated Proposer. If an agreement cannot be reached with the highest rated Proposer, the City reserves the right to negotiate and recommend award to the next highest Proposer or subsequent Proposers until an agreement is reached.

1-10. Public Records: Upon award recommendation or ten (10) days after opening, whichever occurs first, proposals become "public records" and shall be subject to public disclosure consistent with Chapter 119 Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the RFP, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary. Document files may be examined, during normal working hours.

1-11. News Releases: The Proposer shall obtain the prior approval of the City Manager's Office of all news releases or other publicity pertaining to this RFP or the service, study or project to which it relates.

1-12. Insurance: The awarded Proposer(s) shall maintain insurance coverage reflecting at least the minimum amounts and conditions specified herein. In the event the Proposer is a governmental entity or a self-insured organization, different insurance requirements may apply. Misrepresentation of any material fact, whether intentional or not, regarding the Proposers' insurance coverage, policies or capabilities may be grounds for rejection of the proposal and rescission of any ensuing Agreement.

1. Evidence of General Liability coverage with limits not less than $1,000,000 per Occurrence/ $2,000,000 Aggregate (Including Policy Number and Policy Period);

2. Evidence of Auto Liability coverage with limits not less than $1,000,000 per Occurrence/$1,000,000 Aggregate (Including Policy Number and Policy Period);

3. Evidence of Workers' Compensation coverage with statutory limits and Employer's Liability coverage with limits not less than $100,000 (Including Policy Number and Policy Period);

4. The City listed as an additional insured (this may be specifically limited to the specific job(s) the contractor will be performing);

5. Minimum 30-day written notice of cancellation.

1-13. Licenses: Proposers, both corporate and individual, must be fully licensed and certified in the State of Florida at the time of RFP submittal. The proposal of any Proposer who is not fully licensed and certified shall be rejected.

1-14. Public Entity Crimes: Award will not be made to any person or affiliate identified on the Department of Management Services' "Convicted Vendor List". This list is defined as consisting of persons and affiliates who are disqualified from public contracting and purchasing process because they have been found guilty of a public entity crime. No public entity shall award any contract to, or transact any business in excess of the threshold amount provided in Section 287.017 Florida Statutes for Category Two (currently $25,000) with any person or affiliated on the "Convicted Vendor List" for a period of thirty-six (36) months from the date that person or affiliate was placed on the "Convicted Vendor List" unless that person or affiliate has been removed from the list. By signing and submitting the RFP proposal forms, Proposer attests that they have not been placed on the "Convicted Vendor List".

1-15. Code Of Ethics: If any Proposer violates or is a party to a violation of the code of ethics of the City of Opa-locka or the State of Florida with respect to this proposal, such Proposer may be disqualified from performing the work described in this proposal or from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from submitting any future proposals for work, goods or services for the City of Opa-locka.

1-16. Drug-Free Workplace: Preference shall be given to businesses with Drug-Free Work Place (DFW) programs. Whenever two or more proposals which are equal with respect to price, quality, and service are received by the City for the procurement of commodities or contractual services, a proposal received from a business that completes the attached DFW form certifying that it is a DFW shall be given preference in the award process.

1-17. Permits and Taxes: The Proposer shall procure all permits, pay all charges, fees, and taxes, and give all notices necessary and incidental to the due and lawful prosecution of the work.

1-18. Cone of Silence: Proposers are hereby advised that this RFP is subject to the "Cone of Silence", in accordance with Ordinance 98-106. From the time of advertising until the City Manager issues a recommendation, there is a prohibition on communication with the City's professional staff. The ordinance does not apply to oral communications at pre-proposal conference, public presentations made to the City Commissioners during any duly noticed public meeting, or communications in writing at any time with any City employee, official, or member of the City Commission unless specifically prohibited herein. A copy of all written communications must be filed with the City Clerk, at the address listed herein. Among other penalties, violation of these provisions by any particular bidder shall render any Bid ward to said bidder voidable.

1-19. Protests: Protests of the plans, specifications, and other requirements of the request for proposal and bids must be received in writing by the City Clerk's Office at least ten (10) working days prior to the scheduled bid opening. A detailed explanation of the reason for the protest must be included. Protests of the award or intended award of the bid or contract must be in writing and received in the City Clerk's Office within seven (7) working days of the notice of award. A detailed explanation of the protest must be included.

1-20. Termination for Convenience: A contract may be terminated in whole or in part by the City at any time and for any reason in accordance with this clause whenever the City shall determine that such termination is in the best interest of the City. Any such termination shall be effected by the delivery to the contractor at least five (5) working days before the effective date of a Notice of Termination specifying the extent to which performance shall be terminated and the date upon which termination becomes effective. An equitable adjustment in the contract price shall be made for the completed service, but no amount shall be allowed for anticipated profit on unperformed services.

PART II

NATURE OF SERVICES REQUIRED

2-1 PURPOSE AND SCOPE OF WORK

The City of Opa-locka has a strong commitment to provide high quality Parks & Recreation facilities and programs for residents of the community. The selected firm will be responsible for collecting and analyzing data to develop a clear set of goals, policies and standards for the City's park system, open space, trails, recreation facilities, and program development. The Proposer's project team should demonstrate the necessary experience, skills, and understanding to develop a 10-year Comprehensive Plan.

The Comprehensive Plan should include the following, but is not limited to:

- Identify, describe and implement a comprehensive strategy and methodology for citizen involvement in this Comprehensive Parks and Recreation Master Plan development process.
- Assure the residents, user groups, associations, and other stakeholders that they are provided an opportunity to participate in the development of this plan.
- Conduct at least three (3) public community meetings and a minimum of two (2) focus groups (participants to be determined) and individual stakeholder interview.
- A minimum of two (2) meetings with the Parks and Recreation Leadership Team to provide progress reports.
- Act as professional facilitators to gather specific information about services, use, preferences and any agency strength, weaknesses, opportunities and threats.
- Provide well organized and directed activities, techniques and formats that will ensure that a positive, open and proactive public participation process is achieved.
- Provide written records and summaries of the results of all public process and communications strategies.
- Help build consensus and agreement on the plan and if consensus is not possible, provide information for informed decision making for the City's Commission.
- Provide methods to hear from as many people as possible, including users and non-users of the services and facilities.

Statistically Valid Survey

- Provide a City-wide statistically valid community needs assessment survey with a return rate that accurately represents a sampling of the community population to identify community needs and issues on the recreation and park programs and facilities. This survey will be used as a baseline to determine needs, desires and willingness to pay.

Demographics and Trends

- Review and interpret demographic trends and characteristics of the City of Opa-Locka using the City of Opa-locka Comprehensive Development Master Plan and all available regional and local sources.

Existing and Future Facilities-Analysis of Level of Service

- Compile an inventory and assessment of the existing parks, trails, open space and facilities in GIS. The assessment will include a comparative analysis to communities of similar size and density regionally and using nationally accepted standards. The analysis should consider not only the capacity of each amenity found within the system (playgrounds, ball fields, trails, natural areas, special facilities, etc.) as well as functionality, accessibility, condition, comfort and convenience. Evaluation criteria should be based on the expressed values of the community. The analysis will also include identification of best possible providers of community and recreation services and recommendations for minimizing duplication and enhancing possibilities for partnerships where appropriate. The plan for development of facilities should include a cost estimate.

Rank and Prioritize Demand and Opportunities

- Prioritize recommendations for needs regarding land acquisition, and development of parks, trails, open space, and recreation facilities.
- Develop a set of prioritized recommendations for maintenance and renovation of park, trails and recreation facilities.

Analysis of Programs and Services

- Provide an assessment and analysis of the Parks and Recreation Department's current level of recreation programs, services and maintenance in relation to present and future goals, objectives and directives.
- Provide a user fee analysis for facilities and program and services.

2-2 PROPOSER QUALIFICATIONS

Adequate information and documentation must be provided in the Proposal to support or confirm satisfaction of the required qualifications below:

- The Proposer shall have extensive experience, expertise and reliability in Municipal services; established reputation, particularly with governmental clients; Proposer must have a minimum of five (5) years of consecutive and successful experience in the aforementioned areas.
- Proposer's track record in the development of Comprehensive Master Plans for governmental agencies as well as private entities (Please provide a list of current and relevant projects, including client names, titles, phone numbers and email address. Please ensure that contact information is current.)
- Demonstrate an overall combination of skills, prior work experience, business reputation, and commitment to diversity.

2-3 TERM OF CONTRACT

The term of the contract is anticipated to be one fiscal year with a renewal of two one-year terms, subject to negotiation of terms with the contractor and the concurrence of the City of Opa-locka City Commission and availability of annual appropriation.

PART III

PROPOSAL REQUIREMENTS

3-1 RULES FOR PROPOSALS

In order to maintain comparability and enhance the review process, proposals shall be organized in the manner specified below and include all information required herein. The proposal must name all persons or entities interested in the proposal as principals. The proposal must declare that it is made without collusion with any other person or entity submitting a proposal pursuant to this RFP.

3-2 SUBMISSION OF PROPOSALS

The proposal shall be submitted on 8 ½ "x 11" paper, portrait orientation, with headings and sections numbered appropriately. Ensure that all information is written legibly or typed. The following should be submitted for a proposing firm to be considered:

3.2.1 Cover Page - Show the name of Proposer's agency/firm, address, telephone number, name of contact person, date, and the proposal number and description.

3.2.2 Tab 1 - Table of Contents
Include a clear identification of the material by section and by page number.

3.2.3 Tab 2 - Letter of Transmittal

3.2.3.1 Limit to one or two pages.
3.2.3.2 Briefly state the Proposers understanding of the work to be done and make a positive commitment to perform the work.
3.2.3.3 Give the names of the persons who will be authorized to make representations for the Proposer, their titles, addresses and telephone numbers.
3.2.3.4 Provide an official signature of a Corporate Officer certifying the contents of the Proposer's responses to the City's Request for Proposal.

3.2.4 Tab 3 - General Information

3.2.4.1 Name of Business.
3.2.4.2 Mailing Address and Phone Number.
3.2.4.3 Names and contact information of persons to be contacted for information or services if different from name of person in charge.
3.2.4.4 Normal business hours.
3.2.4.5 State if business is local, national, or international and indicate the business legal status (corporation, partnership, etc.).
3.2.4.6 Give the date business was organized and/or incorporated, and where.
3.2.4.7 Give the location of the office from which the work is to be done and the number of professional staff employees at that office.
3.2.4.8 Indicate whether the business is a parent or subsidiary in a group of firms/agencies. If it is, please state the name of the parent company.
3.2.4.9 State if the business is licensed, permitted and/or certified to do business in the State of Florida and attach copies of all such licenses issued to the business entity.

3.2.5 Tab 4 – Project Approach

Describe in detail your proposal to fulfill the requirements of the scope of services listed in section 2.2 of this RFP.

3.2.6 Tab 5 – Experience and Qualifications

3.2.6.1 Specify the number of years the Proposer has been in business.

3.2.6.2 Identify the Proposer's qualifications to perform the services identified in this RFP as listed in section 2-2 of the Scope of Services.

Include resumes, not exceeding one page each, of all key personnel who will be assigned to the City.

3.2.7 Tab 6 – Schedule

3.2.7.1 Include a timetable that identifies the amount of time required to complete each component of the Program.

3.2.7.2 Indicate the earliest available start date for your project team.

3.2.7.3 Indicate the project completion date based on the date provided in 3.2.7.1.

3.2.8 Tab 7 – Pricing of Services

3.2.8.1 Fee basis should be an all-inclusive, base fee.

3.2.9 Tab 8 – References

3.2.9.1 List a minimum of three (3) references in Florida for which the proposer has provided Comprehensive Master Plan services. Include the name of the organization, brief description of the project, name of contact person telephone number and email address.

3.2.10 Tab 9 – Additional Forms

Proposers must compete and submit as part of its Proposal all of the following forms and/or documents

- Proposer Qualifications
- Certification regarding debarment and suspension
- Drug Free workplace certification

FAILURE TO SUBMIT ALL OF THE ABOVE REQUIRED DOCUMENTATION MAY DISQUALIFY PROPOSER.

PART IV

EVALUATION OF PROPOSALS

4-1 SELECTION COMMITTEE

A Selection Committee, consisting of City personnel, will convene, review and discuss all proposals submitted.

The Selection Committee will use a point formula during the review process to score proposals and assign points in the evaluation process in accordance with the evaluation criteria. The Proposer shall satisfy and explicitly respond to all the requirements of the RFP including a detailed explanation of how the services shall be performed.

Each proposal will be reviewed to determine if the Proposal is responsive to the submission requirements outlines in the Solicitation. A responsive Proposal is one which follows the requirements of this Solicitation that includes all documents are submitted in the format outlined in this Solicitation, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may result in the Proposal being deemed non-responsive. The Contract (s) will be awarded to the most responsive proposer whose Proposal best serves the interest of and represents the best values to the City of Opa-locka.

4-2 EVALUATION CRITERIA

The Committee may select and choose to invite any and/or or all firms to make a presentation and be interviewed by the Committee as part of the evaluation process for this Solicitation. The Committee's decision will be communicated by staff to all Respondents. The Respondent's presentation may clarify but may not modify their submitted proposal. Any discussion between the presenter (s) and Evaluation Committee during presentations are intended only for purposes of providing clarification in response to questions from the Committee.

Category	**Points**
Experience and Qualifications / Ability of Professional Personnel/Financial Qualifications and experience of assigned staff 1. Expertise of Parks and Recreation Comprehensive Master Plans in public, private and/or non-profit sectors. 2. Qualifications & experience of the firm and its subcontractors/suppliers relevant to the Scope of Work. 3. Availability of qualified personnel. 4. Ability to meet set standards. 5. Previous contracting experience with the other public, private and/or non-profit agencies. 6. Financial resources and capabilities per financial statements. 7. Evidence of insurance and/or bonding capacity. 8. Location of local office.	25
	30

Quality of Services / Technical Approach to the Scope of Work 1. High-quality level of services to be provided to the City. 2. Understanding of City needs. 3. Ability to convey a depth of understanding of the Scope of Work and the firm's capacity to accomplish it successfully. 4. Conveyance of a willingness to work with City staff to maximize resources. 5. Approach to the Project and Methodology. 6. Technical Soundness of the proposal. 7. Applicability of the service offered.	
References 1. Performance of similar projects for governmental clients including at least three references	20
Proposed Fee 1. Pricing Structure 2. Fee Schedule/Cost Proposal 3. Any other additional costs	25
TOTAL	100

4-3 ORAL PRESENTATIONS

Proposers may be required to make individual presentations to the City Selection Committee in order to clarify their proposals. Only those firms with the highest rated scores in accordance with the stated criteria and their weights will be invited to give oral presentations. However, the City has the right to accept the best proposal as submitted, without discussion or negotiation.

If the City determines that such presentations are needed, a time and place will be scheduled for oral presentations. Each Proposer shall be prepared to discuss and substantiate any of the areas of the proposal submitted, and its qualifications to perform the specified services. During the oral presentations, the Proposers should relate their discussion to the evaluation criteria, which will include (but not be limited to) their approach to the project. The proposed Project Manager must be in attendance.

The Evaluation Criteria may be changed for the oral presentations evaluation phase. References and site visits (if completed) shall be included in the final evaluation criteria, along with other criteria and weights as determined by the Selection Committee. Finalists will be informed as to the revised criteria, if any, prior to their oral presentation.

Additionally, prior to award of an Agreement pursuant to this RFP, the City may require Proposers to submit such additional information bearing upon the Proposer's ability to perform the services in the Agreement as the City deems appropriate.

4-4 FINAL SELECTION

The City of Opa-locka will select the firm that meets the best interests of the City. The City shall be the sole judge of its own best interests, the proposals, and the resulting negotiated agreement. The City's decisions will be final. Following the notification of the selected firm, it is expected that an Agreement will be executed between both parties. City staff will recommend award to the

responsible Proposer whose Proposal is determined to provide overall best value to the City, considering the evaluation factors in this RFP.

4-5 AWARD AND CONTRACT EXECUTION

After review by the Selection Committee of the proposals and oral presentations a recommendation will be made to the City Manager for submission to the City Commission for final approval. Upon Commission authorization, contract negotiations will be initiated with the first ranked firm. If those negotiations are unsuccessful, the City will formally terminate negotiations with the first ranked firm and will commence contract negotiations with the next ranked firm, etc. Upon successful contract negotiations with the prevailing firm, the remaining firms will be notified that the process has been completed and that they were not selected.

RFP NO. 21-0630100

COMPREHENSIVE PARKS AND RECREATION MASTER PLAN

PROPOSER QUALIFICATIONS

The Proposer, as a result of this proposal, MUST hold a County and/or Municipal Contractor's Occupational License in the area of their fixed business location. The following information MUST be completed and submitted with the proposal to be considered:

1. Legal Name and Address:

   Name: _____

   Address: _____

   City, State, Zip: _____ Phone/Fax: _____

2. Check One: Corporation ( ) Partnership ( ) Individual ( )

3. If Corporation, state:
   Date of Incorporation: _____ State in which Incorporated: _____

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization:_____

5. **Name and Title of Principal Officers** **Date Elected:**

   _____ _____

   _____ _____

   _____ _____

   _____ _____

6. The length of time in business: _____years

7. The length of time (continuous) in business as a service organization in Florida: _____years

8. Provide a list of at least three commercial or government references that the bidder has supplied service/commodities meeting the requirements of the City of Opa-locka specification, during the last twenty-four months.

9. A copy of County and/or Municipal Occupational License(s)

Note: *Information requested herein and submitted by the proposers will be analyzed by the City of Opa-locka and will be a factor considered in awarding any resulting contract. The purpose is to insure that the Contractors, in the sole opinion of the City of Opa-locka, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract. If there are any terms and/or conditions that are in conflict, the most stringent requirement shall apply.*

RFP NO: 21-0630100

PRICE PROPOSAL FORM

COMPREHENSIVE PARKS AND RECREATION MASTER PLAN

PROPONENT understands and agrees that the Contract Price is the lump sum to furnish and install all of the Work complete in place. Vendor's price will not be adjusted unless the CITY changes the scope of the Project after the Contract Date.

As such, the Vendor shall furnish all labor, materials, equipment, tools, superintendence and services necessary to provide a complete, in place Project for the Proposed Price of:

LUMP SUM PRICE: $_____

SUBMITTED THIS _____ DAY OF _____ 2021.

BID SUBMITTED BY:

_____	_____
Company	Telephone Number
_____	_____
Name of Person Authorized to Submit Bid	Fax Number
_____	_____
Signature	Email Address
_____	
Title	

CITY OF OPA-LOCKA

CERTIFICATION REGARDING DEBARMENT, SUSPENSION PROPOSED DEBARMENT AND OTHER MATTERS OF RESPONSIBILITY

1. The Proposer certifies, to the best of its knowledge and belief, that the Proposer and/or any of its Principals:

A. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.

B. Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph 1-B of this provision.

2. The Proposer has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any City, State or Federal agency.

A. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions). This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

B. The Proposer shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

C. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Proposer's responsibility. Failure of the Proposer to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Proposer non-responsive.

D. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Proposer is not required to exceed

that which is normally possessed by a prudent person in the ordinary course of business dealings.

E. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature _____

Printed Name _____

CITY OF OPA-LOCKA
RFP NO. 21-0630100

DRUG-FREE WORKPLACE CERTIFICATION FORM

Whenever two (2) or more bids/proposals, which are equal with respect to price, quality, and service, are received by the CITY OF OPA-LOCKA for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. 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 controlled substances is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

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

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

4. In the statement specified in number (1), notify the employees that as a condition for working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction on or plea of guilty or no contest to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular 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 Section 287.087, Florida Statutes.

This Certification is submitted by_____ the
(Name)
_____ of _____
(Title/Position) (Company)

who does hereby certify that said Company has implemented a drug-free workplace program, which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

_____ _____
Date Signature

CITY OF OPA-LOCKA
NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA - COUNTY OF MIAMI DADE

_____ being first duly sworn, deposes and says that:

(1) He/She/They is/are the _____ (Owner, Partner, Officer, Representative or Agent) of _____ the PROPONENT that has submitted the attached proposal;

(2) He/She/They is/are fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

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

(4) Neither the said PROPONENT 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 PROPONENT, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from Proposing in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any PROPONENT, firm, or person to fix any overhead, profit, or cost elements of the Proposal or of any other PROPONENT, or to fix any overhead, profit, or cost elements of the Proposed Price or the Proposed Price of any other PROPONENT, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;

(5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the PROPONENT or any other of its agents, representatives, owners, employees or parties of interest, including this affiant.

Signed, sealed and delivered in the presence of:

_____ By: _____
Witness Signature

_____ _____
Witness Print Name and Title

NON-DISCRIMINATION AFFIDAVIT

I, the undersigned, hereby duly sworn, depose and say that the organization, business or entity represented herein shall not discriminate against any person in its operations, activities or delivery of services under any agreement it enters into with the City of Opa-locka. The same shall affirmatively comply with all applicable provisions of federal, state and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for service delivery.

By:_____

Title:_____

Sworn and subscribed before this

_____day of_____, 20____

_____
Notary Public, State of Florida

_____
(Printed Name)

My commission expires:_____

E-VERIFY

Effective January 1, 2021, public and private employers, contractors and subcontractors will be required to register with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and

a) All persons (including sub-vendors/sub-consultants/sub-contractors) assigned by Vendor /Consultant/ Contractor to perform work pursuant to the contract with the Department. The Vendor /Consultant/ Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the City; and

By entering into a Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. If t contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination. The Contractor acknowledges it is liable to the City for any additional costs as a result of termination of the contract due to Contractor's failure to comply with the provisions herein.

E-VERIFY FORM

Definitions:

"Contractor" means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration.

"Subcontractor" means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

Effective January 1, 2021, public and private employers, contractors and subcontractors will begin required registration with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and

b) All persons (including sub-vendors/subconsultants/subcontractors) assigned by Vendor/Consultant/Contractor to perform work pursuant to the contract with the Department. The Vendor/Consultant/Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the City of Opa-locka; and

Should vendor become successful Contractor awarded for the above-named project, by entering into this Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.

Company Name: _____

Authorized Signature:_____

Print Name: _____

Title: _____

Date: _____

Comprehensive Parks and Recreation Master Plan

RFP#21-0630100

ADDENDUM-01

Please be advised that the Pre-Bid Meeting for RFP No. 21-0630100 (Comprehensive Parks and Recreation Master Plan) will be held in person at Sherbondy Village, 215 Perviz Avenue, Opa-locka, FL 33054 AND via zoom. To participate by Zoom please use the call in information listed below:

Join Zoom Meeting
https://us02web.zoom.us/j/82890144541?pwd=RjE3T1lzaThLRTFJVHNDZDFJSUJWZz09

Meeting ID: 828 9014 4541
Passcode: 594526
One tap mobile
+16465588656,,82890144541#,,,,*594526# US (New York)
+13017158592,,82890144541#,,,,*594526# US (Washington DC)

Dial by your location
+1 646 558 8656 US (New York)
+1 301 715 8592 US (Washington DC)
+1 312 626 6799 US (Chicago)
+1 669 900 9128 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
Meeting ID: 828 9014 4541
Passcode: 594526
Find your local number: https://us02web.zoom.us/u/kh8QW9gZG

Comprehensive Parks and Recreation Master Plan

RFP#21-0630100

ADDENDUM-02

Please see responses to all questions asked to date:

1. What is the budget for the Comprehensive Parks and Master Plan project?
   Approximately $150,000

2. Can a firm be both a prime and a subconsultant?
   Yes

3. What is the budget for this project?
   Approximately $150,000

4. Is there a previous Parks Master Plan or is this the first one for the City?
   This is the first time the City of Opa-locka performed a Comprehensive Parks and Recreation Master Plan

5. Who are the members/titles of the selection committee?
   The Selection Committee have not been confirmed yet, however the members will consist of City personnel from various departments.

6. Can you send us the pre-bid meeting sign in sheet/pre-bid meeting list of attendees via Zoom?
   Please see the attachment

Comprehensive Parks and Recreation Master Plan

RFP#21-0630100

ADDENDUM-03

Please be advised that all sealed proposals for Comprehensive Parks & Recreation Master Plan were due to the City of Opa-locka City Clerk by 1:00 p.m. on Wednesday, June 30, 2021.

Pursuant to the Request for Proposals (RFP) instructions, the City of Opa-locka accepted proposals by mail in addition to e-bid (demandstar).

The City of Opa-locka City Clerk opened and certified three (3) proposals received via mail on June 30, 2021 at 1:11 p.m.

Additional proposals were submitted by applicants and received by the City prior to the deadline, however City staff was made aware of the e-bid proposals after the City Clerk concluded the opening, therefore ALL proposals will be opened and certified by the City Clerk on Thursday, July 15, 2021 at 1:00 p.m. at 780 Fisherman Street, 4th Floor (City Clerk's Office), Opa-locka, FL 33054. This opening does not delay the acquisition and no decision has been made yet as to a selected applicant.

The RFP opening is open to all interested parties and you are encouraged to attend.

SUBJECT:

RFP No. 21-0630100
Comprehensive Parks and Recreation Master Plan

SSN Engineering, LLC

Address:
13899 Biscayne Blvd., Suite 310
North Miami Beach, FL 33181

Contact Person:
Rubel Siddique, PE, President

Phone Number:
(561) 951-3864

Email:
rsiddique@ssnengineering.com

Date:
June 30, 2021

TAB-1

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TAB-2

Letter of Transmittal

(954) 944-3272
(561) 951-3864
www.ssnengineering.com
rsiddique@ssnengineering.com

June 30, 2021

Office of the City Clerk
The City of Opa-locka
780 Fisherman Street, 4th Floor
Opa-locka, FL 33054

RE: RFP No: 21-0630100
Comprehensive Parks and Recreation Master Plan

Dear Members of the Evaluation Committee:

SSN Engineering, Inc. (SSN) is a multi-disciplinary civil engineering and planning firm and is pleased to respond to the subject RFP to develop a Comprehensive Parks and Recreation Master Plan for the City of Opa-locka.

Founded in Florida, SSN is a CBE/DBE/SBE certified firm and is proud to be a company focused on public services throughout the past 18 years. We are a dedicated Florida firm with offices in Miami, Broward, and Palm Beach Counties. We have created partnerships and fostered long-lasting relationships with cities, counties, and state agencies by providing a deep pool of highly qualified professional engineers and planners, personalized customer service, high quality deliverables and innovative solutions. Our 18 years of experience serving Cities and Counties tri-county area, and FDOT has given us a keen understanding of state, County and local regulations and processes which supports our understanding and approach to delivering reports, plans and concepts that are creative and fundable, constructible, and biddable.

The City of Opa-locka has a strong commitment to provide high quality Parks and Recreation facilities and programs for residents of the community. We will be responsible for collecting and analyzing date to develop a clear set of goals, policies and standards for the City's Park systems, open space, trails, recreation facilities, and program development. We have experience and skills to develop a 10-year Comprehensive Plan for the City. The entire work will be done in our Miami Office located at **13899 Biscayne Blvd., Suite 310, North Miami Beach, FL 33181**.

Our Project Manager, **Rubel Siddique, P.E** will be supported by a Team of outstanding engineers, designers, planners, technicians, and other professionals. The following staffs will be directly involved in this project and they all will be located at our Miami office.

Name	Role	Office Location
Rubel Siddique, PE	Project Manager/ QA/QC	13899 Biscayne Blvd., Suite 310, North Miami Beach, FL 33181
MD Shahinur Rahman, PE	Engineer-of -Record	Same as above
Julio Corena, CGC	Constructability QA/QC	Same as above
German Perilla	Technician	Same as above

We are excited about this opportunity to respond to this Request for Proposal. We know that if given the opportunity, we have the experience, the desire, and the dedication to meet the needs of the city with the highest degree of professionalism resulting in the successful completion of all the services required for this RFP. SSN is committed to providing quality, responsiveness, and dedication to all work assignments and we look forward to continuing our long-term relationship with the City of Opa-locka.

Sincerely,

Rubel Siddique, PE 06/30/21
Director of Engineering

TAB-3

General Information

(954) 944-3272
(561) 951-3864
www.ssnengineering.com
rsiddique@ssnengineering.com

General Information

Name of the Business: SSN Engineering, LLC

Mailing Address: 13899 Biscayne Blvd., Suite 310, North Miami Beach, FL 33181.

Phone Number: 561-951-3864

Contact Person: Rubel Siddique, PE

Business Hours: 8 am to 5 pm Monday to Friday

Founded in Florida, SSN is a CBE/DBE/SBE certified firm and is proud to be a company focused on public services throughout the past 18 years. We are a dedicated Florida firm with offices in Miami, Broward, and Palm Beach Counties. We have created partnerships and fostered long-lasting relationships with cities, counties, and state agencies by providing a deep pool of highly qualified professional engineers and planners, personalized customer service, high quality deliverables and innovative solutions. Our 18 years of experience serving Cities and Counties tri-county area, and FDOT has given us a keen understanding of state, County and local regulations and processes which supports our understanding and approach to delivering reports, plans and concepts that are creative and fundable, constructible, and biddable.

Our Project Manager, Rubel Siddique, P.E will be supported by a Team of outstanding engineers, designers, planners, technicians, and other professionals. The following staffs will be directly involved in this project and they all will be located at our Miami office.

Name	Role	Office Location
Rubel Siddique, PE	Project Manager/ QA/QC	13899 Biscayne Blvd., Suite 310, North Miami Beach, FL 33181
MD Shahinur Rahman, PE	Engineer-of -Record	Same as above
Julio Corena, CGC	Constructability QA/QC	Same as above
German Perilla	Technician	Same as above

Business licenses, and certifications were attached.

State of Florida
Department of State

I certify from the records of this office that SSN ENGINEERING, LLC is a limited liability company organized under the laws of the State of Florida, filed on August 1, 2011, effective July 31, 2011.

The document number of this limited liability company is L11000087864.

I further certify that said limited liability company has paid all fees due this office through December 31, 2021, that its most recent annual report was filed on January 27, 2021, and that its status is active.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Twenty-seventh day of January, 2021

Secretary of State

Tracking Number: 6178575674CC

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

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

Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

KEVIN J. THIBAULT, P.E.
SECRETARY

May 20, 2021

Rubel Siddique, Director of Engineering
SSN ENGINEERING, LLC
3500 North State Road 7, Suite 213-4
Lauderdale Lakes, Florida 33319

Dear Mr. Siddique:

The Florida Department of Transportation has reviewed your application for prequalification package and determined that the data submitted is adequate to technically prequalify your firm for the following types of work:

Group 3 - Highway Design - Roadway

3.1 - Minor Highway Design

Group 7 - Traffic Operations Design

7.1 - Signing, Pavement Marking and Channelization

Your firm is now technically prequalified with the Department for Professional Services in the above referenced work types. Your firm may pursue projects in the referenced work types with fees estimated at less than $500,000.00. This status shall be valid until May 20, 2022 for contracting purposes.

Should you have any questions, please feel free to contact me by email at carliayn.kell@dot.state.fl.us or by phone at 850-414-4597.

Sincerely,

Carliayn Kell
Professional Services
Qualification Administrator

CBHK/kw

Ron DeSantis, Governor

FBPE
FLORIDA BOARD OF PROFESSIONAL ENGINEERS

STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

SIDDIQUE, RUBEL

5518 MAINSHIP DR.
GREENACRES FL 33463

LICENSE NUMBER: PE67239

EXPIRATION DATE: FEBRUARY 28, 2023

Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

456

Ron DeSantis, Governor

FBPE
FLORIDA BOARD OF PROFESSIONAL ENGINEERS

STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

RAHMAN, MD SHAHINUR

11186 SW 17T MNR
DAVIE FL 33324

LICENSE NUMBER: PE80669

EXPIRATION DATE: FEBRUARY 28, 2023

Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

457

Certificate of Completion

MD S. Rahman

Has Completed a Florida Department of Transportation Approved Temporary Traffic Control (TTC) Advanced Course.

12/07/2021	140	Jeremiah McCarthy	34224
Date Expires	FDOT Provider #	Instructor	Certificate #

Metro Florida Safety Council
Tri-County
Dade,Broward,Palm Beach,
metrofloridasafetycouncil.com
mlyons@metrofloridasafetycouncil.com

FDOT

For more information about Temporary Traffic Control (TTC) or to verify this certificate

www.motadmin.com

Certificate of Completion

Rubel Siddique

Has Completed a Florida Department of Transportation Approved Temporary Traffic Control (TTC) Advanced Course.

12/07/2021	140	Jeremiah McCarthy	34221
Date Expires	FDOT Provider #	Instructor	Certificate #

Metro Florida Safety Council
Tri-County
Dade,Broward,Palm Beach,
metrofloridasafetycouncil.com
mlyons@metrofloridasafetycouncil.com

FDOT

For more information about Temporary Traffic Control (TTC) or to verify this certificate

www.motadmin.com

State of Florida

Minority Business Certification

SSN ENGINEERING, LLC

Is certified under the provisions of
287 and 295.187, Florida Statutes, for a period from:

06/23/2020 to 06/23/2022

Jonathan R. Satter, Secretary
Florida Department of Management Services

Department of MANAGEMENT SERVICES
Office of Supplier Diversity

Office of Supplier Diversity
4050 Esplanade Way, Suite 380
Tallahassee, FL 32399
850-487-0915
www.dms.myflorida.com/osd

TAB-4

Project Approach

PROJECT APPROACH ==========

Upon notice to proceed, the SSN Project Manager will develop a work plan by milestones and hold a team kickoff meeting to assign tasks and responsibilities, highlight critical dates, review quality control, and establish criteria to be followed. Our proactive approach to project management guarantees we have all the resources available to meet and exceed the City's expectations.

MASTER PLANNING PROCESS

SSN's approach to successfully executing projects and meeting our client's budget and schedule expectations begins long before Notice-to-Proceed is issued. We study the project, visit the facilities, and conduct field reviews before developing any design/reports. In doing so, we identify critical issues early in the negotiating process and can address these accordingly in the early phase. During the planning process, our Project Manager will coordinate with the city and other agencies involved to develop a guideline that will be followed for this RFP.

The master planning is one of transparency, community engagement and data driven recommendations developed through an analytical and level of service (LOS) approach. From the initial inventory through to the implementation plan, the project team engaged the community, stakeholders, and City staff, while researching recreation trends and understanding the City's demographics. The project team will use the existing conditions to evaluate the Level of Service and operations standards of the Department's parks and facilities. Finally, the project team, in conjunction with City's staff, developed and prioritized recommendations to improve recreational offerings provided for a ten (10) year planning horizon.

DEMOGRAPHICS AND TRENDS

The project team will prepare a Demographic and Trend Analysis using current ESRI (Environmental Systems Research Institutes, Inc.) data and data provided by the city, national and local recreation trends were evaluated and cross-referenced with City's demographics, local Market Potential Index (MPI) data and national publications to draw conclusions about current and future trends and participation levels.

INVENTORY, EVALUATION AND ASSESSMENT

The project team will review the history of the City's Parks and Recreation Department to understand past planning efforts and the Department's evolution. An inventory, evaluation and assessment of public parks and facilities, programs and operations will be completed. The project team will visit each park to observe existing conditions as a basis for upgrades and improvements and to understand the overall character and quality of the existing parks system.
The inventory of the city owned, and operated facilities will be compared to national standards provided by the National Parks and Recreation Association (NPRA) to establish a base-line assessment of the existing level of service.

COMMUNITY ENGAGEMENT

The project team will facilitate a robust public input process which will gather input from members of the City of Opa-locka, city staff, Advisory committee, key stakeholders, and city residents. t/he process will be designed to be transparent, equitable and engage the widest range of residents from a demographic and interest level. The engagement plan will consist of the following elements:

a. Three Public Community Meetings
b. Two Meetings with Park & Recreations
c. Conduct interview with two focus groups and stakeholders
d. Conduct household survey

EXISTING AND FUTURE FACILITIES-LEVEL OF SERVICE ANALYSIS

Level of Service is a method used to evaluate current and future service levels compared to national standards and best practices. LOS standards is a matrix displaying inventory for the city of Opa-locka, facilities and amenities. By totaling the inventory and applying the city's population, we can understand the current level of service the city is providing and project future needs for a ten-year planning horizon.

ANALYSIS OF PROGRAMS AND SERVICES

The team will also complete a detailed program and operations assessment to evaluate the current program offerings and internal affairs of the city. The program analysis evaluates five key program metrics including: age segments served, lifecycle stage, classification of service, cost recovery, cost of service and pricing strategies. The analysis will be followed by a visionary session where team members will meet with city staff and the Advisory Committee to develop a future direction for the city.

RECOMMENDATIONS AND IMPLEMENTATION PLANS

The recommendation and prioritized Action and Implementation plan provide a framework to guide park, facility, open space, programming and operational improvements for the future. It will be structured to guide and validate decision making. Each recommendation is further prioritized as short term (1-5 years), mid-term (5-10 years) or long-term (>10 years). Criteria for prioritization vary based on the item's context and range from land availability to financial implications but are firmly rooted in community needs and preferences.

QUALITY ASSURANCE/QUALITY CONTROL

SSN is committed to assisting the city achieve its objectives. Much of our success over the last 18 years is directly related to our consistent delivery of high quality, timely services. We take great pride in the fact that approximately 80 percent of our services are for repeat clients, which is evidence of our commitment to quality. To maintain the highest level of quality, we will provide an independent quality control review on all deliverables developed under this contract.

SAFETY

At SSN, safety is our priority. As the number one corporate core value it ensures our employees hold safety as the responsibility of all employees, starting with upper management down to the individual inside the office and field workers' level. Without support from upper management, no safety program can succeed inside the corporate. Our proactive attitude and management involvement provide the leadership and guidance for the company and the safety program.

Placing safety at the core of our corporate values separates us from our competitors and make the difference in return home safe, each day. We are committed to the health and safety of our employees, contractors, subcontractors, clients and interacting community at every SSN project with a zero accident/injury philosophy. We require individual accountability and expect all employees to adhere to our safety standards, as well as actively participate in and support the advancement of our health and safety practice in a competitive market.

SSN employees are OSHA certified and we strive every day to continue improving our safety culture and safety program.

COVID-19 STATEMENT

The outbreak of the coronavirus (COVID-19) is disrupting business activities for companies around the world, including those in the construction industry. The SSN Engineering Team remain committed to the health and safety of our team members, their families, and our business partners, while doing what we can to stop the spread of the virus by following the recommended prevention guidelines from Federal, State, and local government and health officials related to hygiene and social distancing practices.

Over the past several weeks, SSN Engineering has set up a COVID-19 Leadership Advisory Team to track the information provided by public health agencies such as the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), and local public health agencies and government officials. We continue to monitor this rapidly changing situation to establish procedures, promote effective communication, make informed decisions, and initiate action to help keep our employees, business partners, and the communities where we live and work safe.

SSN remains committed to the safety and health of our employees and providing our clients with the highest level of service and support. Now, more than ever, we need to stay informed, remain calm, be resourceful, and focus on supporting each other to meet the changing needs of our business during this unprecedented time.

The SSN Engineering and Construction Management Team will work very close with the City to continue maintaining the required recommendations by the CDC and all the local City Authorities guidelines to enforce care of the office and field workers if our office is awarded with this contract.

TAB-5

Experience and Qualifications

QUALIFICATIONS OF THE FIRM ==========

SSN is a civil engineering firm and was founded in 2011 by professionals with extensive experience in parks and recreation, civil engineering, construction management, site development and parking lot design, roadway design, signing, pavement marking and channelization design, transportation planning and engineering, stormwater master planning, and government permitting for municipal clients. We are a certified M/SBE in the state of Florida, Broward County, with numerous local minority and small business certifications including Miami-Dade and Palm Beach County. SSN has thoroughly reviewed the requirement areas and is committing the necessary resources to perform all project components.

SSN Engineering with local office in Broward County provides quality civil engineering consulting solutions ranging from private to public levels. We provide outstanding quality services to meet client's expectation in conformance with the local codes and regulations. We are experienced in serving a diverse group of clients, including private developers, cities, counties, municipalities, drainage districts, and Florida Department of Transportation. We provide project specific solutions per local codes and ordinances. We are committed to provide quality work within budget, and schedule. Our goal is to meet client's engineering and construction needs by providing cost-effective quality services.

SSN is excited to present our Team of highly qualified and experienced professionals for your consideration on this project for Engineering and Design related Professional Services under this contract. Our Team is ready to assist the City of Deerfield Beach.

Rubel Siddique, PE (Project Manager/ QA/QC) with more than 18 years of production and management experience with park and recreation, civil and transportation design projects, site development and parking lot design, signing, pavement marking and channelization design, plan reviews for MD-DTPW, and drainage design throughout South Florida. He will be the project manager and principal point of contact for this contract. Mr. Siddique with vast experience has been successfully completed numerous Miami-Dade County projects including City of Opa-locka. **He was the EOR for the following projects:**

1. **Kirk Cottrell Pavilion**
2. **Quiet Waters Park Improvements**

He is a hands-on project manager who will maintain effective communication with the City's PM and stakeholders, as well as our team members for general project oversight. His experience, dedication, and commitment are precisely what the City needs for successful completion of this project.

Md Shahinur Rahman, PE, PMP (Lead Designer) will be the lead engineer for this project and has over 18 years of extensive experience working on park and recreation, civil, drainage, roadway projects. He is well versed in managing and designing projects involving design and preparation of construction documents. Mr. Rahman is very familiar with AASHTO Criteria, Miami-Dade County Standards, Greenbook Criteria, MUTCD, and various local municipality requirements and standards.

Julio Corena, CGC (Constructability Review) Over fifteen (15) years of professional experience in Civil Engineering and leading all functions of Heavy Civil Construction and Project Management including Contract Administration, Accounting, Planning, Design, Processing, Specs Review, Field Supervision and Operations, Managing Staff, mentoring young Professionals, Supervising sub-contractors, Budgeting, Scheduling, Progress Reporting and Timely Completion of Projects. Mr. Corena, CGC, will conduct constructability and biddability reviews.

Please refer to the attached project experiences and resumes for additional information.

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

21. TITLE AND LOCATION *(City and State)*

Water's Edge Park Improvement, City of Tamarac, Florida

22. YEAR COMPLETED

PROFESSIONAL SERVICES	CONSTRUCTION *(If applicable)*
2019	**2020**

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
City of Tamarac	**Mustafa Albassam, P.E.**	**(954) 597-3705**

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

SSN Engineering had provided Civil Engineering Design services for the Water's Edge Park improvement. The scope included stormwater management system, water distribution system, wastewater collection system, roadway milling and resurfacing, school zone singing and markings, new sidewalk addition along with new drainage system. Prepared construction documents, calculations and reports, permitting documents, reviewed shop drawings, performed periodic site visit, response to RFIs, resolve field issues, provide engineering certification for completed work and submitted to respective agencies to put the services in operation.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION *(City and State)*	(3) ROLE
a.	SSN Engineering, LLC	Lauderdale Lakes, Florida	Parking Lot, Water, Sewer, Roadway, Signing Marking and Drainage
b.			
c.			
d.			
e.			
f.			

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

21. TITLE AND LOCATION *(City and State)*

Flamingo Park, City of Sunrise, Florida

22. YEAR COMPLETED

PROFESSIONAL SERVICES	CONSTRUCTION *(If applicable)*
2017	**2018**

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
City of Sunrise	**Earl Prizlee, P.E.**	**(954) 888-6002**

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

SSN Engineering had provided Civil Engineering Design services for the 22 acres of Flamingo Park located at the City of Sunrise, Florida. The project scope included construction of new community center, covered basketball courts, soccer field restoration, and new splash pad with all amenities, site utilities and drainage improvements throughout the park. SSN has worked as EOR for the Water Distribution System, Sewer Collection System, Stormwater Management System and had worked closely with the design architect and landscape architect to layout the site elements around the park. The services included design, applicable permits, and construction per local, County, State and other applicable standards, rules and laws. Prepared contract drawings, performed a detailed quantity takeoff, prepared General and Technical Specifications, prepared final opinion of probable cost, responded to RFIs, conducted site visit, and resolved field issues.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION *(City and State)*	(3) ROLE
a.	SSN Engineering, LLC	Lauderdale Lakes, Florida	Parking Lot, Water, Sewer, and Drainage
b.			
c.			
d.			
e.			
f.			

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

21. TITLE AND LOCATION *(City and State)*

Sunrise Civic Center Improvement, City of Sunrise, Florida

22. YEAR COMPLETED

PROFESSIONAL SERVICES	CONSTRUCTION *(If applicable)*
2018	**2020**

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
City of Sunrise	**Earl Prizlee, P.E.**	**(954) 888-6002**

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

SSN Engineering had provided Civil Engineering Design services for the Civic Center, Athletic Club & Gymnasium Addition, located at the City of Sunrise, Florida. The scope included construction of new community center, covered basketball courts, soccer field restoration, and new splash pad with all amenities, site utilities and drainage improvements throughout the park. The services included design, applicable permits and construction per local, County, State and other applicable standards, rules and laws. Prepared contract drawings, performed a detailed quantity takeoff, prepared General and Technical Specifications, prepared final opinion of probable cost, responded to RFIs, conducted periodic site visit, and resolved field issues.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION *(City and State)*	(3) ROLE
a.	SSN Engineering, LLC	Lauderdale Lakes, Florida	Parking Lot, Water, and Drainage
b.			
c.			
d.			
e.			
f.			

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

21. TITLE AND LOCATION *(City and State)*

Administration Building Addition, City of Coconut Creek, Florida

22. YEAR COMPLETED

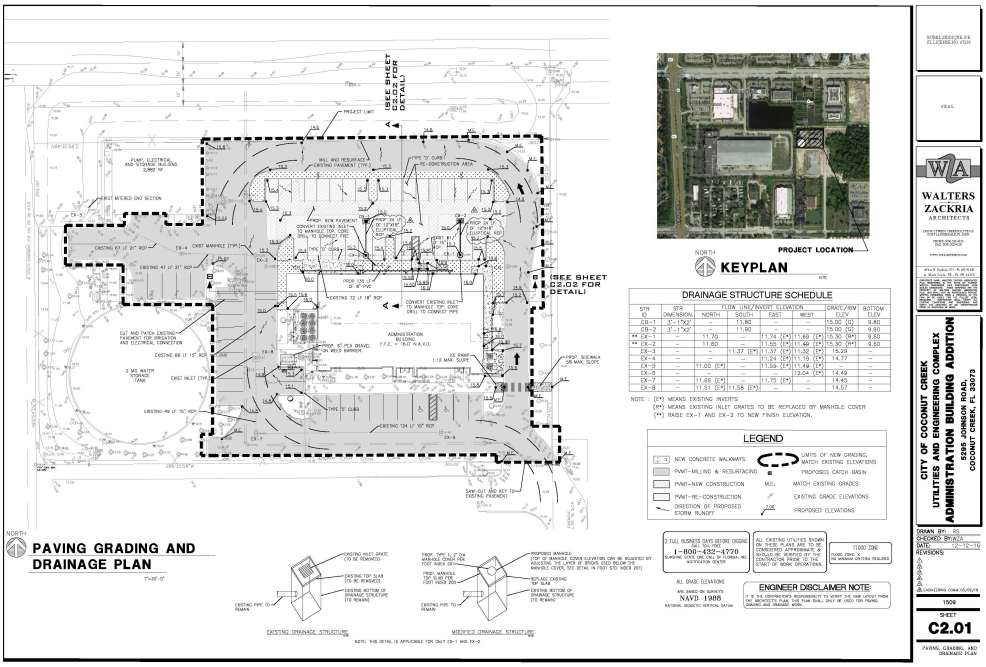
PROFESSIONAL SERVICES	CONSTRUCTION *(If applicable)*
2016	**2018**

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
City of Coconut Creek	**Abbas Zackria (Walters Zackria)**	**(954) 253-4166**

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

SSN Engineering staff had provided Civil Engineering design and permitting services for the addition of Administration building to the existing engineering building. Rubel Siddique was the EOR for the civil engineering services that included site grading, water, sewer, drainage, signing and pavement marking. Prepared construction plans, details, calculations, reviewed shop drawings, responded to RFIs, reviewed as-built, and certified the project for Certificate of Occupancy (CO).



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION *(City and State)*	(3) ROLE
a.	SSN Engineering, LLC	Lauderdale Lakes, Florida	Parking Lot, Water, Sewer, and Drainage
b.	(1) FIRM NAME	(2) FIRM LOCATION *(City and State)*	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION *(City and State)*	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION *(City and State)*	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION *(City and State)*	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION *(City and State)*	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

21. TITLE AND LOCATION *(City and State)*

MD-WASD Distribution Yard Parking Lot, Miami, Florida

22. YEAR COMPLETED

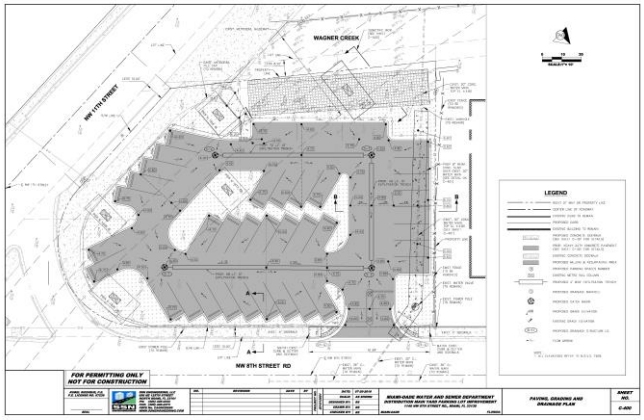
PROFESSIONAL SERVICES	CONSTRUCTION *(If applicable)*
2015	

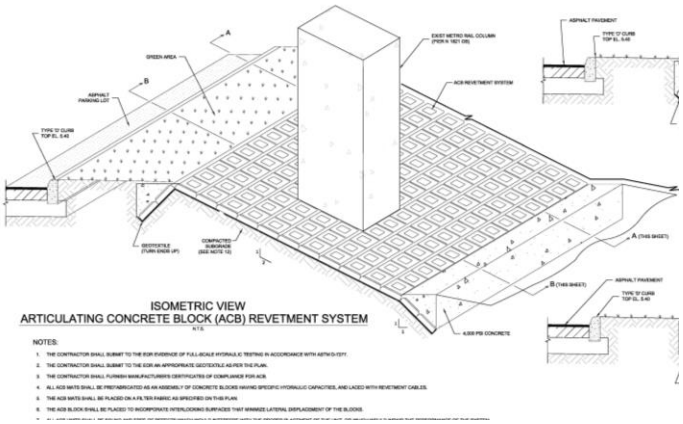
23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
Miami-Dade Water & Sewer Dept.	**Rong Zhuge, Project Manager**	**(786) 268-5238**

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

SSN Engineering has provided professional Engineering Design services for the parking lot layout design, stormwater management system design, design of canal bank stabilization system, lighting system design, landscaping design, and permitting. Collected and reviewed all available information such as records, maps, aerials, surveys, easements, ROW records, zoning classifications, plans, record drawings, soil investigation reports, and standards that may be pertinent to execution of this project. Co-ordinated with Miami-Dade Transit for the design of retaining wall around the existing Metrorail columns/pile cap. Prepared site layout for the parking lot that complies with all applicable jurisdictional agency requirements. The paving, grading, and drainage plan was prepared with adequate design of grades, paving, gutters, drainage and treatment of turf to handle storm waters, prevent erosion and formation of dust. A lighting plan was created to show the proper arrangement of signs and lighting devices with respect to traffic control devices and adjacent uses. Produced Engineering plans and Calculations for the design of the parking lot that was in conformance with Local, State, and Federal regulations and/ or codes, which were prepared to a level suitable to submit with permit applications for agency review.





25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION *(City and State)*	(3) ROLE
a.	SSN Engineering, LLC	Lauderdale Lakes, Florida	Parking Lot, Retaining Wall
b.			
c.			
d.			
e.			
f.			

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

21. TITLE AND LOCATION *(City and State)*

Alexandria Drive Improvement, Miami, Florida

22. YEAR COMPLETED

PROFESSIONAL SERVICES	CONSTRUCTION *(If applicable)*
2015	**2015**

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
City of Opa-locka	**Airia Austin, Project Manager**	**(305) 953-2868**

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

SSN Engineering provided professional engineering design and permitting services for the improvement of Alexandria drive. The scope included pavement widening, milling and resurfacing, sidewalk, drainage systems, signing and pavement marking as per Miami-Dade County and Florida Department of Transportation (FDOT) standards and specifications. Provided innovative and cost effective design to meet City's budget and schedule. The services included preparation of construction documents, drainage calculation and reports, specifications, permitting, response to RFIs, shop drawings review, construction testing inspection, final walkthru and punch list creation, as-built review and final certification.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION *(City and State)*	(3) ROLE
a.	SSN Engineering, LLC	Lauderdale Lakes, Florida	Roadway, Sidewalk, and Drainage
b.			
c.			
d.			
e.			
f.			

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

21. TITLE AND LOCATION *(City and State)*

Miami-Dade County Stormwater Master Plan Update, Miami, Florida

22. YEAR COMPLETED

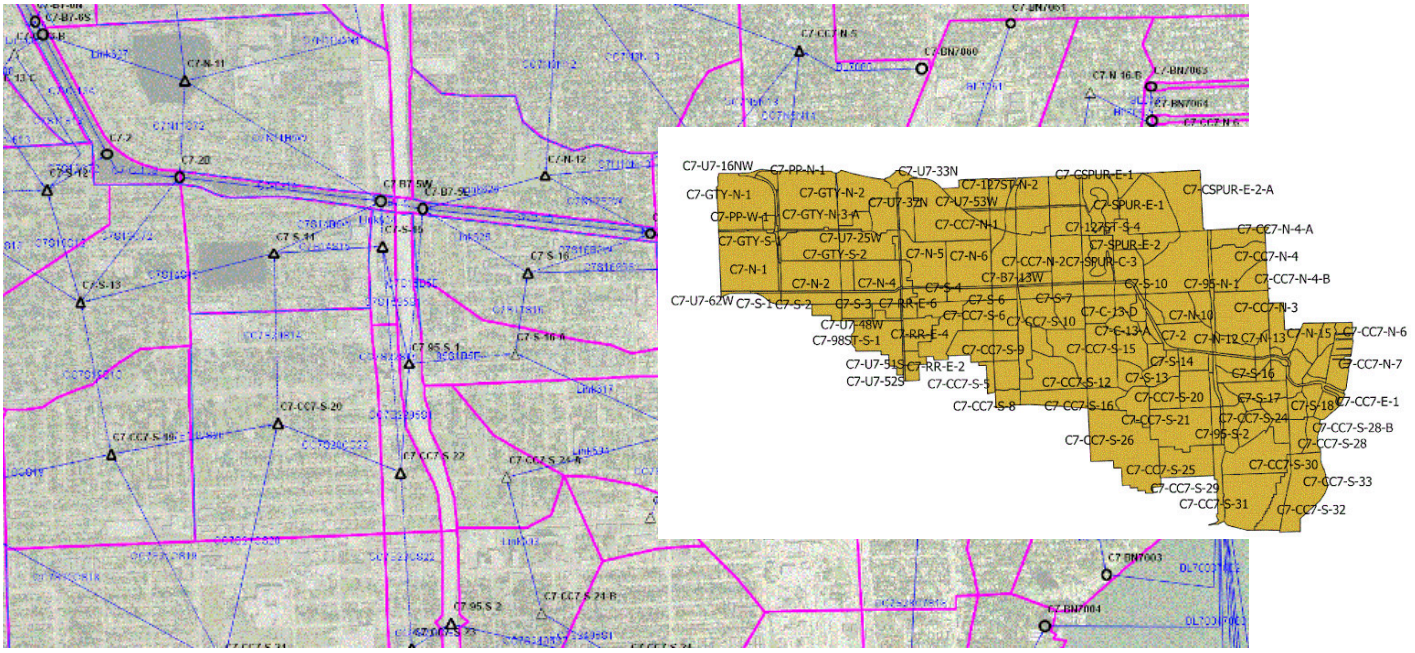
PROFESSIONAL SERVICES	CONSTRUCTION *(If applicable)*
2019	**2020**

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
Miami-Dade Water Control Section	**Elius Nortelus, P.E.**	**(305) 372-6684**

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

SSN Engineering worked on updating the Miami-Dade County Stormwater Master Plan Model created by XP-SWMM. The tasks involved updating drainage basin C-1, C-2, C-7 and C-100. Task included all culverts, canal cross sections, land use, updating ground water information. Validated the model through calibration with SFWMD DBHYDO data. Update the boundary conditions by considering future water elevation rise in the ocean. Produced flood map for different storm events for different future years. Produced mitigation plan to reduce flood effect in the future year.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION *(City and State)*	(3) ROLE
a.	SSN Engineering, LLC	North Miami Beach, Florida	Stormwater Master Plan Update
b.			
c.			
d.			
e.			
f.			

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

21. TITLE AND LOCATION *(City and State)*

Pump Station 5 Rehabilitation, City of Opa-locka, Florida

22. YEAR COMPLETED

PROFESSIONAL SERVICES	CONSTRUCTION *(If applicable)*
2012	**2013**

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
City of Opa-locka	**Airia Austin, Project Manager**	**(305) 953-2868**

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

SSN Engineering had provided Civil Engineering design and permitting services for the City of Opa-locka pump station no. 5. The pump station was reconstructed with larger wet well and pumps to meet the new sewer demand. Analyzed the entire sewer system network associated with the pump station no. 5 using the SewerCAD software to identify if the sewer systems downstream of the proposed pump station no. 5 have adequate capacity to handle the new flow. Attended meetings at the City of Opa-locka, DERM, and local jurisdictions during design and construction phase. Prepared preliminary opinion of probable costs (OPC), prepared bid plans set, pump station calculations, reviewed shop drawings, response to RFIs, attended construction testing including pump station startup, reviewed as-built and certified the for operation.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION *(City and State)*	(3) ROLE
a.	SSN Engineering, LLC	Lauderdale Lakes, Florida	Pump Station, Force Main, Gravity Main
b.			
c.			
d.			
e.			
f.			

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

21. TITLE AND LOCATION *(City and State)*

Pump Station 10 Rehabilitation, City of Opa-locka, Florida

22. YEAR COMPLETED

PROFESSIONAL SERVICES	CONSTRUCTION *(If applicable)*
2013	**2014**

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
City of Opa-locka	**Carlos Gonzalez, P.E.**	**(305) 206-0279**

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

SSN Engineering provided services for the rehabilitation of City of Opa-locka pump station 10. Estimated the current sewer demand based on the current land use. Analyzed the entire sewer system network associated with the pump station no. 10 using the SewerCAD software to identify if the sewer systems downstream the proposed pump station no. 10 have adequate capacity to handle the new demand. Prepared construction plans, obtained construction permits. Based on DERM NAPOT report, Pump Station 10 runtime is more than 12 hours per day, which is more than 10 hours per day and the station is in moratorium. The pump were selected to meet DERM and EPA criteria to release the station from moratorium. This project also includes a design of 2000 LF of DIP Force Main along Perviz Ave. Attended meetings at the City of Opa-locka, DERM, and local jurisdictions during design and construction phase. Prepared preliminary opinion of probable costs (OPC) and prepared bid plans set.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION *(City and State)*	(3) ROLE
a.	SSN Engineering, LLC	Lauderdale Lakes, Florida	Sewer Pump Station and Force Main
b.			
c.			
d.			
e.			
f.			

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

21. TITLE AND LOCATION *(City and State)*

Citywide Wayfinding Signage, City of Fort Lauderdale, Florida

22. YEAR COMPLETED

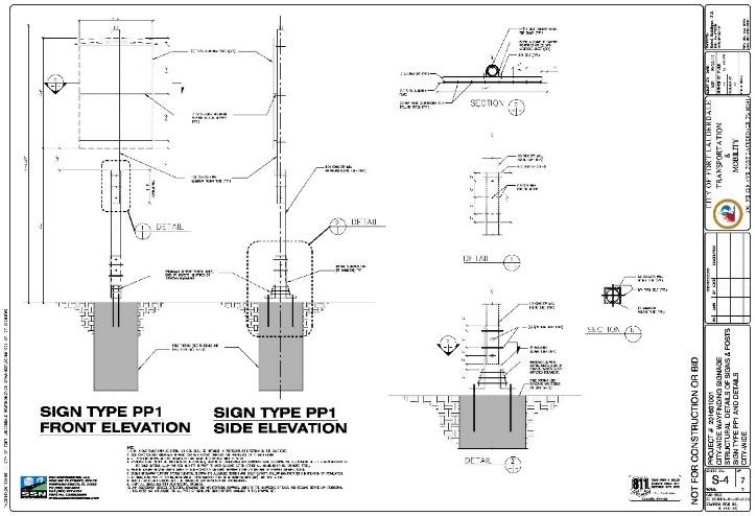
PROFESSIONAL SERVICES	CONSTRUCTION *(If applicable)*
2016	**2017**

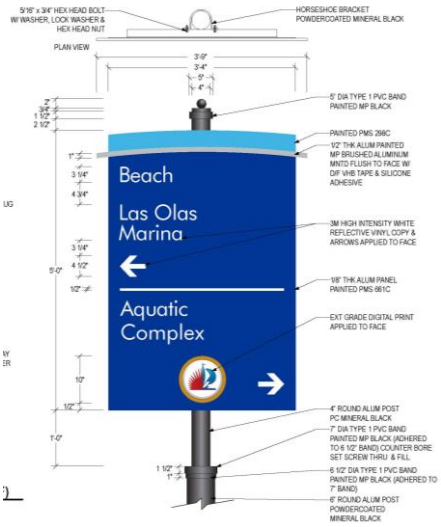
23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
City of Fort Lauderdale	**Jeff Weider, P.E.**	**(954) 870-5058**

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

SSN Engineering has provided professional structural engineering services for the Citywide Wayfinding Signage. Collected and reviewed all available information such as city of Fort Lauderdale specs, and design standards that may be pertinent to execution of this project. SSN prepared Calculations that includes load calculations (including wind load calc.), structural analysis, and member design (size and thickness). Materials were selected based on owner and/or Architect's choice on material selection. Drawings were prepared showing proper size and height of signs. Any nonstructural elements, such as PVC Band, was out of this scope of work. SSN prepared the construction plans and details that includes all structural members' plans, sections, elevations and detail as requires, foundation details, member to member connection details and Notes. Structural member, material, bolts & other anchoring system was specified on drawings as required.





25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION *(City and State)*	(3) ROLE
a.	SSN Engineering, LLC	Lauderdale Lakes, Florida	Structural Engineering
b.			
c.			
d.			
e.			
f.			

EDUCATION

- Master of Engineering in Civil Engineering, University of TX at Arlington, TX, 2004
- Bachelor of Science in Civil Engineering, Bangladesh University of Engineering and Technology (BUET), 1998

PROFESSIONAL CERTIFICATIONS

- Florida PE No. 67239
- Texas PE No. 98510
- Qualified Stormwater Management Inspector Inspector No. 29215

PROFESSIONAL TRAINING

- FDOT Specification
- Project Management Institute (PMI)
- ICPR Software Training
- Professional Liability Training
- Advance MOT Certification

KEY EXPERIENCE

- Site Development
- Parking Lot Analysis and Design
- Water Distribution System
- Sewer Collection System
- Stormwater Management System Design
- Roadway Design
- Minor Structural Design

SUMMARY OF EXPERIENCE

Mr. Siddique has over eighteen (18) years of increasingly responsible professional experience in civil engineering related to site development, parking lot design, roadway and drainage design, water supply, water distribution, wastewater collection, stormwater management, project management, and Construction Inspection. Expertise ranges from initial project planning and development to construction management. Experienced in serving a diverse group of clients, including private developers, cities, counties, municipalities, drainage districts, and Florida Department of Transportation. Duties and responsibilities include project management, development of innovative project specific design solutions, leading design team, building coalitions, proactively communication with the cities, counties, state regulatory agencies, environmental groups, and other entities to solve and evaluate input for implementation. Manages and maintains a continuous liaison with functional areas regarding project status, challenges, and needs. Promotes quality performance and establishes guidelines to measure performance.

Mr. Siddique exercised technical and functional supervision, prepares necessary correspondence, daily inspection report, and punch lists. Monitors the status of projects for compliance with construction and engineering standards; recommends corrective actions as needed. As a Principal Engineer maintain municipal client liaisons, schedules to meet client requirements and project goals, and enthusiastically leading the design team members to provide innovative design solutions and construction plans preparations, and monitoring and assuring the Quality Control processes to ensure the top-quality deliverables.

SAMPLE PROJECTS

WATER'S EDGE PARK IMPROVEMENT, CITY OF TAMARAC, FL: SSN Engineering had provided Civil Engineering Design services for the Water's Edge Park improvement. The scope included parking lot design, signing and marking, parking grading, stormwater management system, water distribution system, wastewater collection system, roadway milling and resurfacing, school zone singing and markings, new offsite sidewalk with ADA connection to the proposed site. Prepared construction documents, calculations and reports, permitting documents, reviewed shop drawings, performed periodic site visit, response to RFIs, resolve field issues, provide engineering certification for completed work and submitted to respective agencies to put the services in operation.

KIRK COTTRELL PAVILION DEVELOPMENT, DEERFIELD BEACH, FL: Plans Reviewer- SSN Engineering had provided Civil Engineering Design services for Kirk Cottrell Pavilion redevelopment. The project includes upgrades in support of beach sporting and leisure events including expansion of bathroom facilities, a customer service counter, an interactive digital kiosk screen, ocean rescue storage, new showers, special facilities to store and wash surfboards and pavilion amenities for passive enjoyment of the beach. The scope included parking lot design, parking meter, stormwater management system, water distribution system, wastewater collection system.

The Pavilion has 25 parking lot with one-way traffic circulation with concrete pavement. Out of 25 parking spots, 12 of those parking was 45-degree angle parking, 13 of those parking was 90 degree angle parking with 2 handicap parking. SSN also Prepared construction documents, calculations and reports, permitting documents, reviewed shop drawings, performed periodic site visit, response to RFIs, resolve field issues, provide engineering certification for completed work and submitted to respective agencies to put the services in operation.

EDUCATION

- Bachelor of Science in Civil Engineering, Bangladesh University of Engineering and Technology (BUET), 1998

PROFESSIONAL CERTIFICATIONS

- Florida PE No. 80669
- California PE No. 75093

SOFTWARE SKILLS

- AutoCAD, MicroStation
- HEC-1, HEC-2, HEC-HMS
- HEC-RAS, WATPRO, SWMM
- TR-20, TR-55
- ArcMap, Arc Info
- STORMCAD, Water CAD, EPANet

PROFESSIONAL TRAINING

- FDOT Specification
- Project Management Institute (PMI)
- ICPR Software Training
- Professional Liability Training
- Advanced MOT Certification

KEY EXPERIENCE

- Site Development
- Stormwater Management System Design
- Roadway and Signal Design

SUMMARY OF EXPERIENCE

Mr. Rahman has over eighteen (18) years of Project engineering experience. Effectively able to communicate complicated concepts in an understandable manner, matching the message to the audience. Experienced in supervision, training, motivation and evaluation of personnel. Skilled in finding problems and performing necessary change through project management or other methods. Maximize resources to achieve customer satisfaction and increased productivity, meet deadlines and goals. Implement and coordinate both strategic and tactical plans to enhance performance. Adept and experienced in problem solving and providing solutions. Excellent qualifications in leadership and interpersonal communications. Persuasive, with ability to communicate effectively with culturally diverse audience. Public speaking and executive management briefing experience. Computer skills include AutoCAD/LDD, MicroStation, ICPR, ASAD, HE-RAS, XP-SWMM, CORSIM, VISSIM, TRANSYT 7, Synchro, HCS, CUBE, GEOPAK, and Primavera P6.

SAMPLE PROJECTS

FLAMINGO PARK, CITY OF SUNRISE, FL: SSN Engineering had provided Civil Engineering Design services for the 22 acres of Flamingo Park located at the City of Sunrise, Florida. The project scope included modified parking layout, add additional parking, regrading existing entire parking lot (150 spots) to make ADA compatible, Add ADA access route to all facilities, Modified existing parking lot access route by AUTOTURN analysis, new pavement design for loading trucks, construction of new community center, covered basketball courts, soccer field restoration, and new splash pad with all amenities, site utilities and drainage improvements throughout the park. SSN has worked as EOR for all Civil engineering and had worked closely with the design architect and landscape architect to layout the site elements around the park. The services included design, applicable permits, and construction per local, County, State and other applicable standards, rules and laws. Prepared contract drawings, performed a detailed quantity takeoff, prepared General and Technical Specifications, prepared final opinion of probable cost, responded to RFIs, conducted site visit, and resolved field issues.

CIVIC CENTER IMPROVEMENT, CITY OF SUNRISE, FL: SSN Engineering had provided Civil Engineering Design services for the Parking lot, Civic Center, Athletic Club & Gymnasium Addition, located at the City of Sunrise, Florida. The scope included construction of new parking lot, add additional classification parking spots (ADA, baby stroller and Hybrid/Electrical Car parking), Add Electrical car charging stations, community center, Fire truck access route redesign, adjust parking count based on uses of the facility's, covered basketball courts, soccer field restoration. The services included design, applicable permits and construction per local, County, State and other applicable standards, rules and laws. Prepared contract drawings, performed a detailed quantity takeoff, prepared General and Technical Specifications, prepared final opinion of probable cost, responded to RFIs, conducted periodic site visit, and resolved field issues.

TRAFFIC ENGINEERING PLAN REVIEW, EDP-MT-PW-20170287, MIAMI-DADE DTPW, FL: Plans Reviewer- worked as the extension of staff for the Miami-Dade DTPW to review the MOT Plans for FP&L, AT&T, T-Mobile, Verizon, and other Public and Private clients. Reviewed plans for road closures for both open cut and directional bore method of construction. Plans were reviewed to satisfy the criteria such as temporary safety devices requirements provisions;

EDUCATION

- Bachelor of Science in Civil Engineering, University of Valle-Cali-Colombia, South America

PROFESSIONAL CERTIFICATIONS

- Certified General Contractor CGC License No. 1528417
- Project Management Certification

PROFESSIONAL TRAINING

- 30 Hours OSHA
- Advanced MOT Certification
- CPR/AED
- Certified Scuba Diver
- Member ASCE
- Member ECA
- Member FTBA
- Power Plant Safety Policy and Bio-Hazards

KEY EXPERIENCE

- Construction Administration
- CPM Scheduling
- Asset Management
- Contract Negotiation
- Strategic Planning
- Estimating and Bids
- Value Engineering
- Quality Assurance
- Business Development
- Clients Relationship
- Procurement
- Leadership

WORK HISTORY

- BACO Engineering Contractor, Inc.
- Southern Underground Industries
- Ferreira Construction
- Intercounty Engineering, Inc.
- Wharton Smith, Inc.
- TLC Diversified, Inc.
- Hole Montes Engineers

SUMMARY OF EXPERIENCE

Over fifteen (15) years of professional experience in Civil Engineering and leading all functions of Heavy Civil Construction and Project Management including Contract Administration, Accounting, Planning, Design, Processing, Specs Review, Field Supervision and Operations, Managing Staff, Mentoring young Professionals, Supervising sub-contractors, Budgeting, Scheduling, Progress Reporting and Timely Completion of Projects. Mr. Corena's areas of expertise are:

- Manage contracts and completion of several municipal, commercial and private construction projects from a variety range of scopes and in excess of $10M.
- Monitoring the progress of contracts administration including design-build projects.
- Receive and analyze bids after award for turnover to management team.
- Execution of construction including supervision of subcontractors, and awarding sub's subcontracts and major purchase orders with vendors and suppliers.
- Work with Senior VP, operations manager, field and office core personnel to establish planning for job Execution and Logistics.
- Evaluate and maintain cost control and forecasting from beginning and thru the duration of project.
- Coordinates requirements of governing authorities for permits, inspections and final approval of the project with A/E.
- Maintain submittal control, including scheduling, receiving, reviewing, approving and expediting submittals from suppliers and subcontractors to comply with progress of CPM schedule.
- Manages client relations and participate with the development of new business for the company.
- Control invoicing from subcontractors and vendors, including review and approval of schedules of values, pay requisitions and verify compliance of subs with proper insurance coverage.
- Review and monitors QC/QA and safety.
- Supervise and assists in the development of office personnel through mentoring and on-the-job training.
- Effectively manages project close-out tasks and warranty work.

PROJECT EXPERIENCES

- P.S.016 New Redundant Force Main 36"-Pinellas County FL - Installation of 10,400 LF of 36" C-900 PVC Pipe, 3,400 LF of 42" HDPE pipe including a new meter station and site work restoration for asphalt, concrete sidewalks, curbing, driveways, installation of new drainage structures, piping valves and appurtenances - $15.2M

- Turkey Point Wells Recovery System - Installation of 38,500 LF of 28" HDPE and 9,100 LF of 14" HDPE piping system including 200 LF of 30" DIP pipe and overhead metal bridge, nine (9) Recovery Well Systems connected to 28" header pipe with approx. depth from 70-95 feet. FPL-Turkey Point Nuclear Facility in Homestead FL - $17.0 M

- Oil Water Separator (OWS) System including a 40'x 30'x15.5' underground tank and OWS system with soldier piles - $2.2 M - FPL-Turkey Point Nuclear Facility in Homestead FL.

EDUCATION

- Architecture (BS), Javeriana University Bogota, Colombia

PROFESSIONAL CERTIFICATIONS

- Stormwater management inspector
- Project Management Certification PMI
- OSHA
- Steel and Erection Safety Standards
- Modern Blasting Technology
- Risk management

PROFESSIONAL TRAINING

- 30 Hours OSHA
- PMI
- CPR/AED
- Steel Erection
- Stormwater Management Inspections

KEY EXPERIENCE

- Construction Management and Field Inspections
- Contracts Negotiation
- Strategic Planning
- Estimating and Bids
- Quality Assurance and Control
- Clients Relationship
- Procurement
- Leadership

WORK HISTORY

- BACO Engineering Contractor
- Wechsler Construction
- Tierra South Florida, Inc.
- SFWMD
- Engle Homes, FL USA
- Centex Homes, FL USA
- Burns & McDonnell, FL USA
- JDH & Associates, Colombia
- JST, Barcelona Spain
- Interplan, Colombia-Ecuador

SUMMARY OF EXPERIENCE

Over 25+ years of experience managing commercial and technical organizations performing residential, engineering, and commercial. Proven track record in successful sales and project management. Managed overall performance of overseas projects with international suppliers and local personnel. Computer skills with proficiency with MS products, scheduling, and drafting tools. International experience in Latin America and Europe in a highly competitive environment, along with multi-lingual (English, Spanish) capabilities and presentation skills, a proven record of a successful construction management career. Projects value from 5 to 120 Million dollars.

- Monitoring, enforcing compliance of construction drawings, specifications, scheduling, manage subcontractors, manage city and private inspectors, quality control, subcontractors' meetings, safety meetings, RFI'S, change orders. Tunnel system, PT cables and traditional structural construction.
- Project Management
- Work with Senior VP, operations manager, field, and office core personnel to establish planning for job Execution and Logistics.
- Evaluate and maintain cost control and forecasting from beginning and thru the duration of project.
- Coordinates requirements of governing authorities for permits, inspections, and final approval of the project with A/E.
- Maintain submittal control, including scheduling, receiving, reviewing, approving, and expediting submittals from suppliers and subcontractors to comply with progress of CPM schedule.
- Manages client relations and participate with the development of new business for the company.
- Control invoicing from subcontractors and vendors, including review and approval of schedules of values, pay requisitions and verify compliance of subs with proper insurance coverage.
- Review and monitors QC/QA and safety.
- Supervise and assists in the development of office personnel through mentoring and on-the-job training.

PROJECT EXPERIENCES

- **South Florida Water Management District. & Brown & Caldwell West Palm Beach. FL, Multiple projects**: Levees, roads,12 story concrete buildings for pump stations, submarine bridge piles restorations, new concrete bridges, triple, double and singles box culverts & culvert pipes, reservoirs, boat ramps, helicopter pads. Bridges with concrete piles, precast slabs deck sections & cast in place, concrete barriers, approach slabs, sheet piling walls and solar lights systems. Structures with associated mechanical control gates, control rooms, underground fuel tanks, Projects USD$65 Million.
- **Wechsler Construction. Coral Gables. FL. USA**. – Project Manager – "850 LEJEUNE": 4 six story residential buildings with 230 units.1.2.3 Bedrooms. Ground Pool. 2 five story office buildings.8 story parking garage building with 780 places. Total: 1'000.000 sf.
- **Related Group. Miami. FL. - "MARTINE FINE:** "8 story building with 104 units 1& 2 bedrooms. 50% units for handicap. Parking & recreational areas.

EDUCATION

- Master of Engineering in Civil Engineering, Lamar University, Beaumont, TX
- Bachelor of Science in Civil Engineering, Bangladesh University of Engineering and Technology (BUET), 1998

PROFESSIONAL REGISTRATION

- Florida PE
  License No. 63208
- Texas PE
  License No. 95699

SOFTWARE SKILLS

- STAAD Pro, ANSYS, ETAB, ENERCALC, cwalsht
- AutoCAD, MicroStation
- HEC-1, HEC-2, HEC-HMS
- HEC-RAS, WATPRO, SWMM
- TR-20, TR-55
- ArcMAP, ArcInfo
- STORMCAD, WaterCAD, EPANet
- HYDRAFLOW,
- MS Office, MS Project

SUMMARY OF EXPERIENCE

Mr. Hassan has over seventeen (17) years of experience in planning, design, engineering and management of projects involving water- infrastructure design, site design, drainage design, design of multi-storied steel frames, design of floating structures, design of above ground and underground large concrete structure, design of hydraulic structure and retaining wall & sheet pile, watershed & floodplain studies, erosion & sediment (E&S) control, and drainage system design and analysis throughout the United States. Mr. Hassan possessed strong project management, client relationship, and communication, presentation, and organization skills through my professional experience. He demonstrated ability to work with clients ranging from private and local governments to state and federal agencies and general public.

SAMPLE PROJECTS

PASCO COUNTY WATER TRANSMISSION MAIN, US 41, TOWER TO RIDGE, PASCO COUNTY, FLORIDA: The project route evaluation, design, permitting, and construction phase services for **17,000 LF of 30-inch diameter transmission main**. Magnitude of the project is $5.5 million. Preliminary engineering services included the development of a hydraulic analysis with multiple modeling scenarios for existing and future conditions and a detailed cost estimate. The 30-inch diameter water transmission main line implemented along the US-41 corridor connecting at the south end to the Tampa Bay Water U.S. Designs included pipeline, tunnels, vaults with 8-inch vacuum relief/air release valves, 8-inch surge valves, drain valves and a 500 MGD intake structure. Designs included services for survey and right-of-way acquisition.

Provided project engineering for all aspects of the project, including detailed alignment studies; comprehensive hydraulic and surge modeling, including water quality studies; extensive environmental permitting including Federal NEPA compliance; investigation of various pipe materials for the transmission main; design of trenchless crossings of major highways and railroads; final design and bidding services; and construction services, administration, and on-site inspection.

NORTH MIAMI DADE WASTEWATER TREATMENT PLANT WATER RECLAMATION FACILITIES, MIAMI, FLORIDA: Mr. Hassan was the Lead Structural Engineer for this project. This project included design and construction management of **3.5 MGD Filter system for the North District Wastewater Treatment Plant Water Reclamation Facility**. This includes secondary effluent transfer pumps, deep bed down flow sand filter, sodium hypochlorite post treatment, water storage tanks and high service pumps for reuse water. The value of the Miami Dade design and contraction management contract is $3.4 million.

CIVIL/STRUCTURAL ENGINEER AT PARSONS WATER & INFRASTRUCTURE, WEST PALM BEACH, FLORIDA: As a Civil/Structure Engineer, Mr. Hassan provided engineering support for designing of multi-storied steel structure; design of above ground and underground large concrete structure, design of hydraulic structure, floating structure and sheet pile. Other responsibilities include development of civil design construction documents and sign as Professional Engineer, Prepares and or provides assistance with preliminary/final contract documents, specifications and plans, analyze and Design Concrete, Steel Structure and apply Federal, State and local structural engineering code, QA/QC structural calculations which includes wind/earth quake load calculations, wave& current loading calculation, Vortex Shredding and other general structural calculations, QA/QC detail structural drawings which includes welding details, steel bolt joint details, general concrete and steel structure details, QA/QC Structural design analysis report by using classical methods/first principles, Design site layout, analyze drainage, water and wastewater utilities, documents by applying engineering

EDUCATION

- Master in Construction Management
  Florida International University (FIU), Miami, FL
- Bachelor in Architecture, Bangladesh
  University of Engineering and Technology (BUET), 1995

KEY EXPERIENCE

- Value/Cost Analysis
- Budgeting/Cost Estimating
- Bid Packaging
- Operational Procedure
- Work Flow Projection
- Contract review and execution
- Labor Market Research

WORK HISTORY

- SSN Engineering, LLC
- Intercounty Engineering, Inc.

SOFTWARE SKILLS

- Primavera
- Autodesk Revit
- On Screen Take Off
- 3D Studio Max
- AutoCAD-2D/3D
- Microsoft Project

SUMMARY OF EXPERIENCE

Mr. Munir over eighteen (18) years of pro-active professional experience in design and engineering construction management. He has successfully taken leadership role on the project team in delivering the projects within the agreed upon plans, specifications, and budgets. Mr. Munir always acts as an agent for the owner and the architect/engineer to coordinate all activity involving the construction of the project. As the Construction Manager, he has successfully completed the following tasks for various projects:

Providing on-site construction administration, supervision, and coordination

Scheduling and conducting all job site and construction meetings

Developing and maintaining construction schedules

Maintaining cost accounting and cost control records

Reviewing with the owner and architect/engineer the monthly status report that includes Cost vs. Budget, Construction progress vs. schedule, Change order, and quality of workmanship.

Preparing punch lists in advance of completion and establishing management systems for correction of any deficient work by the contractor.

Arranging inspections for appropriate government authorities.

Assisting the owner/architect/engineer with selection of the surveyor and testing labs.

Obtaining for the owner As-built drawings for the architect/engineer and contractors.

Finalizing accounting on construction contracts, recommending retainage release, and obtaining final lien waivers.

Assisting the owner in occupancy, equipment startup, and systems operations through the appropriate suppliers and trades.

SAMPLE PROJECTS

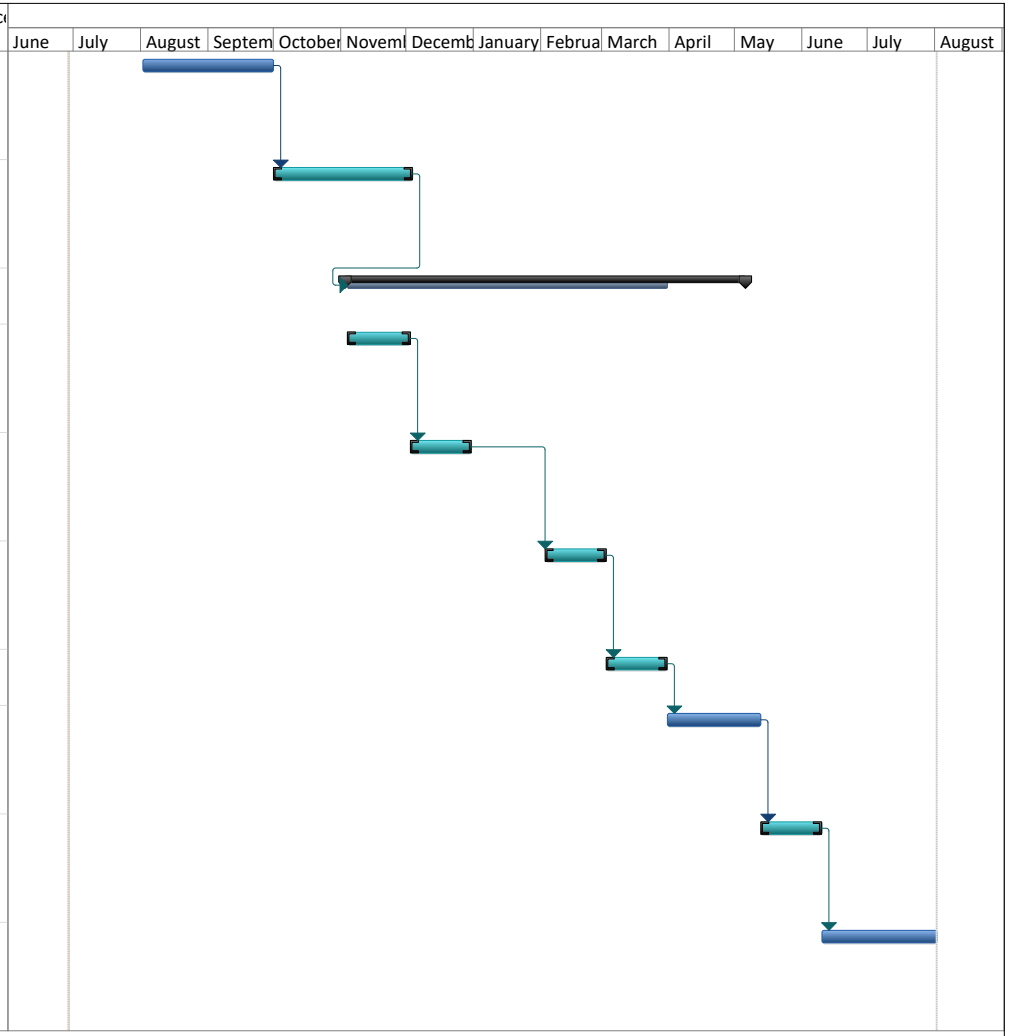
UPGRADE TO LIFT STATION 33 & 226, Boca Raton, FL: This was City of Boca Raton Project and served as Construction Project Manager to manage daily construction activity. The scope of this project included but not limited to providing on-site construction administration, supervision, and coordination, scheduling and conducting all job site and construction meetings, developing and maintaining construction schedules, reviewing with the owner and architect/engineer the monthly status report, processing change order, and other management related activities.

REMOTE STORAGE AND PUMPING 1A-1 & 1B-1 GENERATOR REPLACEMENT, Broward County, FL: This Broward County project includes replacement of two existing generators. Mr. Munir has provided Engineering Construction Management services for this project. Provided on-site construction administration, supervision, and coordination, scheduling and conducting all job site and construction meetings, developing and maintaining construction schedules, reviewing with the owner and architect/engineer the monthly status report, and processing change order.

TAB-6

Schedule

ID	Task Mode	Task Name	Duration	Start	Finish	Predec
1		Demographics and Trends Analysis	44 days	Mon 8/2/21	Thu 9/30/21	
2		Inventory, Evaluation and Assessment	46 days	Fri 10/1/21	Fri 12/3/21	1
3		**Community Engagement**	**132 days**	**Wed 11/3/21**	**Thu 5/5/22**	**2**
4		Three Public Community Meetings	21 days	Thu 11/4/21	Thu 12/2/21	
5		Two Meetings with Park & Recreations	20 days	Fri 12/3/21	Thu 12/30/21	4
6		Conduct interview with two focus groups and stakeholders	20 days	Thu 2/3/22	Wed 3/2/22	5
7		Conduct household survey	20 days	Thu 3/3/22	Wed 3/30/22	6
8		Existing and Future Facilities-Level of Service Analysis	31 days	Thu 3/31/22	Thu 5/12/22	7
9		Analysis of Programs and Services	20 days	Fri 5/13/22	Thu 6/9/22	8
10		Recommendation and Implementation Plans	37 days	Fri 6/10/22	Mon 8/1/22	9



Project: Opalocka-Schadule
Date: Tue 6/29/21

Task	External Tasks	Manual Task	Finish-only		
Split	External Milestone	Duration-only	Deadline		
Milestone	Inactive Task	Manual Summary Rollup	Progress		
Summary	Inactive Milestone	Manual Summary			
Project Summary	Inactive Summary	Start-only			

TAB-7

Pricing of Services

(954) 944-3272
(561) 951-3864
www.ssnengineering.com
rsiddique@ssnengineering.com

Pricing of Services

The lump-Sum Fee for the Comprehensive Parks and Master Plan is $131,250.

TAB-8

References

Elius Nortelus, PE
Department of Regulatory and Economic Resources
Division of Environmental Resources Management – Water Management Division
701 NW 1st Court, 5th Floor, Miami, FL 33136
Email: Elius.nortelus@miamidade.gov
Tel: (305) 372-6684
Contract Date: 2019-Ongoing
Description: Assisting Miami-Dade County Water Control Section in updating the stormwater master plan for the entire Miami-Dade County. This master plan is a compilation of the many related studies, engineering reports, previous master plans and other relevant data. SSN Engineering is working on to provide solutions to existing problems and inadequate storm sewer systems including collection, conveyance, treatment, and detention facilities. Analysis and evaluation of the existing system under existing and future development conditions. The services include collecting and reviewing as-built data, field verifying as-built conditions, updating the stormwater atlas, updating the existing modeling scenario, re-establishing the future modeling scenarios, updating the master plan document, and support tasks related to the completion of the XP SWMM Model.

Damaris Williams, PE
Project Manager, FDOT District 4
3400 W Commercial Blvd, Fort Lauderdale, FL 33309
Email: Damaris.williams@dot.state.fl
Tel: (954) 777-4091 (Work)
Contract Date: June 2018
Description: State Road 710/ SW Warfield Blvd from FPL Martin Power Plant Access Road to CR 609/SW Allapattah Road, is a two-lane undivided rural principal arterial in Martin County See Project location Map-Exhibit 1) and is proposed to be reconstructed to a four lane divided rural principal arterial. The proposed project is under the jurisdiction of the Florida Department of transportation (FDOT) District IV and South Florida Water Management District (SFWMD). The total project area is approximately 164 acres (road right-of-way) and total basin area approximately 124.58 acres (excluding interceptor ditch area). The project area has been divided into thirty-one (31) drainage basins. The proposed typical section consists of a four-lane rural divided section with a 48 foot median, two 12 foot travel lanes, 12 foot outside shoulder (5 foot paved), 8 foot median shoulders (2 foot paved), 35 foot wide dry retention linear swale with 1:6 front slope, 1:4 back slope and 3 foot wide flat bottom for each bound. Along the south side, at the FDOT/CSX right-of-way, a 2-foot-wide berm with 1:4 and 1:3 slopes are provided to separate the on-site runoff from the off-site runoff. Also, along the north bound, behind the swale, a 19-foot-wide berm, to accommodate a 12-foot shared use path, and an interceptor ditch that replaces the existing ditch in-kind along the north side of SR 710.

Earl Prizlee
Project Manager, City of Sunrise
777 Sawgrass Corporate Parkway, Sunrise, FL 33325
Email: eprizlee@sunrisefl.gov
Tel: (954) 888-6002 (Work)
Contract Date: January 2016 - 2018
Description: SSN Engineering had provided Civil Engineering Design services for the 22 acres of Flamingo Park located at the City of Sunrise, Florida. The project scope included construction of new community

center, covered basketball courts, soccer field restoration, and new splash pad with all amenities, site utilities and drainage improvements throughout the park. SSN has worked as EOR for the Water Distribution System, Sewer Collection System, Stormwater Management System and had worked closely with the design architect and landscape architect to layout the site elements around the park. The services included design, applicable permits, and construction per local, County, State and other applicable standards, rules and laws. Prepared contract drawings performed a detailed quantity takeoff, prepared General and Technical Specifications, prepared final opinion of probable cost, responded to RFIs, conducted periodic site visit, and resolved field issues.

Greg Perry
Project Manager, Mastermind Construction
1854 NW 204th St, Miami Gardens, FL 33056
Email: gperry@perrinintl.com
Tel: (305) 562-0347 (Work), (786) 251-9291 (Cell)
Contract Date: January 2014
Description: Provided Civil Engineering Design and Permitting Services for Sherbondy Village Parking and Roadway Improvement project. The scope of services includes stormwater analysis and design, construction plan preparation, signing and marking plan preparation, and obtaining permits from applicable jurisdiction.

Carlos Maldonado
President, C&I Construction and Design, Inc.
14031 SW 143rd Court, Unit 6, Miami, FL 33186
Email: carlos@cicdinc.com
Tel: (305) 255-6067 (Work), (786) 287-9903 (Cell)
Contract Date: May 2013
Description: Provided Civil Engineering Design and Permitting Services for Sanitary Sewer Pump Station design, 2000 LF of 8” Force Main Design, and Roadway Improvements. The scope of services includes sanitary sewer network analysis and design, construction plan preparation for sanitary installation and roadway improvements, and obtaining permits from applicable jurisdictions.

TAB-9

Additional Forms

RFP NO. 21-0630100

COMPREHENSIVE PARKS AND RECREATION MASTER PLAN

PROPOSER QUALIFICATIONS

The Proposer, as a result of this proposal, MUST hold a County and/or Municipal Contractor's Occupational License in the area of their fixed business location. The following information MUST be completed and submitted with the proposal to be considered:

1. Legal Name and Address:

   Name: SSN Engineering, LLC

   Address: 13899 Biscayne Blvd., Suite 213-4
   North Miami Beach
   City, State, Zip: FL 33181 Phone/Fax: _____

2. Check One: Corporation (x) Partnership ( ) Individual ( )

3. If Corporation, state:
   Date of Incorporation: 08/01/2011 State in which Incorporated: Florida

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization: N/A

5. **Name and Title of Principal Officers** **Date Elected:**

Rubel Siddique, PE Director of Engineering	08/01/2011
MD Shahinur Rahman, PE, PMP Senior Project Manager	05/01/2015
_____	_____
_____	_____

6. The length of time in business: 10 years

7. The length of time (continuous) in business as a service organization in Florida:
   10 years

8. Provide a list of at least three commercial or government references that the bidder has supplied service/commodities meeting the requirements of the City of Opa-locka specification, during the last twenty-four months.

9. A copy of County and/or Municipal Occupational License(s)

Note: *Information requested herein and submitted by the proposers will be analyzed by the City of Opa-locka and will be a factor considered in awarding any resulting contract. The purpose is to insure that the Contractors, in the sole opinion of the City of Opa-locka, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract. If there are any terms and/or conditions that are in conflict, the most stringent requirement shall apply.*

RFP NO: 21-0630100

PRICE PROPOSAL FORM

COMPREHENSIVE PARKS AND RECREATION MASTER PLAN

PROPONENT understands and agrees that the Contract Price is the lump sum to furnish and install all of the Work complete in place. Vendor's price will not be adjusted unless the CITY changes the scope of the Project after the Contract Date.

As such, the Vendor shall furnish all labor, materials, equipment, tools, superintendence and services necessary to provide a complete, in place Project for the Proposed Price of:

LUMP SUM PRICE: $ 131,250.00

SUBMITTED THIS 30th DAY OF June 2021.

BID SUBMITTED BY:

SSN Engineering, LLC	(561) 951-3864
Company	Telephone Number
Rubel Siddique, PE	
Name of Person Authorized to Submit Bid	Fax Number
	rsiddique@ssnengineering.com
Signature	Email Address
Director of Engineering	
Title	

CITY OF OPA-LOCKA

CERTIFICATION REGARDING DEBARMENT, SUSPENSION PROPOSED DEBARMENT AND OTHER MATTERS OF RESPONSIBILITY

1. The Proposer certifies, to the best of its knowledge and belief, that the Proposer and/or any of its Principals:

A. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.

B. Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph 1-B of this provision.

2. The Proposer has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any City, State or Federal agency.

A. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions). This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

B. The Proposer shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

C. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Proposer's responsibility. Failure of the Proposer to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Proposer non-responsive.

D. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Proposer is not required to exceed

that which is normally possessed by a prudent person in the ordinary course of business dealings.

E. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature

Printed Name Rubel Siddique, PE

CITY OF OPA-LOCKA
RFP NO. 21-0630100

DRUG-FREE WORKPLACE CERTIFICATION FORM

Whenever two (2) or more bids/proposals, which are equal with respect to price, quality, and service, are received by the CITY OF OPA-LOCKA for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. 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 controlled substances is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

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

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

4. In the statement specified in number (1), notify the employees that as a condition for working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction on or plea of guilty or no contest to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular 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 Section 287.087, Florida Statutes.

This Certification is submitted by Rubel Siddique, PE (Name) the Director of Engineering (Title/Position) of SSN Engineering, LLC (Company)

who does hereby certify that said Company has implemented a drug-free workplace program, which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

06/30/2021
Date

Signature

CITY OF OPA-LOCKA
NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA - COUNTY OF MIAMI DADE

Rubel Siddique **being first duly sworn, deposes and says that:**

(1) He/She/They is/are the Owner (Owner, Partner, Officer, Representative or Agent) of SSN Engineering, LLC the PROPONENT that has submitted the attached proposal;

(2) He/She/They is/are fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

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

(4) Neither the said PROPONENT 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 PROPONENT, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from Proposing in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any PROPONENT, firm, or person to fix any overhead, profit, or cost elements of the Proposal or of any other PROPONENT, or to fix any overhead, profit, or cost elements of the Proposed Price or the Proposed Price of any other PROPONENT, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;

(5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the PROPONENT or any other of its agents, representatives, owners, employees or parties of interest, including this affiant.

Signed, sealed and delivered in the presence of:

MD SHAHINUR RAHMAN
Witness

Witness BM RUMEL SIDDIQUE

By:
Signature

Rubel Siddique
Print Name and Title

NON-DISCRIMINATION AFFIDAVIT

I, the undersigned, hereby duly sworn, depose and say that the organization, business or entity represented herein shall not discriminate against any person in its operations, activities or delivery of services under any agreement it enters into with the City of Opa-locka. The same shall affirmatively comply with all applicable provisions of federal, state and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for service delivery.

By: Rubel Siddique

Title: Director of Engineering

Sworn and subscribed before this

30th day of June, 20 21

Notary Public, State of Florida

MD Shahinur Rahman

(Printed Name)

Notary Public State of Florida
MD Shahinur Rahman
My Commission GG 268018
Expires 10/16/2022

My commission expires: 10/16/2022

E-VERIFY

Effective January 1, 2021, public and private employers, contractors and subcontractors will be required to register with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and

a) All persons (including sub-vendors/sub-consultants/sub-contractors) assigned by Vendor /Consultant/ Contractor to perform work pursuant to the contract with the Department. The Vendor /Consultant/ Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the City; and

By entering into a Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. If t contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination. The Contractor acknowledges it is liable to the City for any additional costs as a result of termination of the contract due to Contractor's failure to comply with the provisions herein.

E-VERIFY FORM

Definitions:

"Contractor" means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration.

"Subcontractor" means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

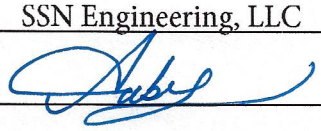
Effective January 1, 2021, public and private employers, contractors and subcontractors will begin required registration with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and

b) All persons (including sub-vendors/subconsultants/subcontractors) assigned by Vendor/Consultant/Contractor to perform work pursuant to the contract with the Department. The Vendor/Consultant/Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the City of Opa-locka; and

Should vendor become successful Contractor awarded for the above-named project, by entering into this Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.

Company Name: SSN Engineering, LLC

Authorized Signature: 

Print Name: Rubel Siddique, PE

Title: Director of Engineering

Date: 06/30/2021

TAB-10

Acknowledgement of Addendums

Comprehensive Parks and Recreation Master Plan

RFP#21-0630100

ADDENDUM-01

Please be advised that the Pre-Bid Meeting for RFP No. 21-0630100 (Comprehensive Parks and Recreation Master Plan) will be held in person at Sherbondy Village, 215 Perviz Avenue, Opa-locka, FL 33054 AND via zoom. To participate by Zoom please use the call in information listed below:

Join Zoom Meeting
https://us02web.zoom.us/j/82890144541?pwd=RjE3T1IzaThLRTFJVHNDZDFJSUJWZz09

Meeting ID: 828 9014 4541
Passcode: 594526
One tap mobile
+16465588656,,82890144541#,,,,*594526# US (New York)
+13017158592,,82890144541#,,,,*594526# US (Washington DC)

Dial by your location
+1 646 558 8656 US (New York)
+1 301 715 8592 US (Washington DC)
+1 312 626 6799 US (Chicago)
+1 669 900 9128 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
Meeting ID: 828 9014 4541
Passcode: 594526
Find your local number: https://us02web.zoom.us/u/kh8QW9gZG

Comprehensive Parks and Recreation Master Plan

RFP#21-0630100

ADDENDUM-02

Please see responses to all questions asked to date:

1. What is the budget for the Comprehensive Parks and Master Plan project?
   Approximately $150,000

2. Can a firm be both a prime and a subconsultant?
   Yes

3. What is the budget for this project?
   Approximately $150,000

4. Is there a previous Parks Master Plan or is this the first one for the City?
   This is the first time the City of Opa-locka performed a Comprehensive Parks and Recreation Master Plan

5. Who are the members/titles of the selection committee?
   The Selection Committee have not been confirmed yet, however the members will consist of City personnel from various departments.

6. Can you send us the pre-bid meeting sign in sheet/pre-bid meeting list of attendees via Zoom?
   Please see the attachment

CITY OF OPA-LOCKA

RFP NO: 21-0630100 COMPREHENSIVE PARKS & RECREATION MASTER PLAN

JUNE 9, 2021 @ 10:00 A.M.

MANDATORY PRE-BID MEETING

SHERBONDY VILLAGE, 215 PERVIZ AVENUE, OPA-LOCKA, FL 33054

NAME	COMPANY NAME	EMAIL	PHONE #
Sha'mecca Lawson	City of Opa-locka	slawson@opalockafl.gov	305-953-2821
Elbert L. Waters	E.L. Waters and Company, LLC	elwatersandcompanyllc@gmail.com	305-785-9757
Stefano Viola	Kimley-Horn & Assoc.	Stefano.viola@kimley-horn.com	954-535-5100
Lisa Paradis	Berry Dunn	lparadis@berrydunn.com	617-438-9272
Joy Hawthorne	City of Opa-locka	jhawthorne@opalockafl.gov	786-393-4554
Delven Patterson	City of Opa-locka	dpatterson@opalockafl.gov	305-953-2875
Andrew Schwartz	Environmental Planning & Design	andrewschwartz@epd-pgh.com	412-261-6000
Rubel Siddique	SSN Engineering	rsiddique@ssnengineering.com	561-951-3864

Carol Yagle	Environmental Planning & Design	carolynyagle@epd-pgh.com	412-261-6000
Nanae Marcial	The Valerin Group, Inc.	nanea@valerin-group.com	954-656-6616
Michael Bradley	Miller Legg	mbradley@millerlegg.com	954-628-3657
Kathy Brennan	Miller Legg	kbrennan@millerlegg.com	954-628-3657

CITY OF OPA-LOCKA
COMPREHENSIVE PARKS AND RECREATION MASTER PLAN

RFP: 21-0630100
PROPOSAL SUBMISSION

Submitted by
ENVIRONMENTAL PLANNING & DESIGN

CONTACT:
ANDREW SCHWARTZ, AICP CUD, PLA, LEED® AP, SITES® AP
STUDIO DIRECTOR

CAROLYN YAGLE, AICP, PLA, ESR
DIRECTOR OF PLANNING AND POLICY

100 ROSS STREET
PITTSBURGH, PA 15219
412-261-6000
WWW.EPD-PGH.COM

JUNE 30, 2021

environmental planning & design

Environmental Planning & Design, LLC
100 Ross Street, Suite 500
Pittsburgh, PA 15219
412-261-6000
epd@epd-pgh.com
www.epd-pgh.com

EPD's firm name is the embodiment of our planning and design philosophy. This philosophy is borne from man's fundamental understanding of nature. Our firm's logo is based on the symbols used by early man to represent the essential elements of nature and is an abstract interpretation of primitive cave carvings found in Europe.

The Sun. A circle symbol was used to represent the Earth's life force - the sun.

Air. The floating quality of the atmosphere was depicted as a element within the shadow of the sun.

Water. The Earth's seas were represented by a horizontal line.

Earth. A vertical line was added to signify the upthrust of the land.

Environment. The combination of the four basic elements is symbolic of the total environment.

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CITY OF OPA-LOCKA
COMPREHENSIVE PARKS AND RECREATION MASTER PLAN

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Environmental Planning & Design, LLC's (EPD) proposal information is considered unique to the firm and proprietary information. The following proposal is to be used by the City of Opa-locka and its selection committee for evaluation purposes only. Re-use or distribution of any information contained in this proposal package is not permitted without the written authorization of EPD. By reviewing EPD's proposal, you are hereby bound by the provisions described above.

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LETTER OF TRANSMITTAL

PART 2

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environmental planning & design | landscape architects urban designers community planners
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June 28, 2021

City of Opa-locka
Office of the City Clerk
780 Fisherman Street, 4th Floor
Opa-locka, FL 33054

RE: City of Opa-locka Comprehensive Parks and Recreation Master Plan
RFP: NO: 21-0630100

Dear Joanna Flores,

On behalf of the professionals at Environmental Planning & Design (EPD), Rebecca Schnirman, CPRP and Konveio, we thank the City of Opa-locka for the opportunity to submit a proposal for professional services as related the City's first Comprehensive Parks and Recreation Master Plan. Our Team of recreation designers, recreation planners, landscape architects, community engagement specialists, and financial analysts is keenly tuned to people and their experiences being at the heart of everything we do.

EPD is an 82-year-old landscape architecture, recreation planning and urban design firm with projects located in 15 states. Our firm's certified planners (AICP), LEED Accredited Professionals, SITES Accredited Professionals and registered landscape architects (PLA) work with clients to objectively explore and develop solutions. We work with public-sector clients throughout the eastern United States to understand how physical, natural, and socio-economic influences can inform the development and management of park, recreation and greenway services. EPD has maintained a substantial planning practice in South Florida for more than 60-years. Our experience has brought us to the doorstep of Opa-locka on numerous occasions in the past. For instance, our firm planned/designed Miami Lakes and Weston and recently completed a comprehensive park and recreation master plan for Coral Springs. EPD will serve as the prime consultant and will be responsible for project management. We will also be the master plan effort's principal planner, author and community engagement facilitators.

Rebecca Schnirman, CPRP, MBA serves as the Director of the Financial and Support Services Division for the Palm Beach County Parks and Recreation Department. Bringing 16 years of perspective as a practitioner, she will provide Opa-locka with a fiscally-conscious assessment of current financial conditions and will develop a battery of finance/funding recommendations. Her insights will be drawn from her years of active involvement in the Florida Recreation and Parks Association (FRPA), National Recreation and Parks Association, Government Finance Officers Association, the Florida Government Finance Officers Association, and the Palm Beach Chapter of the Florida Government Finance Officers Association.

Konveio (pronounced "convey-o") is a digital content engagement solution developed expressly for civic projects such as park and recreation master plans. Konveio's online platform and technical staff support public and stakeholder engagement processes across the United States from their home office in Denver, Colorado. Konveio's software and services will be used throughout the planning effort to engage residents, facilitate meetings, host on-line surveys, post media blasts and enable seamless, transparent and convenient project management and City staff access.

Based upon our collective experience, a review of the RFP, the posted addendum and our understanding of the City and its park and recreation assets, we have prepared a proposal that focuses on:

- Assessing the City's effectiveness, capacity and potential for providing parks and recreation services/ programs to its residents;
- Evaluating the park and recreation system's amenities and programs and identifying the current and future recreational needs of an evolving populace;
- Preparing feasible alternatives and implementation strategies for future or re-imagined park and recreation facilities;
- Outlining a realistic strategy to finance and fund additional investments;
- Coordinating project partner roles and responsibilities; and foremost;
- Stimulating discussion with the residents and building consensus regarding aspirations and what needs done to realize the communities and park and recreation goals.

Our technical proposal follows the scope of services prescribed in the RFP and places emphasis on the community engagement and needs assessments aspects of the planning effort. In some cases, we have expanded our scope of services to provide an even more comprehensive analysis/view of the City's current operations and future opportunities. We have been able to incorporate these additions without exceeding the City's stated budget expectation. We would welcome the opportunity to further discuss ways in which we could collectively further develop a Scope of Services based on the City's ultimate planning goals.

Based upon the RFP's identified areas of work, our Team feels that this project will effectively span between 10 and 12 months. If our Team is selected, I will be the Studio Director responsible for advancing the completion of the project as well as building consensus with Staff, elected officials, stakeholders and residents. I will also be responsible for overall quality control and quality assurance. Carolyn Yagle, AICP, PLA, ESR and the firm's Company Manager will be the Project Manager responsible for coordinating day-to-day planning efforts and producing the various deliverables.

We thank you for the opportunity to respond to this RFP. Our Team recognizes the significance of presenting recommendations based on facts, exploring alternative visions and formulating pragmatic implementation scenarios which effectively respond to administrative, physical and fiscal capacities. It is exciting to see the City taking an important step forward with an energized view towards parks and recreation enhancements. More importantly, the unique history, diversity and ever-changing complexion of the City, make community engagement an essential aspect of the planning effort. As the City Commission, Staff, residents and recreation stakeholders look toward the coming decades, we would enjoy working with all involved to ensure that this journey is charted with a clear, informed perspective.

Sincerely,

Andrew JG Schwartz, AICP CUD, PLA, LEED® AP, SITES® AP
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Director of Planning and Policy
Project Manager
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GENERAL INFORMATION

PART 3

Firm Overiew

environmental planning & design

Our Legacy

Environmental Planning & Design, LLC (EPD), formerly Simonds and Simonds, was established in 1939 in Pittsburgh, Pennsylvania to provide public and private clients urban design, landscape architectural and community planning services. The main office is located in Pittsburgh, PA, as well as offices in Fort Myers, FL and Coral Springs, FL. Our 82 years of experience has allowed us to develop a **nationally** acclaimed practice and an enduring legacy. Today, the intersection between urban planning and design, the creation, restoration, management of our worlds landscapes and the built environment becomes more complicated. We look through the lenses of community, sustainability, equity and diversity. These broader perspectives are needed to achieve a successful planning and design outcome.

Interdisciplinary Team

Our firm consists of community planners, strategic planners, urban designers, landscape architects and GIS specialists. EPD holds registrations and certifications including American Institute of Certified Planners (AICP), Certified Urban Designer (CUD), Registered Landscape Architect (PLA) in various states, LEED® Accredited Professionals and SITES® Accredited Professionals. Our approach to each project is to create a work team that includes individuals who represent these different perspectives and disciplines. Our diverse team use their collective professional developing studies, concepts, plans as well as bringing these ideas to fruition through implementation. While our roles may shift from project to project, there is always a collaborative discussion and exploration component involved.

Context and Global Vision

We work with community leaders, stakeholder groups and regional associations to obtain a keen understanding of the local people and various neighborhoods. We immerse ourselves in the communities in which we work. We look beyond to understand the relationships between residents, community groups, and political officials to discuss the community perspective and aspirations. EPD is equipped with innovative ideas of the best practices to serve our community well. We have worked on projects from public spaces and conservation areas in Florida, to the working lands along the Great Lakes.

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Business Hours:
Monday - Friday
8:00am - 4:30pm

Diversity

As a continuously operating design practice for 80 years, we hold the value that an equitable and diversified work environment will not only bring financial success to a business but will also influence our culture and clients for positive changes. The following outlines our approach how EPD maintains an ongoing effort to integrate MWBE participation within our projects. EPD views our approaches from two perspectives:

1. EPD empowers women and minorities in leadership and professional roles.
2. EPD endeavors to team with certified MWBE firms.

Empowerment Effort Within the Organization

Multi-Cultural Value & Ethnically Diversified Staff

We have embraced a multi-cultural work environment throughout the years. As urban designers and community planners, we believe diversified ethnic and cultural backgrounds brings us a better understanding of today's urban environment and critical social issues. Currently, we are very proud that 40% of EPD's designers and planners are of an ethnic minority, with a variety of origins including African American, Asian American and Latin American with various ethnic and cultural backgrounds as well as multilingual capabilities within our firm.

Gender Equal & Outstanding Leadership of Women

We strive to create a gender equal work environment, empowering and supporting female and LGBTQ+ professionals. We are fully aware of the widely existing gender gap and try to make our business a place that all people can enjoy the same rewards and opportunities. In 2019, EPD became a women-owned business. Currently, 75% (3 of 4) of the owners are women and 80% (4 of 5) of the people in leadership roles are female. Carolyn Yagle is the Director of Planning and Policy, Katie Kovalchik is the Director of Landscape Architecture, as well as the contact for this project, and Gia Qin is the Director of Urban Design. Andrew Schwartz serves as the Studio Director and oversees the management of all projects.

Collaboration with WMBE Experts and Consultants

In the past 12 years (from 2009 to current), we have endeavored to collaborate with MWBE businesses in our projects to perform services of public engagement, economic strategic planning, project management, ecology evaluation, site surveys and more. Through this process, we have made strong connections to a number of certified MWBE firms.

Design Services

Parks & Recreation
Trails and Greenways
Streetscapes
Public Spaces
Green Infrastructure
Open Spaces
Regional Parks

Planning

Facility Master Planning
Bike/Ped Plans
Greenway Planning
Comprehensive Plans
Zoning Ordinances
Subdivision Ordinances
Land Use Planning
Natural Infrastructure
Community Engagement

Strategy

Economic Development
Fiscal Analysis
Parking Analysis
Land Management
Pro Formas
Build-Out Analysis

Firm Introduction

Konveio (pronounced "*convey*-o") is a digital content engagement solution for civic projects. Our product and staff support stakeholder engagement processes worldwide from our home office in Denver, Colorado.

For ten years, Konveio and our predecessor Urban Interactive Studio have been at the forefront of digital participation and civic engagement technology. We are a tech-savvy team, utilizing online tools to facilitate team meetings, training, and project management; our clients often compliment us on the seamlessness of implementation and training. Chris Haller, Founder and CEO, has more than 15 years of experience in planning, technology, and stakeholder involvement. He oversees most projects we work on. Individual team members have at least five years of experience in their respective specialties, and we consider interests and aptitudes when assigning our staff to project teams, ensuring investment and commitment to project success.

We have worked on projects in more than half of the United States, as well as in Canada, Australia, and the United Kingdom. Since 2010, we have built more than 500 civic websites in service of more than 250 unique clients. These websites have ranged in complexity from basic information sharing to standalone outreach activities to multi-year engagement suites. Our expertise is focused on public processes as the vast majority of our clients are government agencies representing municipalities, counties, regional planning councils, MPOs, public utilities, and special districts.

PROJECT APPROACH

Scope of Services

PART 4

OVERVIEW

Our proposed work scope is based on the original RFP requirements, the discussions that occurred during the pre-proposal conference as well as our own professional experiences. In some cases, we have suggested completing an additional set of analyses or additional outreach events in order to create a fully comprehensive master plan. For instance, a review of maintenance levels and practices or funding/financing strategies can have a profound effect on the quality and sustainability of the City's recreational offerings. We have incorporated these additions or enhancements as part of our basic scope of services and feel we can complete them in additional to the RFP requirements within the City's stated budget. We would be happy to further refine any work tasks or suggested methods to create a full customized work scope.

Community Context and Initial Observations

In 2010, 35% of the City's population was composed of persons under the age of 18, 12% from 18 to 24; around 50% are in the 25 to 64 age group; and about 10% are 65 years of age or older. The median age of a City resident is estimated to be under 30 years old. The ethnic and racial complexion of the City is incredibly diverse and culturally robust! Opa-locka is a place for all people independent of color, creed and economic status.

There were approximately 6,000 households in the City; over 40% of these households had children (under the age of 18) living in them. More than 25% of the households had one-person; 10% of these households had someone living alone who was 65 years of age or older; 35% were headed by a single parent; and nearly 30% were considered non-family arrangements. The average household size was approximately 3-persons and the average family size was about 3 ½-persons.

The above demographics indicate to us that the City's parks, open spaces and recreational offerings are critically important to the residents. Great facilities, quality service and memorable/positive experiences in the City's parks and recreation areas can supplement the values being instilled at home and a household's quality of life. However, the facilities and services need to be easily accessible, conveniently scheduled/open, affordable, safe and culturally relevant and appealing. The comprehensive master plan needs to explore what it will take to deliver such facilities, services and experiences.

Drawing upon Experience and Different Perspectives

Equipped with over 80 years of park and recreation master planning for municipal, county, regional and state clients, EPD seeks to ensure that every planning and design effort considers equity, access, longevity, flexibility/adaptability and sustainability. Further, the following Scope of Services has been formulated in the context that the City of Opa-locka is undertaking its first comprehensive parks and recreation master plan. Our specific work tasks will allow the City to understand the dimensions of each of the above considerations as well as their inherit synergies and trade-offs. Consequently, we propose completing a series of early-phase analyses and observations, mid-phase visioning and 'what if discussions' and a final phase that outlines realistic and measured actions for advancing the City's park and recreation experiences into the coming decades.

Communities are continually evolving; their populations grow and shrink, they age, and they become culturally different over a period of years. We develop plans around these changes and use this evolution to facilitate meaningful and provocative dialogue between elected officials, City Staff members, recreation providers and the community at-large. Ultimately, these discussions when married with our analyses and observations will frame the plan's key recommendations related to facilities, management, programs, finance/funding and maintenance.

SCOPE OF SERVICES

1 Community Engagement and Outreach

As clearly expressed by the City through the RFP as well as during the Pre-Proposal Conference, community engagement and outreach is the most important element to the planning process. This perspective aligns well with the approach and techniques we commonly used as part of park and recreation master plans. We envision using multiple techniques and points in time to engage residents, business leaders, recreational stakeholders, elected officials and City staff members to get the pulse of the community and define their future aspirations and needs.

The backbone and the glue to the multiple layers of outreach is Konveio's online platform. Konveio is a web app that will allow residents of Opa-locka to easily share insights and gather ideas, survey responses or collect stakeholder or public feedback on draft documents, presentations, designs, community events, poster boards or reports. It fosters buy-in by giving you the tools you need to convey ideas, collect feedback, and spark action. Most importantly, Konveio is a secured, private platform that can be used to support the Leadership Team, the City Staff, elected officials and stakeholders. The platform can be configured to provide simple password-protected workspaces or can be set-up with a shared password token to simplify collaboration without requiring members to sign up for accounts or learn how to use a new software program. Subsequently, we envision use the workspaces as the primary vehicle to share information such as upcoming meetings, meeting notes, or member lists and to ask for feedback on drafts, agendas, and other documents before or in-between meetings.

<u>Project Portal and Interactive Education Materials</u>

EPD and Konveio will start the project by setting up a Project Portal which will provide the planning effort and the City with a continuous on-line presence and point of contact. We will discuss the initial Project Portal design with the City Staff and determine which grouping of configurations best serves the project as envisioned by the City Staff. EPD and Konveio will then begin to develop an initial set of Project Portal 'pages' and will embed infographics and multimedia to create interest for the City's on-going planning effort. We have assumed that the Project Portal will be constructed to support multiple languages. A selection of staff members from both EPD and Konveio speak multiple languages and are capable of maximizing the inclusiveness of the project's communications strategy.

<u>Early Engagement</u>

Following set-up of the Project Portal, we recommend creating a couple of low-threshold engagement opportunities, like non-statistically valid surveys or polls that can be used from any device including smartphones and tablets. Surveys can handle a variety of data inputs and all results can be viewed on a data dashboard or exported to other analysis tools, allowing for in-depth data analysis. Early engagement often focuses on a few simple questions to get people involved without a big commitment and collect email addresses to build a project mailing list.

<u>Living Plans</u>

Konveio can be extended to support publishing final plans or reports as living documents after project completion. This includes a glossary feature, popups for map integrations, video explanations or text commentary and other interactive features.

Leadership Team Meetings

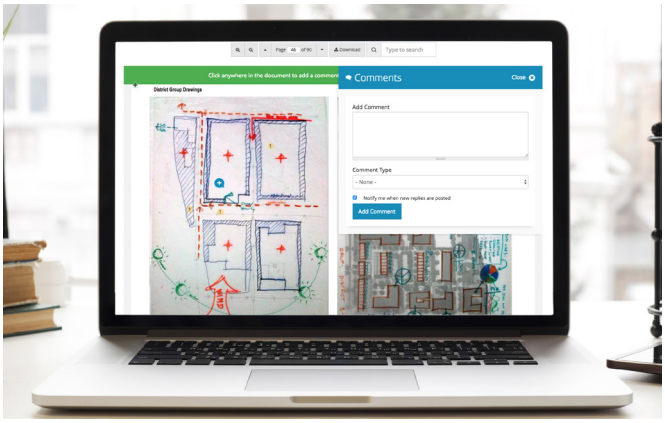
Planning Team representatives will meet with the City's Parks and Recreation Leadership Team a minimum of four (4) times throughout the duration of the planning process. While this proposal is more than what was requested in the original RFP, we believe that additional involvement is warranted given that some aspects of the planning effort are being uncovered for the first time in the City's history. The leadership Team meetings will occur once every 8-10 weeks and will focus on the fact finding and analysis work as well as review the draft recommendations and actions and draft/final plan documents. The Leadership Team will also be instrumental in vetting and refining the draft and pre-final Community Recreation Survey.

Public Meetings

The Planning Team will facilitate a series of three (3) public meetings. The purpose of the first public meeting will be to introduce project activities/review project analysis findings, obtain public input, and focus on general community recreational needs aspects. This meeting would be structured as a Planning Workshop with a variety of topic tables where participants can learn basic facts and to express their thoughts and concerns. The Planning Workshop is anticipated to be a 3-4 hour session that will allow participants to provide valuable insights and become an integral part of the planning process. The purpose of the second public meeting will be used to share the Community Recreation Survey results and insights and to provide feedback on initial recommendations and draft plan document. This meeting would be structured as an Open House with a dedicated period for a formal presentation. The third meeting will be to review the final Plan document. This meeting would be structured as an Open House with a dedicated period for a formal presentation.

As part of any public meeting and independent of format, we propose using Konveio to continue the conversations started at in-person community workshops and replicate in-person feedback activities for those who couldn't attend by:

- Embed videos and PowerPoint presentations or integrate webinars and live streaming to set the stage and welcome the audience.
- Sharing poster boards from the meeting and allowing comments where meeting participants responded to questions or placed sticky notes.
- Using embedded surveys to mimic dot-voting or mapping activities used in the meeting.



Stakeholder Interviews

The purpose of the stakeholder interviews will be to obtain detailed insights from selected stakeholders, organization representatives and community leaders on various recreational opportunities and challenges that exist within the City. The Planning Team will conduct up to twenty (20) stakeholder interviews based upon a questionnaire that the Leadership Team has reviewed and provided feedback on. While a set of specific questions is used as a conversation starter, the value of the stakeholder interviews is to have candid and private conversations with persons that have unique or issue/topic-specific knowledge about the City's parks and recreation assets. A summary of interview findings will be prepared for Leadership Team review and consideration. The Planning Team will not publish specific comments made by an interviewee – rather we report on the major themes or topics that emerge from the collective interviews themselves. It is anticipated that the departmental Staff and/or the Leadership Team will assist the Planning Team in identifying potential stakeholder interviewees and will be responsible for developing an invitation letter or email. After the initial introduction to the interviewee, the Planning Team will coordinate actual days/times to facilitate the conversations.

Again, in an effort to facilitate discussion, maximize convenience and potentially adjust for any remaining COVID-19 restrictions, we expect to use Konveio to support the Stakeholder interviews.

Focus Groups Discussions

Complementing the stakeholder interview, the Planning Team will facilitate a series of five (5) focus group discussions. These will be conducted to obtain detailed feedback from various segments of the population. The Planning Team and the Leadership Team will determine the composition of the groups. Potential groups could include elementary/middle school students, seniors, sports association representatives, general residents, minorities, persons with disabilities, business owners and any others identified.

Community Recreation Survey

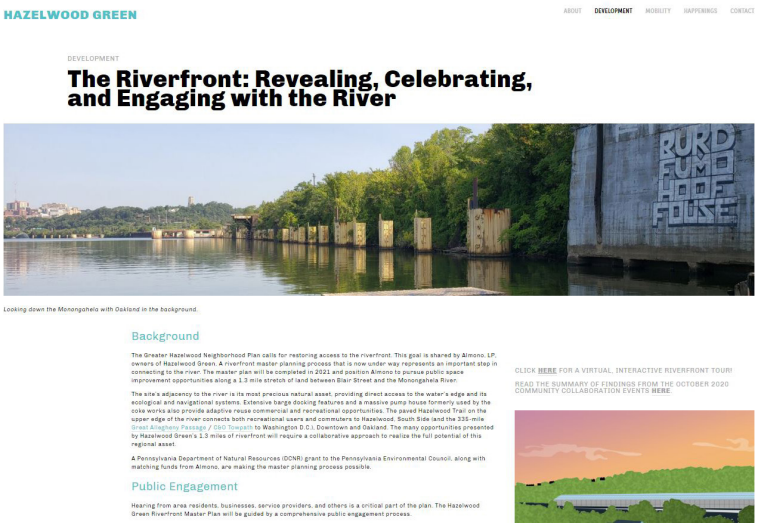
As our communities evolve and our lifestyles change, the use of surveys, polls and questionnaires has had to adapt as well. While the original RFP requires a statistically valid survey to be administered, we have found that the percentage of respondents who participate in such a survey is often below 20%. Given, the cost invested – it's sometimes is not the best return! Consequently, we envision using a combination of three (3) different surveys to reach the broadest number of people and to supplement the statistically valid responses.

Our survey strategy includes:

#1) an on-line survey through Konveio (non-statistically valid);
#2) a paper-based or digitally accessible survey through Konveio (non-statistically valid) administered as part of established community events; and
#3) a paper-based, statistically valid resident survey distributed to a sample of the City's overall population. We propose that a sample size defined by 20% of the City's nearly 6,000 households have a survey mailed to them directly. The mailing will include the paper-based survey as well as postage-paid return envelope. We would work with the City Staff to determine the best means and source of generating an address list for the distribution. We have assumed that the City will ultimately generate the address list to include the proportionate share of household renters and owners. We will also include a QR code for the household to respond to the survey through Konveio directly. We have included the reimbursable cost of all surveys (including the statistically valid) as part of our price proposal.

Each survey type will be coded and tabulated separately so that the results of the different survey participants are separated. We suggest this approach in order to isolate "non-statistically valid but important input" from the "statistically valid" survey responses. Non-statistically valid would be a survey link presented to a senior group or a set of sports organizations. Both examples were specifically selected for input and have known biases but are important user groups that the City should reach out to despite their bias.

The Planning Team will prepare an initial set of Community Recreation Survey questions for the Leadership Team to review and vet. The questions will probe participants about the current usage of the City's parks and recreation assets as well as their aspirations. However, the survey should also delve into understanding the survey participants past recreation experiences, their perceptions of quality and the effectiveness of the City's delivery of service. The initial questions will be refined and uploaded to Survey Monkey as appropriate and formatted for electronic access. Notification about the survey and the Plan's general evolution will also be prepared for inclusion in the community newsletter and an applicable link will be provided for posting on the Municipality website. The Planning Team will work with the City on providing access to the survey database for their use in tallying the paper copies that may be received.



Community Events

EPD owned photo with permission from participants from a community event.

We have learned in the past 15 years, that to get broad and meaningful public input - YOU NEED TO TAKE THE SHOW ON THE ROAD! Our experience has taught us that resident time is valuable and limited. Given the number of single parent households in the City, the more opportunities that can 'piggy-back' onto other known, well-established community events, the more likely that you'll be able to further the resident discussion on their recreational needs and desires. More importantly, we'll most likely be able to hear voices that we may not have been able to get to any other way. Therefore, we envision attending up to three (3) existing/ established community events (3 to 6-hour long event such winter festivals, spring picnics or summer-time barbecues. We propose administering additional surveys or polls during these events as well as having interactive exercises to be residents to share their thoughts on priorities, park amenities, etc.

City Commission Briefings

The Planning Team will brief City Commission in-person three (3) times at key points in the planning process following the public input phase and upon completion of the Final Plan. Presentations will utilize PowerPoint® and other graphic media. As with other presentation made throughout the planning effort, Konveio and the Project Portal will be used to share and broadcast the City Commission presentations.

Social Media Posts and Traditional Media Press Releases

EPD will prepare brief social media posts (Facebook/Twitter/Instagram) every two (2) to three (3) weeks. We suggest formatting the social media posts as "educational" releases that highlight key findings or "Did you know?"-type findings. The Planning Team will prepare the content of the social media posts, after all content has been approved by the City. Additionally, we will create three (3) traditional media press releases to be published strategically during the planning process. The press release should highlight and announce project information/upcoming events or steps in the planning process. The Team will prepare the content of the media release, after all news releases are approved by the City; the City is responsible for any advertising costs related to the traditional media outlets.

Plan Adoption Presentation

Key representatives of the Planning Team will attend the plan adoption meeting with City Commission. The Plan Adoption Presentation assumes the preparation of a PowerPoint-style slideshow that can also be shared electronically via the City websites or social media sites.

The final Konveio feature that we expect to utilize is the 'Living Plan' function. Konveio permits the documents to stay online after the project completion, as an easy-to-navigate, web-based plan and can even be extended to track indicators or progress towards implementation over the years to come.

Public Participation Summary

We will develop a written Public Participation Summary outlining the key inputs/take-aways, comments and level of participation gained through the project's community engagement process. This summary will be integrated into the Draft and Final Plan documents.

2 Park and Recreation Facilities

Project Library

The Planning Team will review the City's current and previously completed studies and analyses to further understand the relationship and interconnections of these studies/plans to the City's parks system. Concurrently, we will work with the City's various departments and experts to compile all the necessary ArcGIS shapefiles and CAD layers to create a series of base maps (e.g. system-wide map versus individual facility maps).

We will also collect and evaluate socio-economic data and reports as related to the City's patterns as related to age, gender, ethnic/racial composition, housing status, per capita income, household income, poverty level, household composition, education attainment, car ownership, transit ridership. The Planning Team anticipates that the primary sources of such data will be the 2010 U.S. Census Data (and any updates/ interim projections that may be as available through the City, the US Census Bureau or the metropolitan planning organization). The socio-economic data will be collected at the City, tract and block levels.

Field Assessment of Existing Conditions

An important aspect is the assessment of the City's existing parks and recreational assets. We feel that this should be completed following the preparation of a city-wide base map and individual facility maps. Our Planning Team will visit each park and recreation asset to perform a field assessment of existing conditions. The site visits will document the location and condition of current amenities, neighborhood/community connectivity, physical/spatial constraints/ opportunities as well as maintenance quality. A summary of field assessments will

be developed for each park and recreation asset and will use a common format. Ultimately, the assessment will 'grade' the condition of a park by topical categories (such as maintenance quality, out-of-date facilities, opportunities for expansion, etc.). It is not anticipated that Playground Safety Inspections are part of this Parks and Recreation Master Plan project. Consequently, the Planning Team's assessment will document the details of the following:

- Existing amenities or facilities in need of repair and the repairs needed to bring them to acceptable standards;
- Specific municipally owned and maintained playgrounds and their levels of safety standard compliance;
- Existing amenities or facilities and their levels of compliance with current Americans with Disability Act (ADA) standards;
- Compliance with Consumer Safety Commission safety guidelines for existing facilities;
- Obsolete facilities that no longer appear to be used or effective;
- Pedestrian access, circulation and travel distances to existing facilities;
- The effectiveness of current park and facility locations throughout the City and their role within the park system as a whole; and
- Undeveloped areas which may be best served by other uses or activities.

A GIS-based Field Assessment Webmap® will be created to illustrate the conditions of each asset based on the various topical categories. The conditions will be color-coded into three (3) categories for easy reference can evaluation. The categories will include:

- Good/excellent;
- Fair; and
- Opportunity for improvement.

Inventory of Parks, Open Spaces, Recreation Facilities and Trails

We will then expand the field work by preparing an Inventory of Park, Facility, Trails and Open Spaces to document each park and recreation asset. The City appears to have some information readily available which will provide the Planning Team with a solid starting point. The Inventory will summarize the following:

- Facility or open space name;
- Facility type/classification (e.g. neighborhood park, community park, MetroPark, etc. The typologies will be based on the National Recreation and Park Association (NRPA) or other generally acceptable standards);
- Ownership status;
- Number and type of facility;
- Total facility or open space acreage and/or greenway/trail mileage;
- General condition and level of use;
- Manager or contact person;
- Maintenance costs;
- Deed restrictions; and
- Potential land value.

3 Needs Assessment

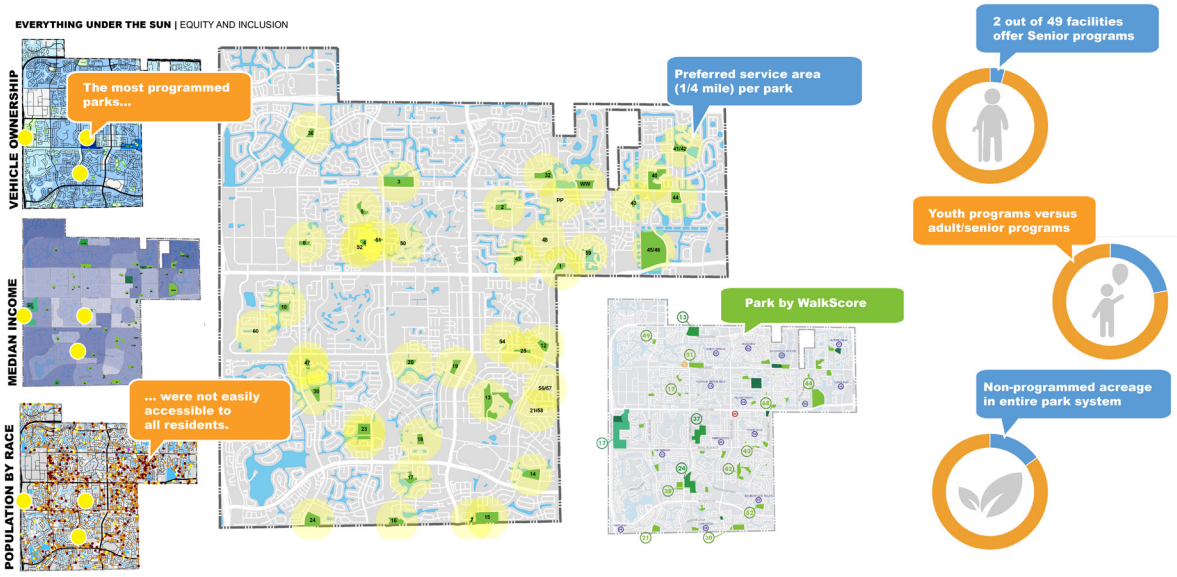
The Needs Assessment will be one of the most critical components for determining the potential land use recommendations and impacts on the population currently and projected to be served. Consequently, the Planning Team will conduct a 'three-pronged' Needs Assessment in order to examine the effectiveness of the system from multiple points of view. Our approach goes well beyond the commonly used cookie-cutter calculation that is based on predetermined numbers of facilities. Rather, our Team will evaluate the City's park

and recreational needs as per:

- Population/Acreage Ratios;
- Accessibility and Equity; and
- Levels of Service.

A combination of guidelines and resources will be used to conduct the three (3) analyses including socio-economic characteristics and trends; participation rates and projections from community/sports organizations; American Sports Data research; interviews with key stakeholders; and our own fieldwork. The field and game court capacity and demand using actual numbers and projections for trends in sports and outdoor recreation activities will also be evaluated.

The Population/Acreage Ratio Analysis will define each park and recreation asset's service area based on its facility type/classification criteria. The current and anticipated resident population falling within the asset's service area will be computed using US Census data (tract and block-level). This analysis will then determine whether each facility type or classification does or does NOT meet the recommended area (acreage) that typically is necessary to serve the recreational needs of the overall community and each facilities' service area. Surpluses and deficiencies will be evaluated in accordance with general standards published by the NRPA. This type of analysis combines map and tabular data.



The Accessibility and Equity Analysis will identify any geographic areas of the City that are not adequately served by current parks and recreation services. This analysis is map based and will be generated by overlaying the locations of the existing park and recreation assets with map data for streets, sidewalks, transit routes and bicycle facilities/trails. Under-served service areas will be highlighted for future discussion and possible recommendations.

The final prong of the assessment, the Level of Service Analysis, is a more fine-grain study of how well the City's various recreational amenities such as soccer fields, baseball diamonds and basketball courts are meeting current usage demands. The analysis will compare how many of each amenity type is available in the City and whether the usage rates for that particular type of amenity are: a) in-line with availability; b) if the public demand exceeds the number of amenities that are currently available; or c) if the public demand is well below what is available. The level of service analysis will also be compared to the insights/feedback obtained through the project's community engagement and outreach effort.

4 Programming

The Planning Team will create a Recreation Programs Summary outlining all recreation programs offered or promoted through the Parks and Recreation Department. The Summary, formatted as a table, will include, but not be limited to, the following information:

- The name of the sponsoring entity;
- The specific program name;
- The specific target ages and genders of the participants;
- Opportunities for individuals with a disability;
- Any program fees, charges levied, etc.;
- Community involvement/awareness of programs; and
- Recreation program policies and procedures.

Issues regarding active/passive recreation, competitive/non-competitive recreation and group/individual activities, sex, age and individual abilities will be considered. Programming deficiencies (i.e. hours, types, accessibility) and methods for addressing the public's recreational needs will be the final component of this analysis. Program participation trends provided by the City for the past five (5) years will be analyzed to determine deficiencies and surpluses in programming. The evaluation will also determine how the City's various programs meet the needs of individuals with disabilities, mobility challenges, seniors or those with limited income.

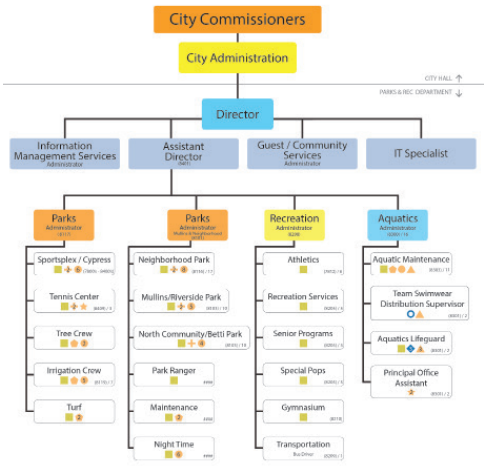
5 Administration and Personnel

The Planning Team will use the NRPA's CAPRA standards and benchmarks as a baseline to evaluate the City's administrative and personnel functions. While the City may not have aspirations or intentions of becoming CAPRA-certified, we find their guidelines provide quantifiable metrics to evaluate a park and recreation department's effectiveness.

We will describe and analyze the Parks and Recreation Department's authority and responsibilities, their relationships with community organizations, other recreation providers as well as current operational procedures/practices and record keeping standards. Using available departmental information and documents as well as a series of staff interviews, we will inventory all full-time, part-time and seasonal positions and update job descriptions and duties. We will compute the number of person-hours available by work activity (for instance maintenance worker versus office clerk) and will compare the departmental staff loads to communities with a comparable situational profile as well as NRPA national and regional reports/surveys. Ultimately, the Planning Team will determine whether the current levels of full-time, part-time and seasonal personnel are adequate to deliver quality recreational experiences and services. Finally, the Team will compare the City's administrative structure with other communities that share similar characteristics. An Administration and Personnel Summary will be developed to highlight the baseline information and the key analysis highlights.

The Planning Team will update the existing organizational diagram describing the existing staffing/positional hierarchy and relationships to other City administration functions. We will also include an evaluation of the role of the department director and their key staff members. Consequently, we will analyze and summarize the present personnel conditions in an easy-to-read matrix that is keyed to the current organizational diagram. Finally, the Team will also identify and analyze the hiring, training (on-boarding as well as job advancement) procedures for all new staff and volunteer positions. Depending upon the analysis conclusions, the Planning Team is prepared to draft a proposed organizational diagram that may suggest departmental re-organization, staff consolidation and/or new positions.

Following the assessment of the department's administrative and personnel circumstances, we will develop a departmental mission statement and a set of parks and recreation goals that are reflective of the public and Department's aspirations. The mission statement will serve as the guiding principle from which the project's actions and recommendations will be formulated. The goals will serve as realistic and measurable benchmarks for the Parks and Recreation Department to achieve as part of the continuing evolution of their parks and recreation system.



6 Maintenance

Our Planning Team will complete an analysis of the effectiveness of the current maintenance program being utilized by the City. The analysis will be based on observations obtained/gleaned during the site visits to each of the City's parks and recreation assets as well as discussions and interviews with the maintenance personnel and managers. Additionally, the Planning Team will outline the general maintenance procedures and protocols that the department has established and will identify their strengths and weaknesses. In sum, the Maintenance Analysis will:

1. Detail the current maintenance program (record keeping, preventive maintenance, use of a maintenance management plan, etc.) and analyze its effectiveness.
2. List the major maintenance equipment including age and purpose.
3. Describe any existing risk management efforts including inspection of park facilities, particularly playground equipment.
4. Analyze the adequacy of maintenance in relation to the condition of the park and recreation assets.

Finally, the Planning Team will evaluate the annual maintenance spending relative to the resident perception of quality. This evaluation is important in fine-tuning the operational side of delivering a quality service and recreation experience.

7 Financing and Funding

In order to gain a better understanding of the City's commitment and emphasis towards parks and recreation, the Planning Team will prepare a detailed analysis and five (5) year comparison of funding for parks and recreation and will contrast this history to the overall budget. While this particular analysis was not cited in the original RFP, we believe that an understanding of the community's current financing/funding realities and their influence on meeting the future needs of the residents is essential to developing a successful and responsive Park and Recreation Master Plan. Rebecca Schnirman (a Certified Park and Recreation Professional) will lead the Planning Team's effort in this task and brings a wealth of knowledge about recreation operations in South Florida. For the purposes of this proposal, we have assumed that the City will provide the Team with the following in a digital format: the 2015-2020 budget for parks and recreation expenses, employee wages, expenses such as maintenance supplies, equipment, etc., municipal taxes, fees and charges, donations, grants, and capital purchases. The Planning Team will then analyze the current recreation and park budget processes, identify potential gaps in funding and outline the various sources of funding available including sustainable grants. A Financing and Funding Summary will be produced and will highlight a set of important observations related to the City's recreation financing/funding strengths and challenges.

Moreover, the Planning Team will compile benchmarking data related to seven (7) other comparable park systems. The benchmarking data will focus on operating and capital expenditures and will provide a breakdown of major sources and amounts of revenues. Information will also be collected as related to alternative funding sources/strategies such a 'Friends of the Parks' groups, corporate sponsorships, non-profit park foundations, etc.

The Planning Team will also develop recommendations for maintaining higher levels of involvement related to recreation programs (soccer teams, football, etc.), volunteer efforts, seasonal activities (Easter egg hunt, festivals, etc.), and educational programs. The Team will recommend advertising opportunities and strategies for maintaining membership levels, and volunteer support throughout the year.

The capstone of the Financing and Funding evaluation will be the development of a Multi-year Capital Improvement and Phasing Plan for enhancing the facilities, administration, programming and maintenance of the City's park and recreation system. This capital improvement and phasing plan will identify those facilities and amenities in need, the years in which investment may occur, an opinion of implementation costs associated with both capital and operating costs and the potential funding options.

8 Key Recommendations and Actions

As the fact-finding and analyses tasks come to a conclusion (#1 through #7 above), the Planning Team will define a series of parks and recreation recommendations as related to new park and open space acquisition/ development, renovations, maintenance, recreational programming, financing and funding, administration and personnel and other topics. Depending upon the nature of a particular recommendation, the concept and purpose of the recommendation will be described as an illustration, map, text summary or table. A simplified master list or summary table of all recommendations will also be produced and will be used to create an Action Summary.
Additionally, the Team will estimate the implementation costs for each of the recommendations, including user fee analysis for facilities, programs and services, determine the timeframe required to complete each recommendation, and assess the potential availability of financing/funding sources. This information will

then be prioritized based on departmental, City and public input; priorities will be categorized into short-, medium- and long-term time horizons. These priorities, along with other key implementation strategies such as opportunities for inter-departmental collaboration and public-private partnerships and potential responsible stakeholder or 'implementation champion' will be noted in the Action Summary.

We would assume that we will prepare two (2) iterations of the Recommendations and Actions Summary prior to it be integrated into the overall Draft Parks and Recreation Master Plan document.

9 Draft and Final Documents

Draft Parks and Recreation Master Plan

As noted previously, the Planning Team will refine the draft Recommendations and Actions Summary as per the direction of the Leadership Team. We will then integrate this work into a Draft Parks and Recreation Master Plan document. In total, twenty (20) black and white copies of the Draft Plan document will be produced. A digital copy (PDF) will be provided for publication on the City's website and social media outlets.

Final Parks and Recreation Master Plan

The Planning Team will refine the Draft Plan as per departmental and Leadership Team direction. We will then integrate this work with the Final Report. The Final Report will be presented at the final public meeting and will be presented to the Board of Supervisors. In total, twenty (20) full color copies of the Final Plan document will be produced. Drawings, maps and any other graphic exhibits will be provided to the City in an ArcGIS format along with one fully reproducible and one digital copy for future use and publication in Microsoft Word® and Adobe® formats. Metadata for any created or modified GIS layers will be generated as per Florida GIS standards or guidelines; this metadata will be subsequently provided to the City.

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EXPERIENCE AND QUALIFICATIONS

Resumes
Project Experience

PART 5

Andrew JG Schwartz, AICP CUD, PLA, LEED® AP, SITES® AP
Studio Director

Throughout his professional career, Mr. Schwartz has extensively utilized GIS and other advanced technologies to prepare various master park site plans, recreation plans, comprehensive plans, regional resource/conservation efforts, corridor initiatives, economic feasibility studies, as well as related land development initiatives. He understands that information, facts, vision, and consensus are the essential elements in developing targeted strategies unique for each community and project.

His facilitation of public forums and specified user groups allow the clients and the public to evaluate resource capacities, explore alternative solutions, assess cost implications, and define viable implementation strategies. Forging relationships with clients and the public have a positive effect on the project outcome. As such, Mr. Schwartz is well regarded with professional practitioners as an effective project manager and public facilitator.

Mr. Schwartz is one of the leading technical experts throughout the Pittsburgh region in implementing green infrastructure improvements. Projects such as Aspinwall Riverfront Park, McKinley Park, South Shore Riverfront Park, August Wilson Park, and the Lower Hill Redevelopment Plan reflect his ability to introduce, evaluate, and refine effective green infrastructure techniques.

Professional Experience:
1989 - present
Environmental Planning & Design, LLC

Education:
1989 Penn State University
B.S. in Landscape Architecture
1994 University of Michigan
Masters in Urban and Regional Planning

Registrations:
American Institute of Certified Planners
Certified Urban Designer
Registered Landscape Architect in PA and OH
LEED® AP
SITES® AP

Professional Memberships:
American Society of Landscape Architects
American Planning Association - PA Member Firm
American Planning Association - OH Member Firm
The Urban Land Institute
Pennsylvania Recreation and Parks Society
Congress of New Urbanism

Publications:
2017 Landscape Architect and Specifier News- Opening Access to the Allegheny
2014 ArcNews Keeping Track and Managing 1,400 Miles of Trails in Five States
2013 Parks and Recreation Business Solid Ground
2011 Active Design Spring Creek Canyon Conservation Strategy
2010 NARRP Annual Conference Paper Spring Creek Canyon Strategy
2006 Addressing the Challenge of Identifying, Defining and Mapping Nature Infrastructure ERSI World Conference
2005 APA Magazine A New Idea for Leveraging a Region's Natural Infrastructure - Making Your Resources Count

Speaking Engagements:
2021 Florida Recreation and Park Association Annual Conference (Invited Speaker)
2019 Society of Outdoor Recreation Professionals
2018 Allegheny League of Municipalities
2020 APA-PA Virtual Conference - On Track for a Brighter Future
2018, 2017, 2015, 2014, 2012, 2011, 2010 APA-PA Conference
2017, 2006 ESRI International GIS User Conference
2017, 2013, 2004 APA National Conference

Academic Experience:
2016 - present - Adjunct Instructor - Indiana University of Pennsylvania Regional Planning Program - *Play Design Studios*
2008 - 2012 - Chatham University - Landscape Architecture Program - *Professional Practice*

Carolyn Yagle, AICP, PLA, ESR

Director of Policy and Planning - *Project Manager*

Carolyn Yagle brings more than 25 years of experience in park and recreation planning as well as civic amenity design. Ms. Yagle understands how these factors can influence design and policy decisions at the local and regional scales. More importantly, Carolyn is well versed at the administrative and operational analysis that is needed to insure that communities and non-profit organizations are able to deliver quality recreation experiences to their customers/clients/residents. With experience in working with municipal leaders, municipal staff and the general public, she recognizes the importance of presenting analyses based on facts so informed decisions can be made. As a result, Carolyn promotes a number of key characteristics which enable projects to be successful regarding innovation in thought, remaining objective, and pursuing actions with cooperative commitment.

Carolyn serves as a Project Manager for numerous municipal and city-based planning projects including park and recreation master plans, trail and greenway plans, recreational feasibility studies, and natural resource assessments. Ms. Yagle specializes in transforming ideas to implementable action. She has exemplary skills in building consensus within large public gathering as well as small group discussions. As part of these activities, Carolyn also manages the preparation and facilitation of presentations, charrettes and community workshops.

Professional Experience:

1997 - present
Environmental Planning & Design, LLC
1996 US Department of Agriculture
Natural Resource and Conservation Service
Internship (WV)
1995 Universidad de Guanajuato
Guanajuato, Mexico Architecture Exchange

Education:

West Virginia University, Summa Cum Laude
Bachelors of Science in Landscape
Architecture University Honors Program

Registrations:

American Institute of Certified Planners
Registered Landscape Architect in PA

Professional Memberships:

American Planning Association
American Society of Landscape Architects

Awards:

West Virginia University's Order of Augusta-
Highest award given for scholarship,
leadership and service

Speaking Engagements

2021 PA Parks & Recreation Society Annual
Conference & Expo - Nature-Based Playgrounds
2020 APA-PA Virtual Conference - On Track for a
Brighter Future
2017, 2015, 2011, 2010 and 2007 Pennsylvania
American Planning Association
2017 Association of Townships and Boroughs and
Authorities Joint Fall Conference
2019, 2018, 2017, 2013, 2012, 2011 University of
Pittsburgh Land Use Law Class Invited Lecturer
2017 Pennsylvania Therapeutic Recreation Society
Conference
2017 Fracking in Your Local Community: Your
Rights and Municipal Responsibilities
2013 Local Government Academy Educational
Seminar: How to Put Together a Suite of
Ordinances to Protect Neighborhood Quality
2010 Indiana County Infill Workshop Speaker

Other Involvement

2016 Invited Consultant - Rachel Carson
Homestead Association Sustainability and
Long Range Planning Workshop
2012 Invited Consultant ThinkBike Workshop
Green Ribbon Committee Member for City of
Pittsburgh's Comprehensive Parks,
Recreation and Open Space Initiative
Former Member of the City of Pittsburgh
Contextual Design Advisory Panel
EPD Charrette/Workshop/Public Meeting
Organizer Facilitator for 18 project clients
(average) per year

Marco Sánchez
Landscape Designer

Marco Sanchez is a landscape designer with a Master of Landscape Architecture degree from the University of California, Berkeley. His work concentrates on the design and construction of places that are inclusive and environmentally well-suited for their location.

Marco has worked on improving the public realm by implementing projects that have included public parks, trails, streetscapes, and schools. He also has experience with several affordable housing projects using green infrastructure such as: bioswales, permeable paving, green roofs, and rain-water harvesting systems to ameliorate housing conditions.

In the San Francisco Bay Area he had the opportunity to work on several projects that were tasked with revitalizing institutions with design interventions to enhance the experience of their community. This included working on schools to transform play yards into green spaces that imbue nature and have a performative aspect of cleaning stormwater.

With experience ranging from academic campus planning to the analysis and design of urban parks, Marco aims to create spaces that are memorable and worthy of distinction.

Professional Experience:

2019 - present
Environmental Planning & Design, LLC
2017 - 2019
Miller Company Landscape Architects,
San Francisco, CA
2017
Einwiller Kuehl Landscape Architecture
Oakland, CA
2015 - 2016
Neu Campus Planning, Inc.
San Francisco, CA

Education:

2017 University of California, Berkeley
Masters of Landscape Architecture
2007 Rice University
Bachelor of Arts, English

Awards:

2017 Eisner Award in Landscape Architecture
University of California, Berkeley
2015 San Francisco Garden Club Competition -
First Prize

Involvement:

2014 - 2017 ASLA UC Berkeley Student Chapter
2014 Swissnex Design Charrette, Swiss Consulate,
San Francisco, CA with ETH Zurich

Project Experiences at EPD:

- Mt. Lebanon Parks Master Plan, Allegheny County, PA
- Robert Morris University Landscape Master Plan, Allegheny County, PA
- Ross Township Parks Master Plan, Allegheny County, PA
- Greensburg Spring Avenue Park, Westmoreland County, PA
- Etna Riverfront Trail and Park, Allegheny County, PA
- Callicoon Riverside Park Master Plan, Sullivan County, NY
- Hazelwood Riverside Park Master Plan, Allegheny County, PA
- IUP – Breezedale Center, Indiana County, PA
- Beaver Pool and Shaw Park Master Plan, Beaver County, PA
- Coral Springs Park and Recreation Master Plan, Broward County, FL
- Millvale Natural Playspace, Allegheny County, PA
- California Borough – Mechanics Park, Washington County, PA

Paityn Monagan, ASLA
Community Planner/Landscape Designer

Paityn Monagan is a Landscape Designer, she received her bachelor's in Landscape Architecture from The Ohio State University. Paityn previously worked for a nonprofit, the Neighborhood Design Center where she specialized in visual representation. Her interest in the profession originates from her desire to positively impact people by using design. After work, Paityn rock climbs at her local climbing gym. She also enjoys outdoor climbing and hiking on the weekends.

Paityn's interests outside of work have helped her as a designer. Previously, she has been a part of creating an outdoor climbing guide with the Pennsylvania Environmental Council that helps implement outdoor climbing walls central to the city. With rock climbing being one of her hobbies she has been able to venture into other activities such as hiking and kayaking.

Paityn's expertise is in design and visual communication. She strives to better convey ideas to clients as well as her fellow coworkers. Paityn uses her creative abilities to develop designs, maps, diagrams, and renderings that allow people to conceptualize ideas and projects in a clear and concise manner. Her previous projects of work include the Hazelwood Green Riverfront Master Plan, VOPP Trail Feasibility Study, and Etna Riverfront Park.

Professional Experience:
2019 - present
Environmental Planning & Design, LLC

2018 - 19
Neighborhood Design Center

Education:
2019 The Ohio State University
Bachelors of Landscape Architecture

Professional Memberships:
American Society Of Landscape Architects

Personal Interests:
Etna Virtual Art Tour Participant

Speaking Engagements:
2021 APA-PA Annual Conference (Invited Speaker)

Project Experience at EPD:
- Mt. Lebanon Parks Master Plan, Allegheny County, PA
- Robert Morris University Landscape Master Plan, Allegheny County, PA
- Ross Township Parks Master Plan, Allegheny County, PA
- Greensburg Spring Avenue Park, Westmoreland County, PA
- Hazelwood Riverfront Master Plan, Allegheny County, PA
- Millvale Riverfront Strategic Plan, Allegheny County, PA
- Etna Riverfront Park and Trail, Allegheny County, PA
- Pennsylvania Environmental Council - Climbing Destination Guide, PA
- Shenango Coke Works, Allegheny County, PA
- Manor Township Trail Feasibility Study, Lancaster County, PA
- VOPP Trail Feasibility Study, Allegheny County, PA
- Allegheny County Green Web, PA
- Woodcock Nature Center and Stainbrook Park Master Plan, Crawford County, PA
- Coral Springs Park and Recreation Master Plan, Broward County, FL
- Scranton-Abington Planning Association, Lackawanna County, PA
- Palmer Township Zoning Ordinance, Northampton County, PA
- Meadville Comprehensive Plan & Zoning Ordinance, Crawford County, PA

Christian Umbach
Community Planner/Urban Designer

Christian Umbach holds a Master's degree in Community Planning from the University of Cincinnati, College of DAAP. His work and interests focus around community-driven planning and contextual urban design that balances environmental, social and economic factors. Christian comes from a community development background, where he worked to uplift underserved youth through environmental education. He views his planning practice as a mission to help transform the built and natural environment, in hopes of increasing social capital, enhancing mental/physical health, and bringing about justice and equality.

Christian adds value to projects through his comprehensive understanding of urban systems, including land use, mobility, green space, public space, real estate development, etc. With strong writing and graphic skills, Christian excels in narrative crafting, a key to delivering cohesive and marketable projects.

Professional Experience:

2020 - present
Environmental Planning & Design, LLC

2019
Cincinnati Center City Development Corporation (3CDC) - Co-op

2016
Design Center Pittsburgh - Fellowship

2013-2018
The Pittsburgh Project

Education:

2020 University of Cincinnati
Master of Community Planning

2015 Allegheny College
Bachelor of Science in Environmental Science

Awards

2020 Urban Land Institute/Hines Student Competition (National Finalist)
University of Cincinnati

2019 Uber Sponsored Design Studio Competition (1st Place) -
University of Cincinnati

Project Experience at EPD:

- Mt. Lebanon Parks Master Plan, Allegheny County, PA
- Ross Township Parks Master Plan, Allegheny County, PA
- Elizabeth Township Comprehensive Plan, Allegheny County, PA
- Arconic Master Plan, Westmoreland County, PA
- Kacin Residential Development, Westmoreland County, PA
- Coral Springs Park and Recreation Master Plan, Broward County, FL
- Silver Spring Township Zoning Updates, Cumberland County, PA
- Center Township Mixed Use Zoning Amendments, Beaver County, PA
- Silver Spring Township Zoning Ordinance, Cumberland County, PA
- Mechanicsburg Zoning Ordinance and SALDO Updates, Cumberland County, PA
- Scranton-Abingtons Planning Association Zoning Update, Lackawanna County, PA

John Douglass
GIS/CADD Specialist

With over 30 years of experience as a CADD and GIS Specialist at EPD, John Douglass plays a crucial role in the development and implementation phases of a project. John is the resident expert on all things CADD at the EPD office, and has a strong influence on the production and success of most construction documentation packages over the past 30 years.

His extensive experience with construction plans and construction methods helps EPD produce concise and clear drawing packages which aid in the success of the implentation of various design projects. John has been instrumental in compiling construction packages for recent constructed projects such as South Shore Riverfront Park, Indiana Multimodal Corridor, and Etna Riverfront Trail and Park.

In addition, John's experience in GIS related projects include: comprehensive plans, greenway plans, master site plans, and natural infrastructure plans. Mr. Douglass has mastered and effectively utilizes the programs: Microstation, GeoPak, ArcMap, ArcView, ArcGIS, Spatial Analyst, and other GIS/CADD packages.

Mr. Douglass received his Bachelors of Science in Electrical Engineering at the University of Pittsburgh and his Associate of Science in Drafting and Design Technology at Gateway Technical Institute.

Professional Experience:
1990 - present
Environmental Planning & Design, LLC

Education:
1983 University of Pittsburgh
Bachelors of Science in Electrical Engineering

1989 Gateway Technical Institute with an A.S. in
Drafting and Design Technology

Conferences:
2016 Industrial Heartland Trail Coalition
Fall Summit

2013 Forks of the Ohio Trail Symposium

2005 PAMAGIC Town Meeting

2005 Pennsylvania GIS Conference

Certificates:
2011 Extend the Reach of Your GIS Seminar

2010 Better Ways to Design and Share Maps
Seminar

Project Experience at EPD:
- Mt. Lebanon Parks Master Plan, Allegheny County, PA
- Robert Morris University Landscape Master Plan, Allegheny County, PA
- Ross Township Parks Master Plan, Allegheny County, PA
- Greensburg Spring Avenue Park, Westmoreland County, PA
- Hazelwood Riverfront Master Plan, Allegheny County, PA
- Millvale Riverfront Strategic Plan, Allegheny County, PA
- Etna Riverfront Park and Trail, Allegheny County, PA
- Pennsylvania Environmental Council - Climbing Destination Guide, PA
- Shenango Coke Works, Allegheny County, PA
- Manor Township Trail Feasibility Study, Lancaster County, PA
- VOPP Trail Feasibility Study, Allegheny County, PA
- Allegheny County Green Web, PA
- Woodcock Nature Center and Stainbrook Park Master Plan, Crawford County, PA
- Coral Springs Park and Recreation Master Plan, Broward County, FL
- Scranton-Abington Planning Association, Lackawanna County, PA
- Palmer Township Zoning Ordinance, Northampton County, PA
- Meadville Comprehensive Plan & Zoning Ordinance, Crawford County, PA

Rebecca L. Schnirman, CPRP, MBA
Certified Park and Recreation Professional

Rebecca Schnirman is the Director of the Financial and Support Services Division for the Palm Beach County Parks and Recreation Department. The Financial and Support Services Division provides payroll, budgeting, revenue, business development, customer service, point of sale, purchasing, and financial support for the Department.

She has worked for Palm Beach County for 18 years, and has been in her current position for the past ten years. Her educational background includes a Bachelor of Science Degree in Management Information Systems from Florida Atlantic University and a Master of Business Administration Degree from Florida Atlantic University.

Rebecca is an active member of several organizations including the Government Finance Officers Association, the Florida Government Finance Officers Association, the Palm Beach Chapter of the Florida Government Finance Officers Association, the National Recreation and Parks Association, and the Florida Recreation and Parks Association (FRPA). Rebecca served as President for the Palm Beach Chapter of the Florida Government Finance Officers Association from 2016-2017. Rebecca served as the Communications Committee Chair for the Florida Government Finance Officers Association for the 2017/2018 term and as Treasurer for the Fort Lauderdale Alumnae Chapter of the Sigma Alpha Iota Music Fraternity from 2016-2018. Rebecca is a proud graduate of FRPA's 2016 Joe Abrahams Academy for Leadership.

Professional Experience:

2011 - present
Director, Financial & Support Services
Palm Beach County Parks & Recreation

2008 - 2011
ISS Coordinator
Palm Beach County Information Systems Services

2005 - 2008
Financial Analyst II
Palm Beach County Parks & Recreation

2005
Financial Analyst I
Palm Beach County Department of Community Services

2003 - 2005
Fiscal Specialist II
Palm Beach County Fixed Asset Management Office

Education:

2009 Florida Atlantic University
Masters of Business

2002 Florida Atlantic University
Bachelor of Science

Registrations:

CPRP-Certified Parks Recreation Professional

Chris Haller

Founder/CEO, Project Manager

Chris is a nationally-recognized User Experience designer and Online Engagement strategist, with a broad background in local government, urban and regional planning and communication technologies. This experience, combined with many years consulting for urban planning projects, is what brings Konveio's mission – to give people a voice in shaping the future of their communities – to life.

As Konveio's founder, Chris is closely involved in the day-to-day development of interactive engagement web apps. He designs effective online participation projects and facilitates client training, and oversees the Konveio team of planners, engagement specialists, designers, and developers. Chris is also the founder and publisher of EngagingCities, the online news source for trends in civic tech and public involvement.

Select Project Experience and Accomplishments

Principal – Albuquerque Zoning Code Update
Oversaw implementation of EngagingPlans and multiple EngagingApps for a 3 year comprehensive planning and zoning code project.

Principal – We Are Maui, Community Planning
Oversaw implementation of an EngagingPlans website and multiple EngagingApps to collect feedback for neighborhood plans.

Principal – Minneapolis 2040 Comprehensive Plan
Oversaw strategic direction and implementation of EngagingPlans to support broad engagement throughout a comprehensive planning process.

Product Manager – Konveio Public Engagement Software
Leads the development of our apps to provide interactive websites for any public process with a need to engage citizens and stakeholders.

konveio

Kelly Hickler, AICP

Communications & Engagement Manager

Kelly's passion is community engagement and it is a large part of why she chose to pursue the planning profession. She has extensive experience using new technology to make planning more accessible and relevant to the public. In her work for Konveio, she combines digital public engagement and collaboration skills with a keen eye for user experience to deliver projects that connect people to the issues that affect them most and foster informed decision-making in public initiatives.

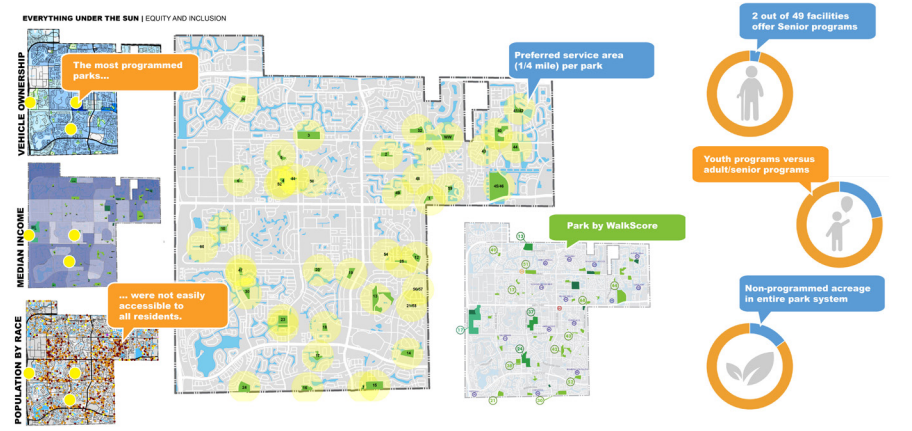
Her 10 years of experience in the community development field includes current planning and development review; long range planning; environmental planning; open space, park, and trail planning; and master development planning. Kelly is well-rounded and brings several perspectives to the table as she has worked for cities, consulting firms, and a developer, and served as a Planning Commissioner. She has a Master's degree in Urban & Regional Planning, Bachelor's degree in Social Ecology, and is AICP certified. She has also taken specialized training through the International Association of Public Participation (IAP2) and Technology of Participation (ToP).

Select Project Experience and Accomplishments

Public Engagement Manager – City of Fountain, CO Land Use Code Update
Managed engagement portal and Konveio interactive zoning code for a 2 year zoning code project.

Public Engagement Manager – Zone Bridgeport, CT
Set up Konveio and implemented digital engagement components to support the overall public engagement plan.

Editor, EngagingCities online magazine
EngagingCities is an online magazine that shares creative strategies and new technologies to foster public engagement for livable communities. Posts updates and cultivates an active community of practitioners who contribute to the website.



SERVICES
Parks and Recreation Master Planning
Public Engagement
Project Team Management

PURPOSE
To identify system enhancements and improvements for next 10 years.
To outline sustainability planning and design principles and financing as related to administration, projects, facilities and maintenance.

CLIENT
City of Coral Springs

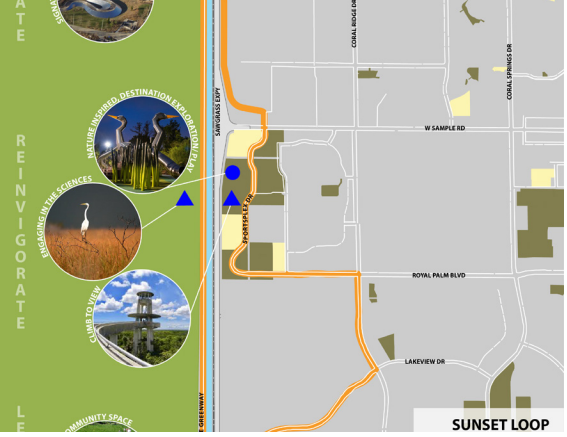
SUB-CONSULTANTS
Rebecca L. Schnirman

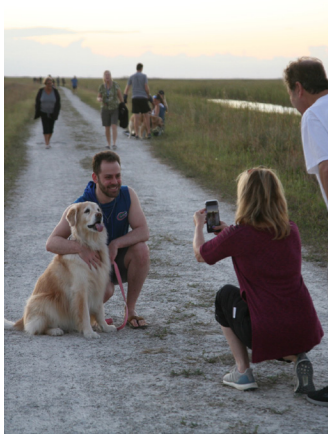
Coral Springs Park and Recreation Master Plan

Broward County, Florida

EPD and the City of Coral Springs completed the City's first park and recreation master plan in 2020 and managed the effort in 12 months. We worked to prioritize and formalize its operations and policy recommendations for the City's park and recreation system. The City's Parks and Recreation Plan sought to:

1. Determine the adequacy of current levels of funding and staffing.
2. Identify programming needs and methods to meet those needs.
3. Improve the operation and maintenance of facilities.
4. Prioritize the need for additional facilities such as: athletic fields, courts, trails, park lands, and open space.
5. Recommend improvements to meet universal accessibility requirements.
6. Enhance maintenance methods and solve safety issues.
7. Identify ways to improve the City's working relationship with the various youth sport and community groups which use City recreation facilities.





SERVICES
Park and Recreation Master Plan
Trail Planning and Design
3D Visualization

PURPOSE
To create a 10-mile long trail loop design with an immersive natural experience

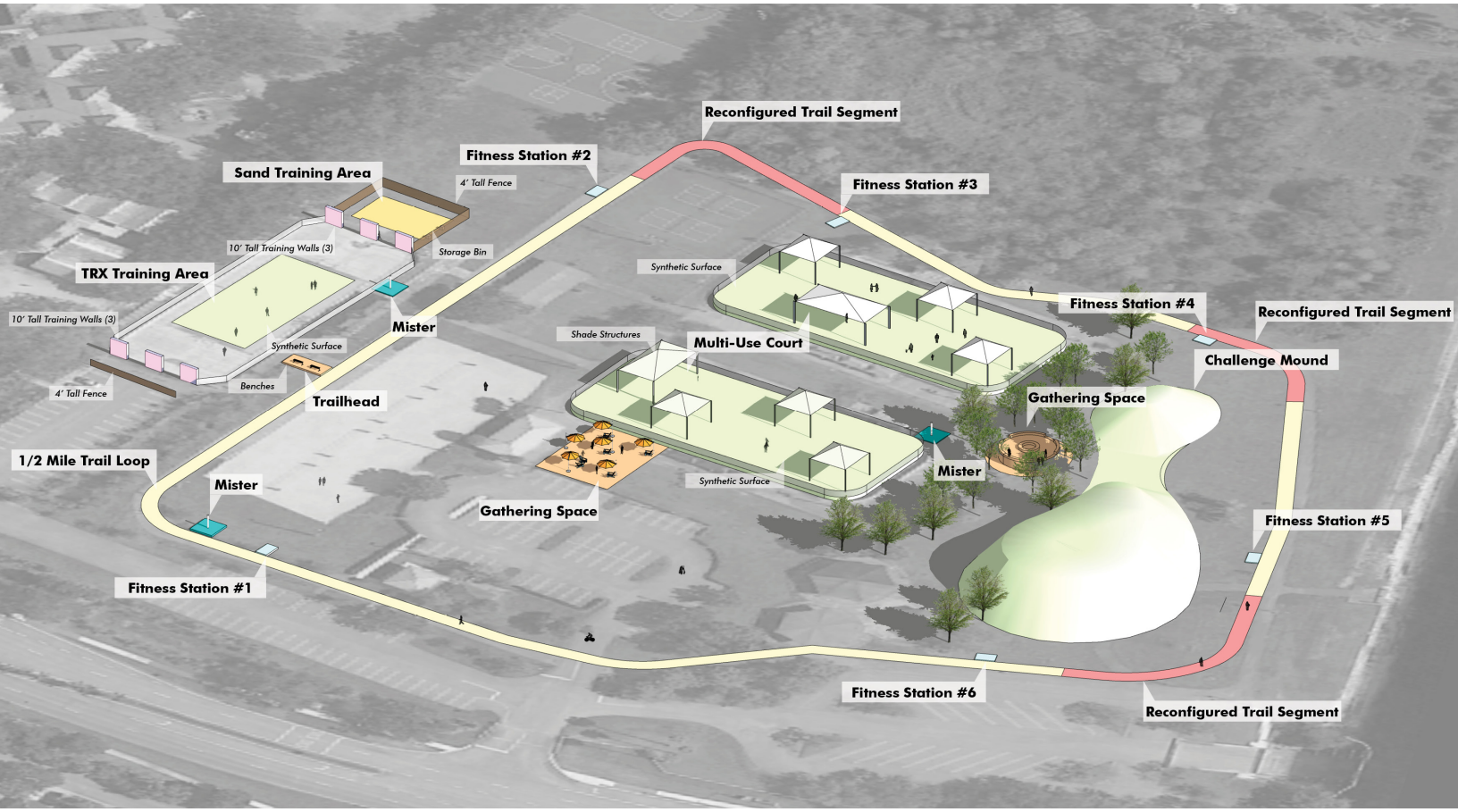
CLIENT
City of Coral Springs

The Sawgrass Experience
Broward County, Florida

As a supplemental assignment to EPD's current play and design work in the City of Coral Springs, EPD developed a concept plan for The Sawgrass Experience as well as a series of conceptual designs for key nodes/destinations. Coral Springs, situated in western Broward County, adjoins approximately five miles of the Everglades Wildlife Management Area but has never been able to leverage the recreational and leisure potential of the national area.

The Sawgrass Experience was envisioned to provide residents and city visitors with a continuous 10-mile walking/biking loop that both immerses users and allows them to observe from a distance. The loop pathway integrates the Conservation Levee Greenway, exist on-road and proposed off-road multi-use corridors. Two (2) trailheads/destinations are planned along the loop and provide elevated observation areas, recreation amenities and physical access to the Recreation Area.

In the detailed design of The Sawgrass Experience, environmental impacts were carefully evaluated to create a design sensitive to the ecosystem while making a "statement" as a civic amenity and investment.



SERVICES
Fitness Park Concept Scheme
Site Reprogramming

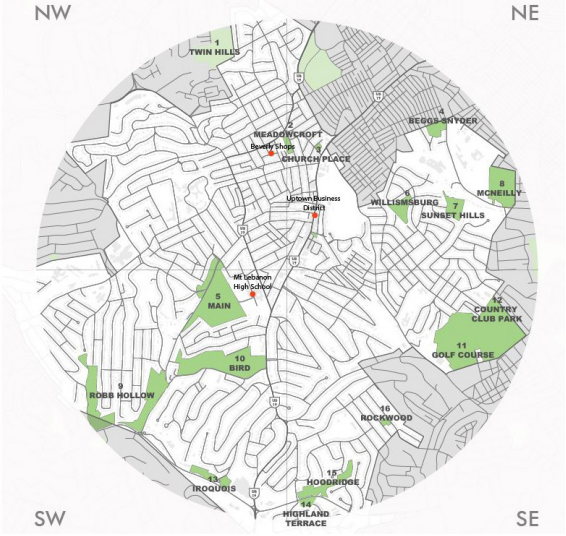
PURPOSE
To repurpose an existing park space into an out door fitness park with a variety of training facilities

CLIENT
City of Coral Springs

Coral Springs Riverside Park
Broward County, Florida

EPD worked with the City of Coral Springs Park and Recreation Board via a focused virtual workshop to develop a concept scheme for a 12-acre park space along the channel. The existing park was configured with a few courts spaces formally used as skating rinks. The client evaluated the feasibility of reprogramming park space to a specialized outdoor fitness zone to fulfill increasing body-building demands from the community.

In the fitness park, a ½-mile trail with fitness stations, a few challenge mounds for cardio exercises, two multi-use courts accommodating ten "play pods," a TRX training area, sand training area, gathering places, and mister areas were proposed with a few existing ball courts. A park programming plan was developed to determine the scale and space design for all amenities. During the workshop, EPD set up an interactive digital platform to reflect the real-time 3D modeling based on the client's comments and feedback.



SERVICES

Comprehensive Parks, Recreation and Open Space Plan Update
Public Engagement
Facilities and Open Space Inventory and Analysis
Administration and Personnel Analysis
Financing Analysis
Sustainability Strategy Development
Way-finding Recommendations
Parks System Analysis & Visioning

PURPOSE

To update municipality-wide park and recreation master plan taking considerations of improving sustainability, addressing inclusiveness, and enhancing way-finding.

CLIENT

Municipality of Mt. Lebanon

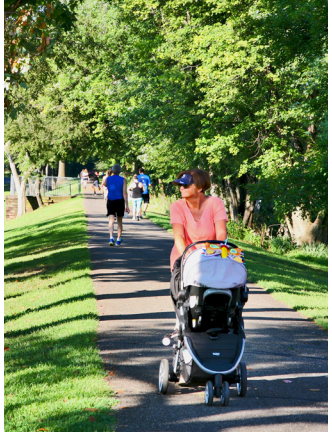
SUB-CONSULTANTS

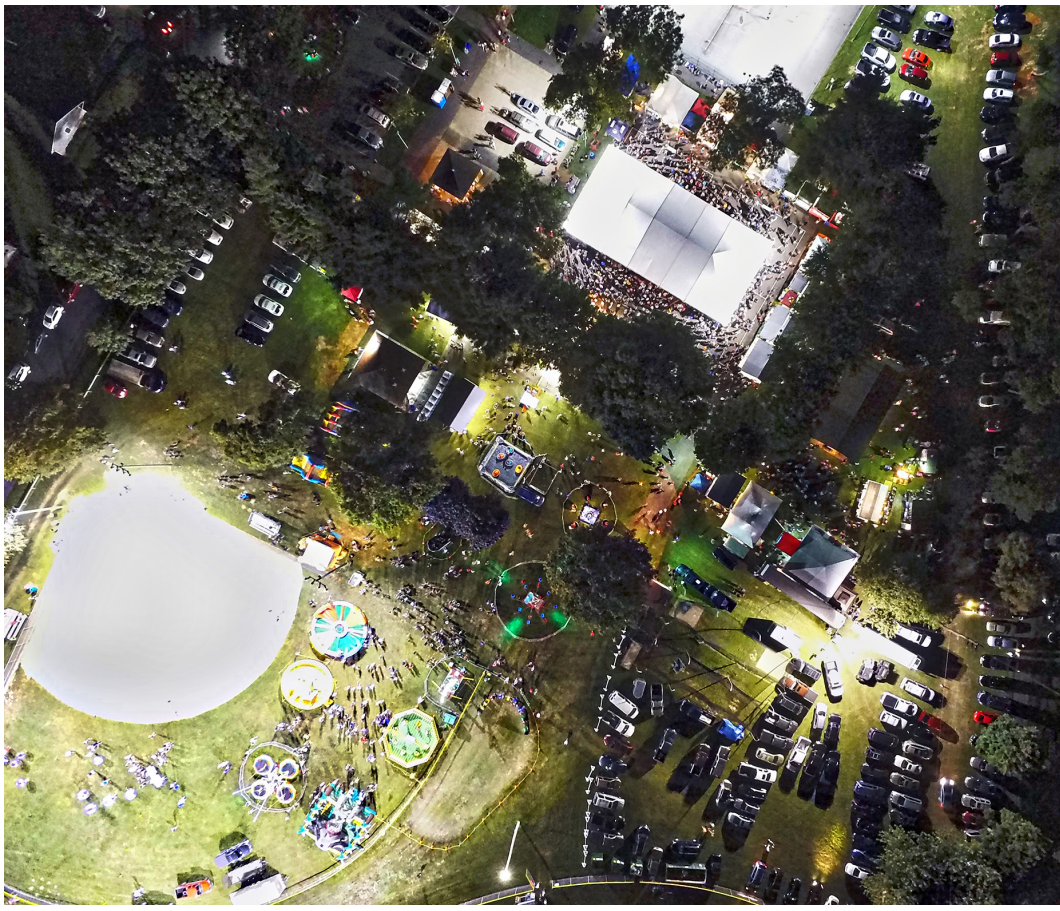
DLA+ Architecture & Interior Design
Trans Associates
Sports Facilities Companies
Rebecca Schnirman

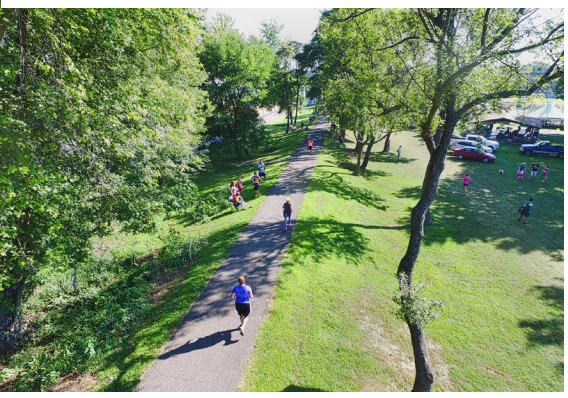
Mt. Lebanon Comprehensive Recreation, Parks, and Open Space Plan

Allegheny County, Pennsylvania

Mt. Lebanon's parks and recreation amenities provide a canvas for continued commitment to residents and stakeholders as the community upholds its livability and distinction. EPD Team's expertise enfolded within the Municipality Parks Master Plan's and Recreation Center Feasibility Study's analyses and recommendations aims to provide Mt. Lebanon's Officials, Staff, recreation stakeholders and community-at-large with the opportunity prioritize and pursue highest and best recreation uses and investments based upon community need. EPD closely works with the Municipality to establish priorities and responsible resource allocations to policies and capital improvements that will serve Mt. Lebanon's next generations of park and recreation users.







SERVICES

Comprehensive Planning
Public Engagement
GIS mapping and Analysis
Transportation Assessment
Pedestrian -Bicycle Services
Recreation Planning
Greenway/Trail Planning
Project Team management
Zoning Analysis

PURPOSE

To prepare a park and recreation plan to guide land use and municipal prosperity for the future.

CLIENT

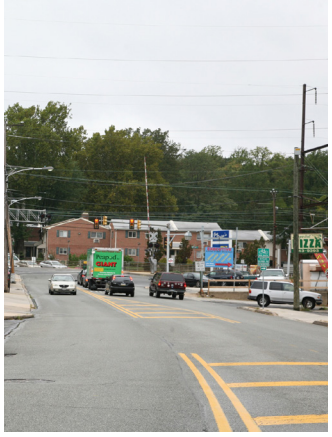
Township of Palmer

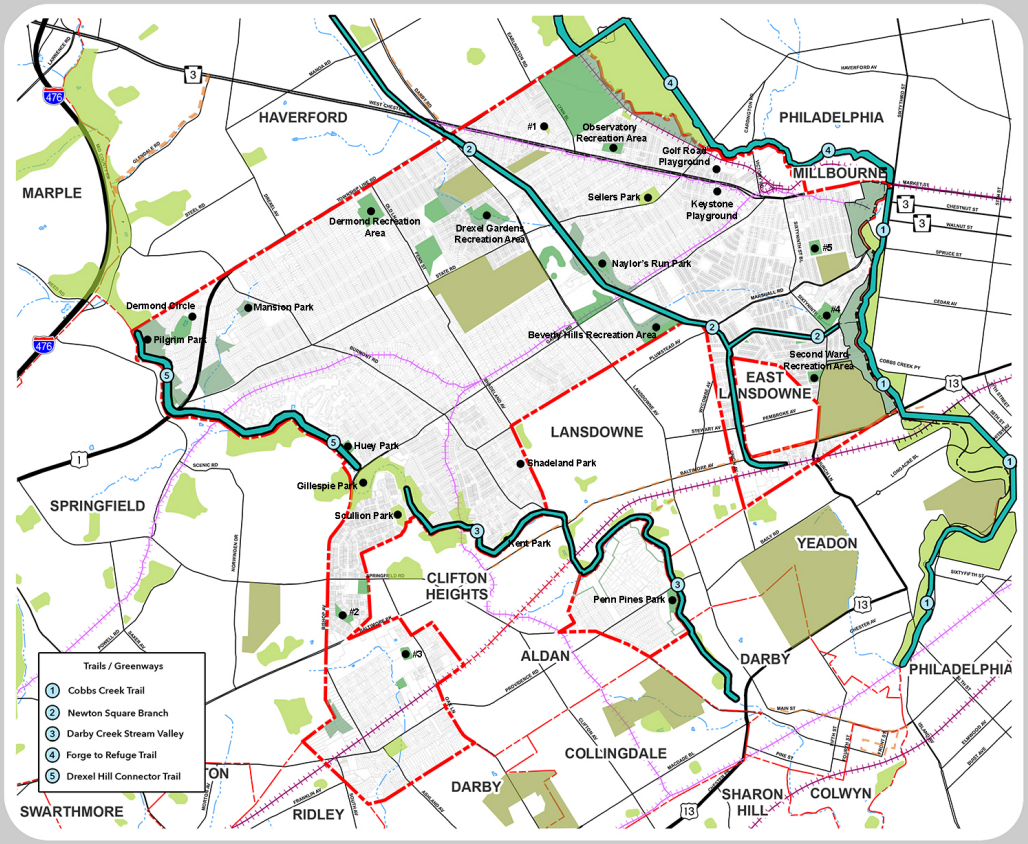
Palmer Township Park and Recreation Master Plan

Northampton County, Pennsylvania

Palmer Township worked with EPD to examine needed physical and policy updates to its overall municipal Parks and Trail System. Years of growing demand and facility popularity of the community's park sites have placed unexpected levels of use. EPD's assessment of specific site improvements provided the community with areas of focus applicable to, first, improving safety and accessibility followed by examining opportunities for expanding the types of facilities provided.

Recommendations outlined the way in which the System updates would be able to be prioritized cost effectively and enhance each Park's contribution to the community and, in some cases, the region as a whole.





SERVICES
Recreation Planning
Comprehensive Planning

PURPOSE
Prepare analysis and recommendation associated with the green space components of the community.

PRIME CONSULTANT
Delta Development Group, Inc.

CLIENT
Upper Darby Township

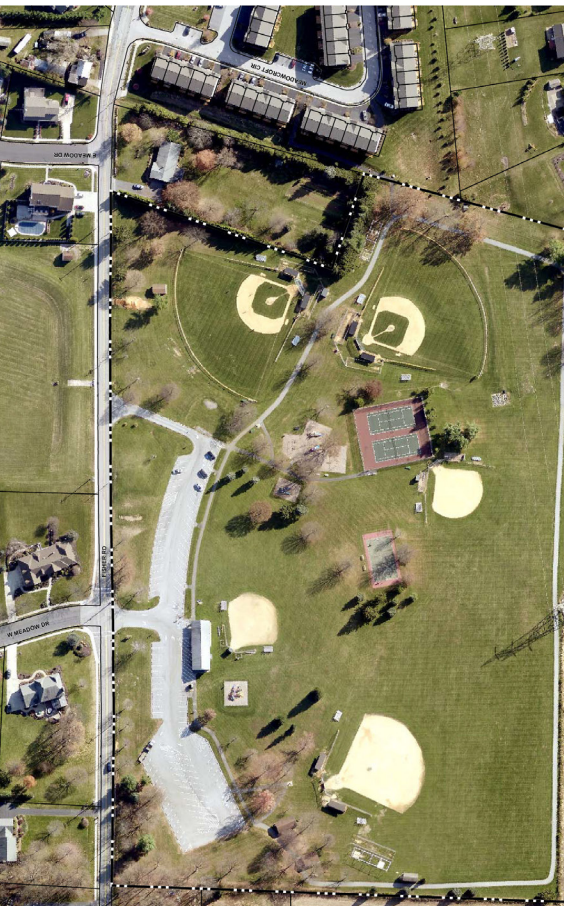
Upper Darby Township Recreation Planning

Delaware County, Pennsylvania

Offering access and quality amenities to residents is imperative, and, through the years, Upper Darby Township has made a commitment to public open space and recreation. EPD worked with Upper Darby Township to investigate and strategize community-wide green space-related actions and recommendations as part of the Township's comprehensive plan process.

With Township personnel maintaining 77 different areas dedicated to active and passive open space and recreation opportunities, the planning process considered realistic strategies for partnerships, maintenance, facility improvements/upgrades, usage and wayfinding. Project efforts also evaluated how municipal parks and open space (including public streetscapes) could provide opportunities for the community to address other land development issues (such as stormwater management, water and air quality, heat island effect, etc.).

As part of the project's community outreach efforts, EPD developed survey questions and public meeting discussions related to general and detailed opportunities for the Township's recreation-related facilities. EPD was able to affirm that pride invested in public lands has the opportunity to ripple into and encourage pride in surrounding neighborhoods and throughout the community as a whole.



SERVICES
Recreation and open space planning
Public outreach

PURPOSE
To create a recreation and open that will guide the Township in making improvements, investments and acquisitions in the coming decade

CLIENT
Upper Allen Township

SUB-CONSULTANTS
Johnson, Mirmiran & Thompson
Recreation & Parks Solutions

Upper Allen Township Comprehensive Recreation and Open Space Plan
Cumberland County, PA

Environmental Planning and Design, LLC led Upper Allen Township in a planning effort to update their Comprehensive Recreation and Open Space Plan. Upper Allen Township has seen significant growth over the past two decades and is expected to continue to experience rapid residential expansion for the foreseeable future. The primary goal of the plan is to guide the future development and expectations of parks and recreation facilities within the Township and to set priorities in the following areas:

- Acquisition of new open/recreation spaces
- Enhancing amenities for existing recreation areas
- Maintenance needs and budgeting
- Capital improvements
- Parking within and around recreation areas
- Interconnections through the Township and to other destinations
- Funding strategies
- Policy-based solutions and actions for open space preservation and recreation development
- Partnerships with local and regional organizations, the Mechanicsburg Area School District and others

SERVICES

Public Engagement
Active Design Evaluation
Park System Assessment and Recommendations
Park Master Planning

PURPOSE

Assess and provide recommendations pertaining to the Municipality's overall park system including baseball & softball fields, flat multi-use fields, playground equipment and site amenities. A public engagement process was utilized to gather information and feedback through meetings, surveys and field visits during sports events.

CLIENT

The Municipality of Bethel Park

Bethel Park's Park Assessment Plan

Allegheny County, Pennsylvania

The Municipality of Bethel Park Recreation and Planning Departments needed a plan to guide the Municipality's future investments in parks and recreation. As part of this effort, Bethel Park partnered with EPD to conduct an assessment of all park facilities and creating recommendations for the coming decade for current residents and the next generation. Bethel Park currently has 13 municipal parks of various sizes and states of improvement. To understand the hierarchy of the parks, EPD categorized each park based on maintenance levels, amenities and which types of activities should take place at each location.

In addition, EPD created Master Plans for two of the parks. These master plans allowed the Municipality to reimagine each park design to meet the needs of the residents.

EPD's public engagement process included monthly progress meetings with the Municipality. These regular events maintained open dialog and kept the project on task and on time. Three public meetings were planned at various stages of the project; one to gain insight from the community, the next to introduce the report findings and the last to wrap-up the project including presentation of two Master Plans of the Municipality parks.

SERVICES

Master Planning
Sustainable Design Assessment
Cost Estimation
Permitting and Bidding
Construction Documentation and Administration
Public Engagement
Project Team CoordinationPermitting and Bidding
Construction Documentation and Administration
Public Engagement
Project Team Coordination

CLIENT

Pittsburgh Parks Conservancy

PARTNER

KCI Technologies, Inc.
AWK Consulting Engineers, Inc.
Santangelo & Lindsay, Inc.

August Wilson Park Master Plan

Allegheny County, Pennsylvania

August Wilson Park, located in the Hill District neighborhood of Pittsburgh, was identified as an important recreational and cultural asset for the neighborhood. A project of the Pittsburgh Parks Conservancy, it began with a Master Plan that provided area residents with an opportunity to express their needs, desires and aspirations for the park. The Master Plan incorporates play areas, a half-size basketball court, walking trails, two overlooks, emergency access routes and night lighting.

The Park includes several sustainable elements, such as a passive storm water management system which has been designed as a park feature/amenity and includes runnels and scuppers that feed a central rain garden. Other sustainable elements include porous asphalt trail paving and recycled materials. The renovation of the existing Park focuses on integrating the playgrounds with the existing topography, providing ADA access throughout the site, and developing opportunities for community gatherings.

Finally, the Park's redesign incorporates a series of art installations. These installations celebrate the rich cultural and artistic heritage of the Hill District and are embellished through mosaics, literature inscriptions, and a photographic gallery incorporated into the basketball court.

SERVICES

Land Planning
Development of Regional Impact Studies
Project Team Management

PURPOSE

To prepare a Comprehensive Land Use Plan for a 35,000 resident population and all associated non-residential and amenity development

CLIENT

Graham Companies

Miami Lakes Master Plan

Dade County, Florida

Miami Lakes is 2,560-acre community with a buildout design of 8,000 single and multi-family dwelling units and a core of village-style retail commercial. Envisioned as a new kind of living environment, Miami Lakes preserves and expresses the best qualities of the State's native everglades.

The Town's Comprehensive Master Plan, designed by Environmental Planning and Design, LLC, was an early forerunner of the now familiar Planned Unit Development (PUD) approach to land planning. While responding to the regional needs of South Eastern Florida, the plan incorporates a hierarchy of land use types and circulation routes within an all-encompassing park, arboretum and bird sanctuary.

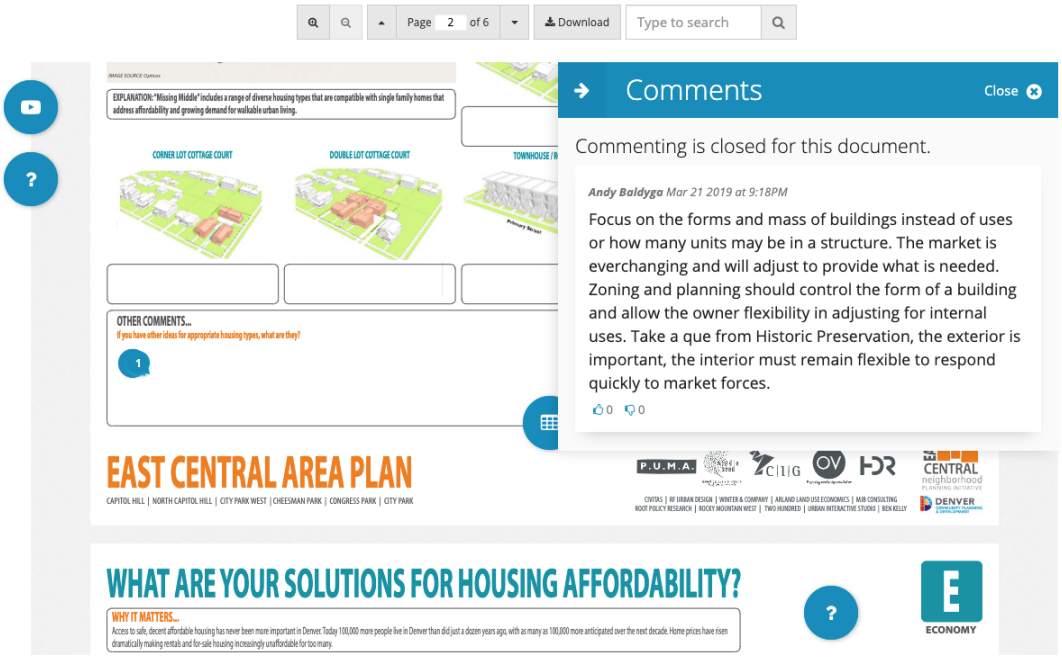
To strategically locate the town in relation to heavily traveled highways and transit routes County departments kept closely involved in all aspects of land and traffic planning. As a result, the officials were quick to encourage or suggest new and helpful procedures. Planning, zoning, and school boards as well as recreation officials provided continuous cooperation throughout the process.

The development, with single-family, multi-family, a Town Center commercial development area and master planned amenities is nearing build-out.

Examples and References

Project: Denver East Central Area Neighborhood Plan (ongoing)

Denver's East Central Planning Area contains a rich mix of amenities, jobs, and housing options, and remains one of the most dynamic places in the city. The area's outdated neighborhood plans coupled with additional changes on the horizon—including plans to improve City Park and add Bus Rapid Transit (BRT)—make East Central a top priority for engaging the community in a new plan. The City needed a way to share the poster boards from the in-person open houses and collect community feedback on them.



Problem

While the open houses offered attendees an opportunity to weigh in on key issues like affordability, how to get around, growth and quality of life in the planning area, neighbors who missed their workshop needed a way to participate. The City needed a way to easily share the poster boards from the in-person events for others to review the materials online and share their thoughts through online surveys and comments.

Solution

Konveio helped the City of Denver in a few key ways:

- Landing pages for each event helped provide background info, presentations and a video recording of the meeting.
- Poster boards from the meetings were shared as PDFs, with the ability to post comments in areas where in-person participants added feedback using sticky notes.
- Images of the meeting results were included on the digital poster boards to provide transparency and offer inspiration.
- Key Feature: Embedded surveys replicated dot voting exercises used in the meetings to gather priorities.

Impact

Konveio's unique features allowed the City of Denver to collect feedback online that can easily be merged with feedback collected in-person. Online participation allowed the City to reach beyond their in-person attendance, with more than 500 comments collected online. The results have been guiding the planners and the Steering Committee as they develop alternatives for the neighborhood plan.

Explore at: https://colfaxareaplans.konveio.com/

Reference:
Curt Upton
Principal City Planner | City and County of Denver
curt.upton@denvergov.org | (720) 865-2942

Project: Imagine Madison (ongoing)

Imagine Madison was a unique public listening campaign that collected feedback from all across the City to plan for the Madison of tomorrow—and beyond. Feedback for the drafting stages of the Imagine Madison process, collected using Konveio, was used to update the City of Madison's Comprehensive Plan. After plan adoption in 2018, the City launched an interactive version of the Comprehensive Plan powered by Konveio.

Problem

The project team at the City of Madison needed a flexible tool to post and collect feedback on their draft Comprehensive Plan in a way that made submitting and managing comments easy for both the project team and participants. The long-term goal of the Comprehensive Planning project was to create a living document that doesn't collect dust on the shelf but is fun to explore and can be updated throughout the implementation process.

Solution

Konveio helped Madison in a few different ways:

- Commenting directly on the draft document reduced duplication, made participation easier, and simplified analysis of the feedback received throughout the process.
- Embedded content, like videos, ArcGIS Online maps, and Google Street Views makes it easy to explore the comprehensive plan and conveys key elements in an immersive fashion.
- Key Feature: An overview page that features the different sections of the plan guides citizens directly to the areas of the plan they are interested in.

Impact

Konveio's unique features helped the project team at the City of Madison to save time during the analysis of the feedback they received. The interactive plan format enables them to post annual updates regarding metrics and indicators outlined in the plan, creating a living document.

Explore at: http://plan.imaginemadisonwi.com/

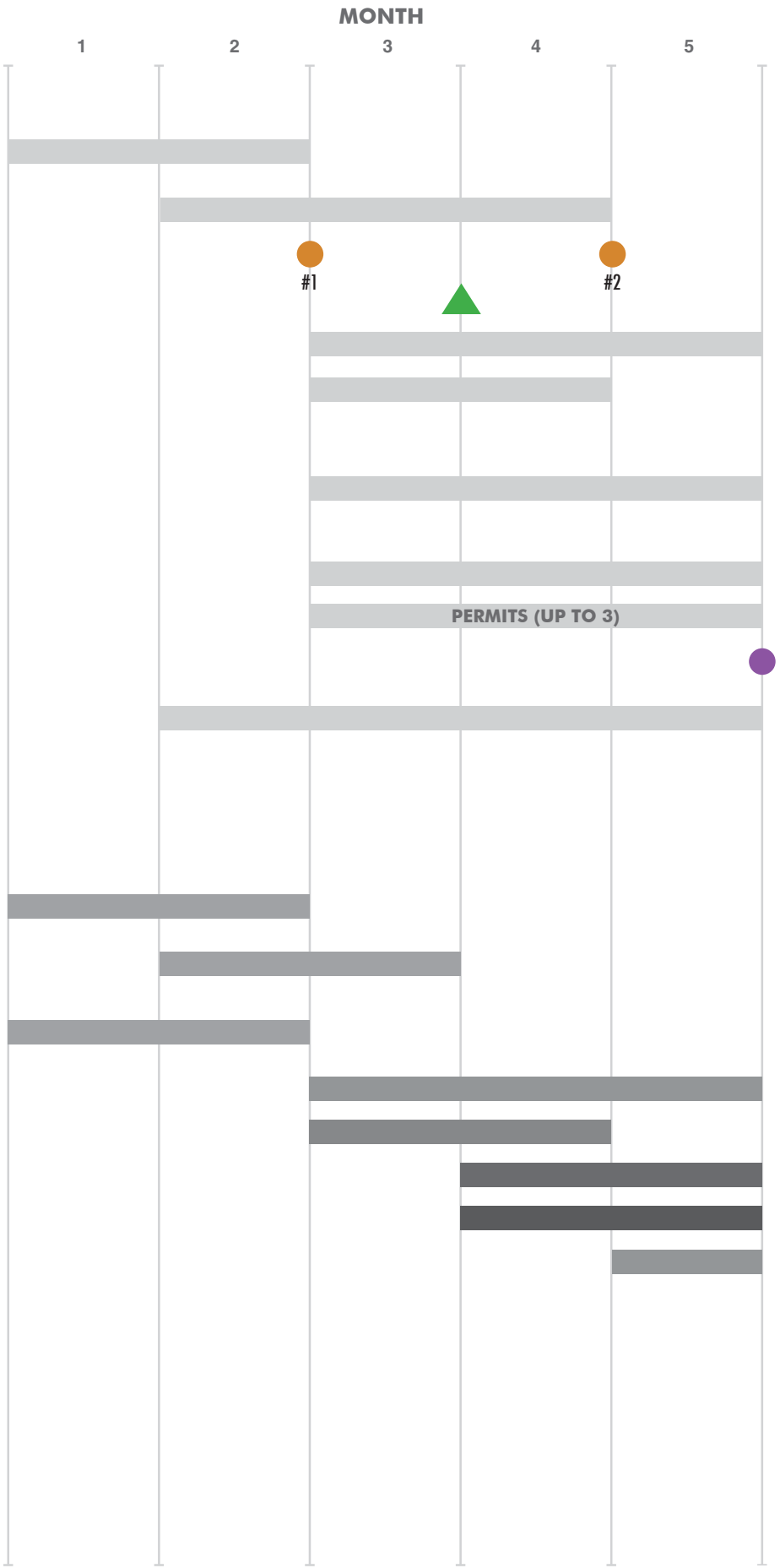
Reference:
Kirstie Laatsch
Planner | City of Madison
klaatsch@cityofmadison.com | (608) 243-0470

SCHEDULE

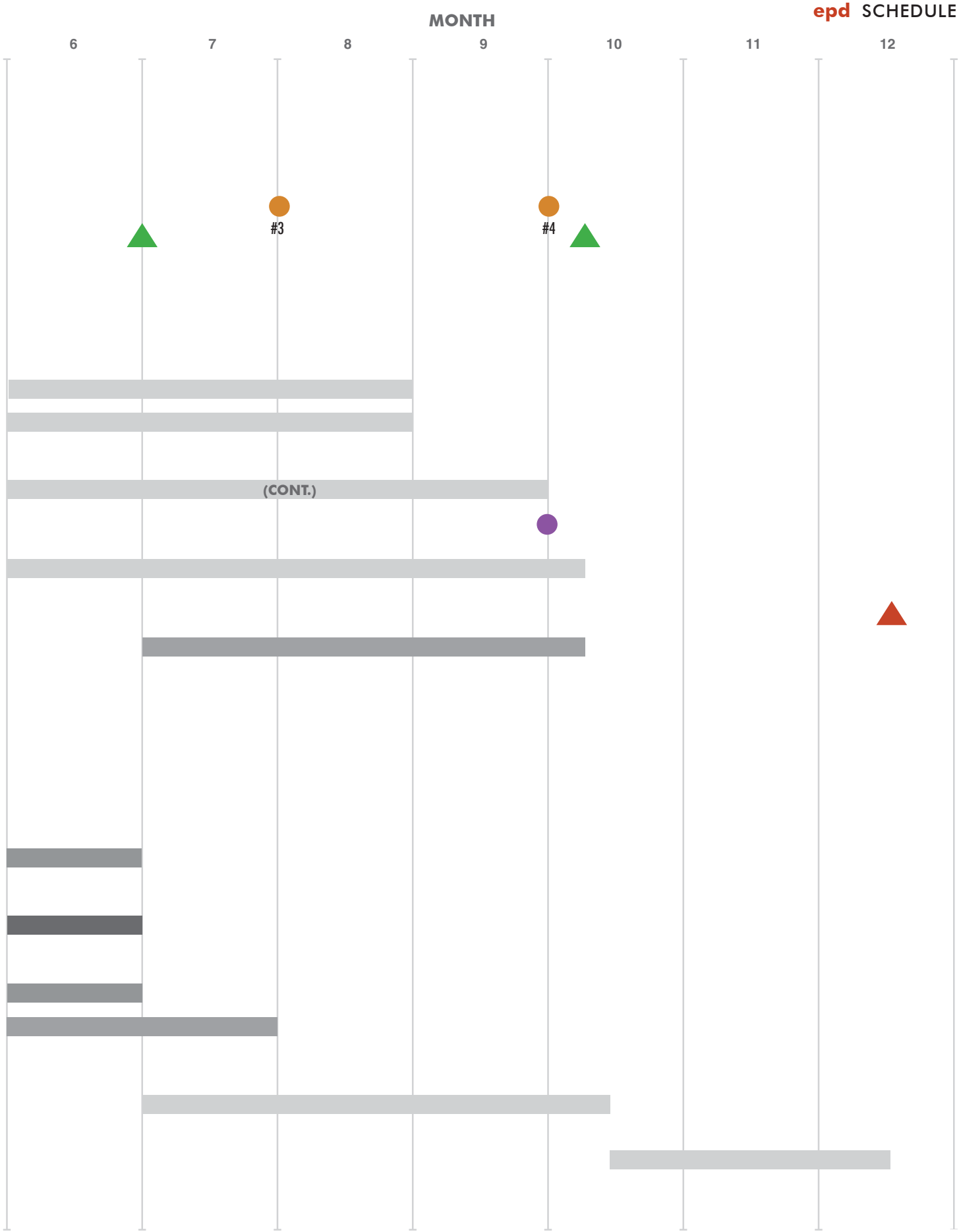
Project Schedule

PART 6

epd SCHEDULE



1. COMMUNITY ENGAGEMENT & OUTREACH
   - 1A. PROJECT PORTAL AND INTERACTIVE EDUCATION MATERIAL
   - 1B. EARLY ENGAGEMENT
   - 1C. LEADERSHIP TEAM MEETINGS
   - 1D. PUBLIC MEETINGS
   - 1E. STAKEHOLDER INTERVIEWS
   - 1F. FOCUS GROUPS DISCUSSIONS
   - 1G. COMMUNITY RECREATION SURVEY
     - SURVEY #1
     - SURVEY #2
     - SURVEY #3
   - 1H. COMMUNITY EVENTS
   - 1I. CITY COMMISSION BRIEFINGS
   - 1J. SOCIAL MEDIA POSTS AND TRADITIONAL MEDIA PRESS RELEASES
   - 1K. PLAN ADOPTION PRESENTATION
   - 1L. PUBLIC PARTICIPATION SUMMARY
2. PARK & RECREATION FACILITIES
   - 2A. PROJECT LIBRARY
   - 2B. FIELD ASSESSMENT OF EXISTING CONDITIONS
   - 2C. INVENTORY OF PARKS, OPEN SPACES, RECREATION FACILITIES AND TRAILS
3. NEEDS ASSESSMENT
4. PROGRAMMING
5. ADMINISTRATION & PERSONNEL
6. MAINTENANCE
7. FINANCING & FUNDING
8. KEY RECOMMENDATIONS & ACTIONS
9. DRAFT & FINAL DOCUMENTS
   - 9A. DRAFT COMPREHENSIVE PARKS AND RECREATION MASTER PLAN
   - 9B. FINAL COMPREHENSIVE PARKS AND RECREATION MASTER PLAN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PRICING OF SERVICES

Fee
Hourly Rates and
Contractual Standards

PART 7

TOTAL HOURS AND FEES

	Work Tasks	Total Projected Hours	Total Fees
1	Community Engagement and Outreach	480	$62,810
a	Project Portal (set-up, input summaries and on-going content updates)	*99*	*$13,750*
b	Parks and Recreation Department/Staff Coordination Meetings	*48*	*$6,680*
c	Leadership Team Meetings (includes 4 meetings @ 2 hours	*16*	*$2,280*
d	City Council Briefings (includes 2 briefings @ 1.5 hours each	*3*	*$465*
e	Focus Group Discussions (assumes five (5) groups @ 2 hours	*30*	*$3,750*
f	Stakeholder Interviews (assumes fifteen (15) persons @ 1 hour	*34*	*$3,920*
g	Social Media Posts/Traditional Media Press Releases	*72*	*$9,200*
h	Public Meetings (includes 3 meetings @ 3 hours each including	*18*	*$2,565*
i	Community Recreation Survey: Type 1 (statistically valid)	*48*	*$5,780*
j	Community Recreation Survey: Type 2	*12*	*$1,370*
k	Community Recreation Survey: Type 3	*12*	*$1,370*
l	Community Events; assumes attendance at three (3) events	*16*	*$1,760*
m	Community Engagement and Outreach Summary	*37*	*$4,995*
n	Plan Adoption Presentation	*3*	*$465*
o	On-going Parks and Recreation Department/Staff Coordination	*32*	*$4,460*
2	Park and Recreation Facilities	98	$9,690
3	Needs Assessment	42	$4,650
4	Programming	37	$3,925
5	Administration and Personnel	38	$4,590
6	Maintenance	48	$5,190
7	Financing and Funding	46	$5,790
8	Key Recommendations and Actions	76	$8,030
9	Draft and Final Documents	213	$22,515
a	First Working Draft for Staff Review	*102*	*$10,860*
b	Second Working Draft for Staff Review	*60*	*$6,260*
c	Final Draft for Public Review	*37*	*$3,845*
d	Final Report for Formal Adoption/Acceptance	*14*	*$1,550*
10	Reimbursable Expenses		$22,500
	Totals	1,078	$149,690

FEE BREAKDOWN

	Work Tasks	EPD Fees	Rebecca Schnirman Fees	Konveio Fees
1	**Community Engagement and Outreach**	$40,460	$450	$21,900
a	Project Portal (set-up, input summaries and on-going content updates)	*$3,100*	*$150*	*$10,500*
b	Parks and Recreation Department/Staff Coordination Meetings	*$6,380*	*$300*	*$0*
c	Leadership Team Meetings (includes 4 meetings @ 2 hours	*$2,280*	*$0*	*$0*
d	City Council Briefings (includes 2 briefings @ 1.5 hours each	*$465*	*$0*	*$0*
e	Focus Group Discussions (assumes five (5) groups @ 2 hours	*$3,750*	*$0*	*$0*
f	Stakeholder Interviews (assumes fifteen (15) persons @ 1 hour	*$3,920*	*$0*	*$0*
g	Social Media Posts/Traditional Media Press Releases	*$3,200*	*$0*	*$6,000*
h	Public Meetings (includes 3 meetings @ 3 hours each including	*$2,565*	*$0*	*$0*
i	Community Recreation Survey: Type 1 (statistically valid)	*$3,980*	*$0*	*$1,800*
j	Community Recreation Survey: Type 2	*$1,370*	*$0*	*$0*
k	Community Recreation Survey: Type 3	*$1,370*	*$0*	*$0*
l	Community Events; assumes attendance at three (3) events	*$1,760*	*$0*	*$0*
m	Community Engagement and Outreach Summary	*$1,395*	*$0*	*$3,600*
n	Plan Adoption Presentation	*$465*	*$0*	*$0*
o	On-going Parks and Recreation Department/Staff Coordination	*$4,460*	*$0*	*$0*
2	**Park and Recreation Facilities**	$9,690	$0	$0
3	**Needs Assessment**	$4,650	$0	$0
4	**Programming**	$3,925	$0	$0
5	**Administration and Personnel**	$2,790	$1,800	$0
6	**Maintenance**	$5,190	$0	$0
7	**Financing and Funding**	$2,790	$3,000	$0
8	**Key Recommendations and Actions**	$8,030	$0	$0
9	**Draft and Final Documents**	$21,315	$1,200	$0
a	First Working Draft for Staff Review	*$9,960*	*$900*	*$0*
b	Second Working Draft for Staff Review	*$5,960*	*$300*	*$0*
c	Final Draft for Public Review	*$3,845*	*$0*	*$0*
d	Final Report for Formal Adoption/Acceptance	*$1,550*	*$0*	*$0*
10	**Reimbursable Expenses**	$19,000	$1,500	$2,000
	Totals	**$117,840**	**$7,950**	**$23,900**

HOURS BREAKDOWN

	Work Tasks	Enivoronmental Planning and Design, LLC				Rebecca Schnirman	Konveio
		Studio Direct.	Proj. Manager	Planner/ Designer	GIS/ Tech.	CPRP	Engagement
1	**Community Engagement and Outreach**	78	140	105	8	3	146
a	Project Portal (set-up, input summaries and on-going content updates)	*4*	*8*	*8*	*8*	*1*	*70*
b	Parks and Recreation Department/Staff Coordination Meetings	*16*	*30*			*2*	
c	Leadership Team Meetings (includes 4 meetings @ 2 hours each	*8*	*8*				
d	City Council Briefings (includes 2 briefings @ 1.5 hours each	*3*					
e	Focus Group Discussions (assumes five (5) groups @ 2 hours	*10*	*10*	*10*			
f	Stakeholder Interviews (assumes fifteen (15) persons @ 1 hour	*4*	*15*	*15*			
g	Social Media Posts/Traditional Media Press Releases		*8*	*24*			*40*
h	Public Meetings (includes 3 meetings @ 3 hours each including	*9*	*9*				
i	Community Recreation Survey: Type 1 (statistically valid)	*4*	*12*	*20*			*12*
j	Community Recreation Survey: Type 2	*2*	*4*	*6*			
k	Community Recreation Survey: Type 3	*2*	*4*	*6*			
l	Community Events; assumes attendance at three (3) events		*8*	*8*			
m	Community Engagement and Outreach Summary	*1*	*4*	*8*			*24*
n	Plan Adoption Presentation	*3*					
o	On-going Parks and Recreation Department/Staff Coordination	*12*	*20*				
2	**Park and Recreation Facilities**	6	12	40	40		
3	**Needs Assessment**	6	12	24			
4	**Programming**	3	10	24			
5	**Administration and Personnel**	2	8	16		12	
6	**Maintenance**	6	12	30			
7	**Financing and Funding**	2	8	16		20	
8	**Key Recommendations and Actions**	6	20	40	10		
9	**Draft and Final Documents**	17	44	106	38	8	
a	First Working Draft for Staff Review	*8*	*20*	*48*	*20*	*6*	
b	Second Working Draft for Staff Review	*4*	*12*	*30*	*12*	*2*	
c	Final Draft for Public Review	*3*	*8*	*20*	*6*		
d	Final Report for Formal Adoption/Acceptance	*2*	*4*	*8*			
10	**Reimbursable Expenses**						
	Totals	**126**	**266**	**401**	**96**	**43**	**146**

The fee for professional services as described in this proposal is to be charged on a time including reimbursable basis.

1. EPD Studio Director's time will be billed at $155.00 per hour.
2. EPD Director of Planning and Policy's time will be billed at $130.00 per hour.
3. EPD Landscape Designer's time will be billed at $90.00 per hour.
4. EPD Community Planner's time will be billed at $90.00 per hour.
5. EPD GIS Technician's time will be billed at $90.00 per hour.
6. Rebecca Schnirman CPRP's time will be billed at $150.00 per hour.
7. Konveio's time will be billed at $150.00 per hour.

8. Printing, photographic reproduction, photocopying, mailings, travel expenses, long distance telephone calls, renderings and any other non-incidental expenses are reimbursable at cost.

9. Invoices will be submitted monthly; payments are due thirty (30) days from date of invoice. Any overdue payments are subject to interest charges of 1.5% per month charged from the 30th day forward.

10. If the services as described in the Scope of Work are not completed within twelve months of signing this Agreement, the rates listed above shall be increased annually by the change in the Consumer Price Index for the previous twelve (12) months. This increase shall not effective the total budget of the project.

    We can begin work upon the signing of this proposal. Any work tasks in addition to those listed under Scope of Work will be provided on a time basis as authorized by the Owner.

Additional Services
Additional Services shall be provided if authorized or confirmed by the Owner and they shall be paid for by the Owner as provided in this Agreement.

Mapping / Planning / Survey Data
It is understood that all necessary information (i.e. base mapping, planning data, survey information, engineering data and architectural drawings, including an accurate legal description of the property) requested will be supplied in digital format if available by the Owner. To the extent such necessary information is not available by the Owner in digital format, EPD shall advise Owner, in writing, of any additional costs that may be incurred in order to convert such information into digital format or that otherwise may result from the information existing in hard copy only. EPD shall not incur any costs additional to those included in the budget amount set forth below in the section of this Agreement titled Compensation without first obtaining written approval from Owner.

Digital Files
At the Owner's request, EPD will provide electronic data files in the following formats as appropriate: Microsoft Office Suite®, MicroStation®, AutoCAD®, ArcView®, ArcGIS® and Adobe Suite®. EPD makes no representation as to the compatibility of these files with the Owner's hardware or software. The Owner agrees to waive any claim against EPD arising from any unauthorized transfer, reuse or modification of the drawings.

Owner Indemnification
The Owner represents that all documents and representation to EPD are accurate. Any error in the Owner's documents which causes delays or necessitates additional work shall be the sole responsibility of the Owner.

Affirmative Action
Environmental Planning & Design, LLC shall not discriminate against any employee, applicant for employment, independent contractor, or any other person because of race, color, religious creed, handicaps, ancestry, national origin, age, or sex. EPD shall take affirmative action to insure that applicants are employed, and that employees or agents are treated during employment without regard to their race, color, religious creed, handicaps, ancestry, national origin, age, or sex. EPD shall comply with all state and federal laws prohibiting discrimination in hiring or employment opportunities.

Liability
The Owner and the Consulting Firm have discussed the risks, rewards and benefits of the project and the Consulting Firm's total fee for services. The risks have been allocated such that the Owner agrees that to the fullest extent permitted by law, the Consulting Firm's total liability to the Owner for any and all injuries, claims, losses, expenses, damages or claims expenses arising out of this Agreement from any cause or causes, will not exceed the total amount of $100,000. Such causes include but are not limited to the Consulting Firm's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

Ownership Of Documents
The Owner acknowledges the Project Team's plans, reports, specifications, or other documents as instruments of professional service and are not deemed a sale. Nevertheless, the instruments of service prepared under this Agreement will become the property of the Owner upon completion of the work. The Owner agrees, to the fullest extent permitted by law, to hold-harmless and indemnify Environmental Planning & Design, LLC against all damages, claims and losses, liabilities or costs including reasonable attorneys' fees and defense costs, arising out of any changes made by anyone other than the Consultant or from any transfer reuse or modification of the instruments of service without the prior written authorization of Environmental Planning & Design, LLC.

Assignment
It is understood and agreed that neither party may assign this Agreement without the other party's prior written consent. The Owner and the Consultant agree to submit to the jurisdiction of the Court of Common Pleas of Allegheny County, Pennsylvania and to waive the right to a trial by jury for any action, which may be brought concerning this Agreement. This Agreement is governed by the laws of the Commonwealth of Pennsylvania.

Termination
It is understood that either party will have the right to terminate this Agreement at any time upon thirty (30) days prior written notification to the other party and upon the condition that full payment in accordance with the above stated compensation schedule is made to Environmental Planning & Design, LLC for services performed prior to the date of termination.

Insurance
EPD carries Professional Liability Insurance in the amount of $1,000,000. A certificate of insurance will be provided upon request.

REFERENCES

PART 8

This page is intentionally left blank.

FLORIDA REFERENCES

Coral Springs Park and Recreation Master Plan and Coral Springs Riverside Park
Rob Hunter, Director of Parks and Recreation
City of Coral Springs
2501 Coral Springs Dr
Coral Springs, FL 33065
(954) 344-1841
rhunter@coralsprings.org

Coral Springs Park and Recreation Master Plan and The Sawgrass Experience
Melissa Heller, Deputy City Manager
City of Coral Springs
9500 West Sample Road
Coral Springs, FL 33065
(954) 344 -1142
mheller@coralsprings.org

Hammock Dunes Park and Recreation Master Plan
Bob Dickinson
Dickinson Consulting
33 Old Kings Road, North Suite 1
Palm Coast, FL 32137
(386) 446-8304

Palm Beach County, FL
Robert Hamilton, Director of Park Planning
Research and Development
Palm Beach County Parks and Recreation
2700 6th Ave S
Lake Worth, FL 33461
(561) 376-3208
rhamilton@pbcgov.org

OTHER REFERENCES

Upper Darby Township Recreation Planning
Tom Judge, Chief Administrative Officer
Upper Darby Township
100 Garrett Road
Upper Darby, PA 19082
(610) 734-7622
tjudge@upperdarby.org

Upper Allen Township Comprehensive Recreation and Open Space Plan
Scott Fraser, Township Manager
Upper Allen Township
100 Gettysburg Pike
Mechanicsburg, PA 17055
(717) 766-0756
sfraser@uatwp.org

Mt. Lebanon Comprehensive Recreation, Parks, and Open Space Plan
Ian McMeans, Assistant Manager/Planner
Mt. Lebanon
710 Washington Rd.
Pittsburgh, PA 15228-2018
(412) 343-3620
imcmeans@mtlebanon.org

Bethel Park's Park Assessment Plan
Ashley M. Moore, Principal Planner I
(Formerly of Bethel Park)
Frederick County Government
12 E. Church St.
Frederick, MD 21701
(301) 600-1165
amoore1@frederickcountymd.gov

Palmer Township Park and Recreation Master Plan
Cynthia Carman Kramer, Planning Director
Township of Palmer
3 Weller Place
Palmer, PA 18045
(610) 253-7191
ccarman@PalmerTwp.com

August Wilson Park Master Plan
Susan Rademacher, Parks Curator
Pittsburgh Park Conservancy
45 South 23rd Street, Suite 101
Pittsburgh, PA 15203
(412) 682-7275 ext. 212
srademacher@pittsburghparks.org

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ADDITIONAL FORMS

Proposer Qualifications
Certification Regarding
Debarment and Suspension
Drug Free Workplace Certification

PART 9

RFP NO: 21-0630100

PRICE PROPOSAL FORM

COMPREHENSIVE PARKS AND RECREATION MASTER PLAN

PROPONENT understands and agrees that the Contract Price is the lump sum to furnish and install all of the Work complete in place. Vendor's price will not be adjusted unless the CITY changes the scope of the Project after the Contract Date.

As such, the Vendor shall furnish all labor, materials, equipment, tools, superintendence and services necessary to provide a complete, in place Project for the Proposed Price of:

LUMP SUM PRICE: $ 149,690

SUBMITTED THIS 23 DAY OF June 2021.

BID SUBMITTED BY:

Environmental Planning & Design, LLC	412-261-6000
Company	Telephone Number
Carolyn Yagle	412-261-5999
Name of Person Authorized to Submit Bid	Fax Number
Signature	CarolynYagle@epd-pgh.com
	Email Address

Company Manager/Director of Planning and Policy

Title

RFP NO. 21-0630100

COMPREHENSIVE PARKS AND RECREATION MASTER PLAN

PROPOSER QUALIFICATIONS

The Proposer, as a result of this proposal, MUST hold a County and/or Municipal Contractor's Occupational License in the area of their fixed business location. The following information MUST be completed and submitted with the proposal to be considered:

1. Legal Name and Address:

   Name: Carolyn Yagle

   Address: 100 Ross Street, Suite 500

   City, State, Zip: Pittsburgh, PA 15219 Phone/Fax: 412-261-6000/412-261-5999

2. Check One: Corporation ( ) Partnership (X) Individual ( )

3. If Corporation, state:
   Date of Incorporation: _____ State in which Incorporated: _____

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization:_____

5. **Name and Title of Principal Officers** **Date Elected:**

   _____ _____

   _____ _____

   _____ _____

   _____ _____

6. The length of time in business: 82 years

7. The length of time (continuous) in business as a service organization in Florida:
   3 years

8. Provide a list of at least three commercial or government references that the bidder has supplied service/commodities meeting the requirements of the City of Opa-locka specification, during the last twenty-four months.

9. A copy of County and/or Municipal Occupational License(s)

Note: *Information requested herein and submitted by the proposers will be analyzed by the City of Opa-locka and will be a factor considered in awarding any resulting contract. The purpose is to insure that the Contractors, in the sole opinion of the City of Opa-locka, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract. If there are any terms and/or conditions that are in conflict, the most stringent requirement shall apply.*

CITY OF OPA-LOCKA

CERTIFICATION REGARDING DEBARMENT, SUSPENSION PROPOSED DEBARMENT AND OTHER MATTERS OF RESPONSIBILITY

1. The Proposer certifies, to the best of its knowledge and belief, that the Proposer and/or any of its Principals:

A. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.

B. Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph 1-B of this provision.

2. The Proposer has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any City, State or Federal agency.

A. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions). This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

B. The Proposer shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

C. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Proposer's responsibility. Failure of the Proposer to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Proposer non-responsive.

D. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Proposer is not required to exceed

that which is normally possessed by a prudent person in the ordinary course of business dealings.

E. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature _____

Printed Name Carolyn Yagle _____

CITY OF OPA-LOCKA
RFP NO. 21-0630100

DRUG-FREE WORKPLACE CERTIFICATION FORM

Whenever two (2) or more bids/proposals, which are equal with respect to price, quality, and service, are received by the CITY OF OPA-LOCKA for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. 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 controlled substances is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

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

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

4. In the statement specified in number (1), notify the employees that as a condition for working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction on or plea of guilty or no contest to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular 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 Section 287.087, Florida Statutes.

This Certification is submitted by Carolyn Yagle (Name) the Company Manager (Title/Position) of Environmental Planning & Design, LLC (Company)

who does hereby certify that said Company has implemented a drug-free workplace program, which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

6/23/2021
Date

Signature

CITY OF OPA-LOCKA
NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA - COUNTY OF MIAMI DADE

Carolyn Yagle **being first duly sworn, deposes and says that:**

(1) He/She/They is/are the Company Manager (Owner, Partner, Officer, Representative or Agent) of Environmental Planning & Design, LLC the PROPONENT that has submitted the attached proposal;

(2) He/She/They is/are fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

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

(4) Neither the said PROPONENT 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 PROPONENT, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from Proposing in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any PROPONENT, firm, or person to fix any overhead, profit, or cost elements of the Proposal or of any other PROPONENT, or to fix any overhead, profit, or cost elements of the Proposed Price or the Proposed Price of any other PROPONENT, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;

(5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the PROPONENT or any other of its agents, representatives, owners, employees or parties of interest, including this affiant.

Signed, sealed and delivered in the presence of:

Witness

Witness

By: Signature

Carolyn Yagle, Company Manager
Print Name and Title

NON-DISCRIMINATION AFFIDAVIT

I, the undersigned, hereby duly sworn, depose and say that the organization, business or entity represented herein shall not discriminate against any person in its operations, activities or delivery of services under any agreement it enters into with the City of Opa-locka. The same shall affirmatively comply with all applicable provisions of federal, state and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for service delivery.

By: Carolyn Yagle

Title: Company Manager

Sworn and subscribed before this

23 day of June, 2021

Debra A Bocian

Notary Public, State of Pennsylvania

COMMONWEALTH OF PENNSYLVANIA - NOTARY SEAL
Debra A Bocian, Notary Public
Allegheny County
My Commission Expires 08/03/2023
Commission Number 1291187

Debbie Bocian

(Printed Name)

My commission expires: 04/05/2023

E-VERIFY

Effective January 1, 2021, public and private employers, contractors and subcontractors will be required to register with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and

a) All persons (including sub-vendors/sub-consultants/sub-contractors) assigned by Vendor /Consultant/ Contractor to perform work pursuant to the contract with the Department. The Vendor /Consultant/ Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the City; and

By entering into a Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. If t contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination. The Contractor acknowledges it is liable to the City for any additional costs as a result of termination of the contract due to Contractor's failure to comply with the provisions herein.

E-VERIFY FORM

Definitions:

"Contractor" means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration.

"Subcontractor" means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

Effective January 1, 2021, public and private employers, contractors and subcontractors will begin required registration with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and

b) All persons (including sub-vendors/subconsultants/subcontractors) assigned by Vendor/Consultant/Contractor to perform work pursuant to the contract with the Department. The Vendor/Consultant/Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the City of Opa-locka; and

Should vendor become successful Contractor awarded for the above-named project, by entering into this Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.

Company Name: Environmental Planning & Design, LLC

Authorized Signature:

Print Name: Carolyn Yagle

Title: Company Manager

Date: 6/23/2021

CITY OF OPA-LOCKA
COMPREHENSIVE PARKS AND RECREATION MASTER PLAN
REQUEST FOR PROPOSALS (RFP) NUMBER: 21-0630100

E.L. WATERS AND COMPANY, LLC
PLANNING & DEVELOPMENT CONSULTANTS

(305) 785-9757

WWW.ELWATERSANDCOMPANYLLC.COM

6625 MIAMI LAKES DRIVE, SUITE 238
MIAMI, LAKES FL 33014

ELWATERSANDCOMPANYLLC@GMAIL.COM

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E.L. WATERS AND COMPANY, LLC
PLANNING & DEVELOPMENT
CONSULTANTS

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LETTER OF TRANSMITTAL

DocuSign Envelope ID: 1A7CF5A4-4485-42C8-9AF5-B0D40FC654E1

E.L. WATERS and Company, LLC

PLANNING and DEVELOPMENT CONSULTANTS

June 30th, 2021

City of Opa-Locka
Office of the City Clerk
780 Fisherman Street, 4th Floor
Opa-Locka, Florida 33054

Re: *RFP No. 21-0630100 - COMPREHENSIVE PARKS AND RECREATION MASTER PLAN*

Dear City of Opa-Locka:

E.L. Waters and Company, LLC submits this response to ***RFP No. 21-0630100*** to prepare a Comprehensive Parks and Recreation Master Plan for the City of Opa-Locka. This submission is a collaboration of ***CMA Enterprise, Inc.; Stuart Architecture; and Palm Engineering Group, Inc.***

The Consultant Team has several years of experience working in the City of Opa-Locka. The Consultant Team has experience in comprehensive master planning, urban planning, and development, specifically in the areas of planning and management of complex urban development projects, Community Redevelopment Planning; Comprehensive Land Use Planning; Land Use and Zoning; Architecture/Urban Design; Engineering Design and Construction; Community Engagements; Housing and Economic Development Planning for both the private sector and public sector organizations.

Pursuant to our review of the solicitation and requested Proposal as noted above, please find our response to provide consulting services for the **COMPREHENSIVE PARKS AND RECREATION MASTER PLAN.** The ***E. L. Waters and Company, LLC Team*** understands the work that is to be done under this engagement and has assembled an experienced team of outstanding professionals to perform the work within the period specified by the City of Opa-Locka.

On behalf of the E.L. Waters and Company, LLC Team, we believe that we are the best qualified for this engagement because we bring professionals formally trained and experienced in Comprehensive Parks and Recreation Master Planning sector as well as community engagement and cost analysis professions for this endeavor. Our collective experience is more than 100 years in corporate, government and independent consulting. We have also been involved in several signature comprehensive master planning engagements throughout this region and are remarkably familiar with the City of Opa-Locka, as well as others in this region. We also have extensive experience in managing such projects as well as the public meeting events that are an integral part of this type of engagement. If you have any questions or desire additional information, please feel free to contact me at 305-785-9757.

Respectfully Submitted,

Elbert L. Waters

Elbert L. Waters, MCP, J.D., President

6625 Miami Lakes Dr.-Suite 238 • Miami Lakes, Florida • Cell (305) 785-9757
Phone (305) 777-3800; ext.11152
elwatersandcompanyllc@email.com

GENERAL INFORMATION

Name of Business:	E.L. Waters and Company, LLC
Mailing Address and Phone Number:	6625 Miami Lakes Drive, Suite 238 Miami Lakes, Florida 33014 (305) 785-9757
Point of Contact:	Elbert L. Waters, J.D. President
Normal Business Hours:	Monday through Friday 9:00 a.m. to 5:00 p.m. (EST)
Business Status:	Florida Limited Liability Company
Date of Organization:	February 14, 2005
Business Headquarters:	6625 Miami Lakes Drive, Suite 238 Miami Lakes, Florida 33014
Numbers of Employees:	One (1) Employee; Six (6) Subconsultants
Parent or Subsidiary:	Parent
State License:	State of Florida License No. L05000015297

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PROJECT APPROACH

Response to Comprehensive Plan

- Identify, Describe and Implement Methodology for citizen involvement (The focus of the Team is to uncover the needs, wants and desires of the community stakeholders.)
  - Seek the insight of Stakeholders such as: Youth Groups, Daycare Providers, Senior Citizens, Public Safety, Businesses and Community Organizations, City and County Staff/Leadership. Interested parties, etc.
- Community and other stakeholder participation
  - Outreach will include: One on one interviews, electronic surveys placed on the City's website, Focus Groups, Community Charettes. The sessions can be stakeholder specific and/or design focused which will draw a general audience with a common interest.
- Community outreach
  - Community Engagement will be diverse in format because of the nature of how stakeholders share information. The ELW Team will provide the following in conjunction with the solicitation requirements.
  - Three (3) Public Meetings, two hours in duration used to obtain an overall indication of the needs, wants and desires.
  - Two (2) Focus Groups, composition to be determined will allow the ELW Team to conduct a deeper dive into the needs of the community stakeholders. It is recommended that the breakdown of the focus groups be done as follows: Group one – City/County Staff, Group Two – Community organizations, businesses and interested parties.
  - Individual stakeholder interviews will be preselected and directly related to the outcomes being sought.
- Progress reports with City Park and Recreation Leadership Team
  - The ELW Team will ensure that it provides at least two (2) progress reports with the Client Leadership Team. It is anticipated that each of these meetings would have a timeframe allocated of up to 2-3 hours.
- Professional Facilitators in information Gathering services
  - The ELW Team will conduct an environmental scan of the quality of the current services as facilitators in the meetings referenced above. Using the fact- finding skills known to Processand Performance Improvement disciplines and Mediation, our strategy will be to identify what the City Park and Recreation is doing well and what can be improved upon as shared by its stakeholders. Our best strategy is to listen to the stakeholders and create a transparent environment for proactive and productive dialogue.
- Provide written records and summaries of results
  - The ELW Team shall document all findings obtained. Our experience includes but is not limited to scribing the feedback obtained in the

outreach efforts of this engagement. The other alternative for maintaining a written record is using a transcriber to record the contributions in the respective meetings and providing a written transcript. The latter would be determined by the client as it is an additional cost to the engagement.

- Assist in building consensus and agreement on the plan
  - The ELW Team will prepare the engagement findings and consultant recommendations upon the completion of the data collection and review process. The presentation will be designed to share the findings based on the Needs, Wants and Desires of all Stakeholders and the realistic aspects of those desires. Any findings that conflict with stakeholderswould need to be investigated further in terms of the feasibility of the desires and how eachitem identified "fits" into the City's and County's master blueprint.
- Methods of outreach
  - Issuance of public notice for community meetings will be the best use of outreach to the community. Notices can be included in residents/businesses/organizations utility bills. This is just one way to reach stakeholders.
  - Budget permitting, the City can provide flyers to service providers in the City boundaries who serve residents and businesses.
  - Providing meeting notices and surveys on the City's official website for residents, businesses and interested parties to retrieve and confirm participation.
  - Announcements at the City Commission meetings and community committee meetings.
  - If the city has access to the cell phone listings of residents/businesses, to send a text message on the meeting and/or email.
  - Budget permitting, public service announcements on the local radio stations.

Our Proposed Work Plan

The CMA Team proposes three core tasks for this type of engagement. The CMA Team estimates that the engagementcan be completed within the timeframe noted by the City. Additionally, the proposed plan below is a sample based on our experience of similar engagements. The final engagement plan will be confirmed upon confirmation of the engagement.

Phase One

Mobilization and Scheduling

Client and Team Mobilization, Logistical determination, Planning of SessionFormat, Contingency Issues identified

Phase Two

Planning Stakeholder Workshops

- Facilitate up to three (3) community workshops,
- Facilitate up to two (2) workshops with City Commission

Prepare final update meetings of two (2) Workshop on project Findingsand Present to Client

Internal and External Assessments

- Meetings with City Manager's Office and Core Staff
- Roundtable sessions with Department Leadership and/or Designees
- Prepare findings and present to Client

Phase Two Continued

Goals Session with City Leadership

- Coordination with City Leadership on the Performance Expectations

Creation of Performance Measurements

- Identification of Key Performance Indicators
- Review and organize collected data and summarize findings with submissionto Client

Phase Three

Publication of the Final Strategic Plan report to City of OpaLocka and Stakeholders

Statistically Valid Survey

E.L. Waters and Company, LLC (ELW) will provide the City of Opa-Locka with a citywide statistically valid community-needs assessment survey with a return rate that represents a sampling response of the community population which will define the community needs and issues on recreation, park programs, and facilities. The community-needs assessment survey will adequately provide a baseline to present sufficient data analysis to support the following:

- By employing a valid survey technique (i.e., Survey Monkey, or an equally reputable and robust survey analysis process), ELW will design, test, and implement a community-oriented Parks and Recreation facilities and programs survey. The survey instrument will provide a targeted questionnaire, for the purpose of collection, synthesis and analyzing data. Through the survey inference, ELW will determine and explain the needs, desires and willingness of residents, user groups, association, and other stakeholders to participate and the willingness to pay for the provision of programs and services.
- The return/response rate for the survey will be in accordance with the industry standard percentage survey return, based on the unit of analysis, which will adequately provide a plausible sample of the community users of the City of Opa-Locka's parks and recreation facilities. The analysis will provide the quantification, summarization, and description of survey data. This statistical survey will facilitate analysis of data to develop a clear set of goals, policies and standards for the city Parks system, open space, trails, recreation facilities, and program development as required.

Demographics and Trends

- ELW will describe population, demographic trends, and characteristics of the City of Opa-Locka using the City of Opa-Locka's Comprehensive Development Master Plan and all available regional and local sources.
    - Specifically, demographic data will be collected from various selected processes including United States Census, demographic and housing estimates from the American community survey, demographic profiles, US Census community facts concerning population and income characteristics. These prevailing factors will be considered to determine the competitive and specific characteristics of population with respect to recreation and Parks programs and facilities use by population age cohorts.
    - The City of Opa-Locka Comprehensive Development Master Plan, as well as regional and local plans and data in support of demographic trends, and user statistics of recreation and Park facilities will be collected and analyzed (i.e., including active/passive recreation parks, and open space, indoor recreation centers, and special facilities).

Existing and Future Facilities-Analysis of Level of Service

- ELW will compile an inventory and assessment of existing parks, trails, open space, and facilities using Geographical Information Systems (GIS). A comparative analysis will be conducted to virtually look at the market area for existing and future Parks and Recreation facilities. GIS will be used to compare the City of Opa-Locka to cities or communities of similar size and density regionally and nationally accepted standards will be applied.
- ELW will assess the capacity and amenity found within each of the systems, (i.e., playgrounds, ballfields, trails, natural areas, special facilities, etc.). ELW will consider functionality, accessibility, conditions, comfort, and convenience of the systems.
- To ensure that the value of the community underpins this analysis, ELW will conduct a Strengths, Weakness, Opportunity, and Threats (SWOT) Analysis, relative to the overall Comprehensive Parks and Recreation Master Plan:
    - The process will consist of an objective analysis of the City of Opa-Locka's position from the view of the potential user of community and recreation services (i.e., best possible providers). The interrelationship of these providers with the City of Opa-Locka and plan for development of the facilities will include cost estimates.
    - ELW's SWOT analysis will evaluate key resources to determine the City of Opa-Locka's competitive advantage, thereby laying the groundwork for disseminating information to determine the level of service required to increase the city's delivery and competitiveness. The identification of the City of Opa-Locka's strengths and weaknesses will provide a solid foundation for the City of Opa-Locka to develop the existing and future facilities through its Comprehensive Parks and Recreation Master Plan.

Rank and Prioritize Demand and Opportunities

- ELW, through the SWOT Analysis, and the statistically valid survey technique, will analyze parks and recreation and provide prioritized recommendations for needs regarding land acquisition, development of parks, trails, open space, and recreational facilities. ELW's SWOT Analysis will provide consultation with key stakeholders and collect their opinions, comments, and recommendations.

Analysis of Programs and Services

- In addition to the SWOT Analysis, ELW will conduct a thorough review of various public and proprietary data sources and information regarding the corporate client's investment in parks and recreation within the City of Opa-Locka.
- ELW's professional facilitation with the general citizenry, and the result of the SWOT Analysis, will provide for the development of a set of prioritized recommendations to maintain and renovate the parks, trails, and recreation facilities.

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- In addition, ELW will assess the physical parks and recreation structures to determine the useful life of park facilities and propose recommendations for maintenance, repairs, and the development of new facilities.

5

EXPERIENCE AND QUALIFICATIONS

CITY OF MIAMI GARDENS PLANNING AND ZONING ACTIVITIES 2015-2018

SCOPE OF SERVICES:

Plat Reviews (Tentative and Final); Sign Plan Reviews; Development Reviews-Site Plans; Zoning Inquiries; Zoning Inspections

PROJECT DESCRIPTION: In April 2015, the City of Miami Gardens engaged the Professional Consulting Services of E.L. Waters and Company, LLC to perform its planning and zoning activities city-wide. Since that time the E.L. Waters and Company, LLC Planning Team has provided a variety of land development services to residents, businesses and the development community such as, site plan reviews, plat reviews Tentative/Final, and rezoning. Administrative Variances provide a procedure for property owners to obtain minor administrative variances or waivers of regulations pertaining to setbacks, height, lot coverage, building spacing requirements, sidewalk width, and sign regulations, provided that the specified standards of this section are met. These standards provide for substantially the same patterns of site development as the underlying regulations. (b) Authorized administrative variances and waivers. Notwithstanding any other provisions of this chapter to the contrary, the administrative official shall have the authority to, by administrative decision, approve, approve with conditions, or deny applications.

E.L. Waters and Company, LLC has approved a total of fifteen (15) Administrative Variances since 2015. KEY PERSONNEL: Elbert L. Waters, J.D., Principal-In-Charge; Karen Coplin-Cooper; John H. Jackson, P.E.; Harold Ruck, GIS; Raphael Cabrera, P.S.M.

REFERENCE: CAMERON BENSON, CITY MANAGER

18605 NW 27TH AVENUE, MIAMI GARDENS, FL 33056

PHONE: 305.622.8001

EMAIL: CBENSON@MIAMIGARDENS-FL.GOV

TYPE OF CONTRACT PLANNING AND ZONING SERVICES PROJECT COST: COST RECOVERY-$240,000.00 START/COMPLETION 04-2015/01-2019

E.L. WATERS and Company, LLC

PLANNING and DEVELOPMENT CONSULTANTS

CITY OF WEST PARK PLANNING AND ZONING SERVICES

SCOPE OF SERVICES: Consulting Planning and Zoning Department (pop. 15,000)

PROJECT DESCRIPTION: Provides zoning review support to the building department and certificates of use. Review complex planning applications for new development and redevelopment, prepare staff reports, and present staff recommendations at the Planning & Zoning Advisory Board and City Commission meetings. Prepare special studies as requested by the City Commission or Administration.

KEY PERSONNEL: Elbert L. Waters, J.D., Principal-In-Charge; The Corradino Group, Inc., Stuart Architecture; Karen Coplin-Cooper; John H. Jackson, P.E.; and Harold Ruck, GIS.

REFERENCE: W. Ajibola Balogun, REM, CFEA, City Manager

3501 SW 56TH AVENUE,
City of West, FL 33023 PHONE: 954.989.2688
EMAIL: ABALOGUN@CITYOFWESTPARK.ORG

TYPE OF CONTRACT CONTINUING GENERAL PLANNING, ZONING AND ENGINEERING SERVICES
PROJECT COST: VARIES START/COMPLETION 2018/ONGOING

SEOPW COMMUNITY REDEVELOPMENT AGENCY — SOUTHEAST OVERTOWN PARK WEST CRA-FINDING OF NECESSITY AND 2018 REDEVELOPMENT PLAN UPDATE, CITY OF MIAMI COMMUNITY REDEVELOPMENT AGENCY

SCOPE OF SERVICES: Preparation of A Finding of Necessity Study and Update of the SEOPW Redevelopment Plan PROJECT DESCRIPTION: In February 2017, the SEOPW CRA engaged the Professional Consulting Services of E.L. Waters and Company, LLC to prepare its' Finding of Necessity Study and Update of its Redevelopment Area for approval by the SEOPW CRA Board, City of Miami Commission and Miami-Dade County Commission.

The SEOPW CRA is the largest Redevelopment area in the State of Florida.

KEY PERSONNEL: Elbert L. Waters, J.D., Principal-In-Charge; Jeffrey Watson; Carmen Watson; Stuart Architecture; Karen Coplin-Cooper; John H. Jackson, P.E.; Harold Ruck, GIS; Miami Economics Associates; and Reines-Straz Architects.

REFERENCE:

Cornelius Shiver, Executive Director

819 NW 2ND AVENUE-3RD FLOOR;

MIAMI, FLORIDA 33136 PHONE: 305.679.6807

EMAIL: CSHIVER@MIAMIGOV.COM

TYPE OF CONTRACT PREPARATION OF A FINDING OF NECESSITY STUDY AND UPDATE OF THE SEOPW REDEVELOPMENT PLAN PROJECT COST: COST -$335,000.00 START/COMPLETION.

E.L. WATERS and Company, LLC

PLANNING and DEVELOPMENT CONSULTANTS

City of North Miami, Florida- Highest and Best Use Market-Based Assessment and Development Strategy for City -Owned 9 Acre Parcel

Scope of Services: Assess specific Land-Use/Development Policy and Change Affecting Marketing and Feasibility; Comparative Local Entertainment/Service/Retail Analysis; Development Recommendations; and Site Development Concepts.

KEY PERSONNEL: Elbert L. Waters, J.D., Principal-In-Charge; Dr. Raymond White; Stuart Architecture; Karen Coplin-Cooper; John H. Jackson, P.E.; Harold Ruck, GIS.

REFERENCE: Larry Spring, CPA, City Manager

Attention: Tanya Sojourn-Wilson, AICP, Director Community/Planning and Development

12400 NE 8th Avenue

City of North Miami, Florida 33161 PHONE: 305-893-6511

EMAIL: Twilson@northmiamifl.gov

TYPE OF CONTRACT CONTINUING GENERAL PLANNING, ZONING AND ENGINEERING SERVICES
PROJECT COST: $19,500; Current 2019

E.L. WATERS and Company, LLC
PLANNING and DEVELOPMENT CONSULTANTS

City of Miramar, Florida- Subconsultant, CMA Enterprise, Inc. Master Services Agreement- Planning and Development Services Consulting-Community and Development

Scope of Services: General Planning and Development Services which includes land planning, comprehensive planning and zoning, community and economic development services.

KEY PERSONNEL: Elbert L. Waters, J.D., Principal-In-Charge; Dr. Raymond White; Stuart Architecture; Karen Coplin-Cooper; John H. Jackson, P.E.; Harold Ruck, GIS.

REFERENCE: Gail Birks, CEO

CMA Enterprises, Inc.

207 Laurel Oak Lane, Ste. B

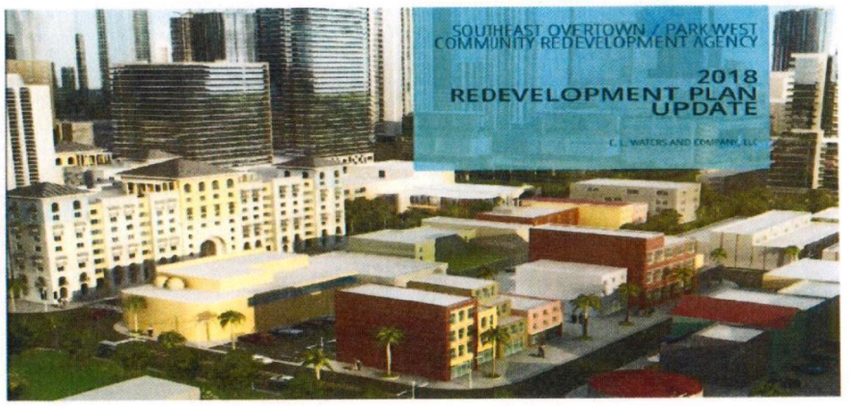
Davie, Florida 33325

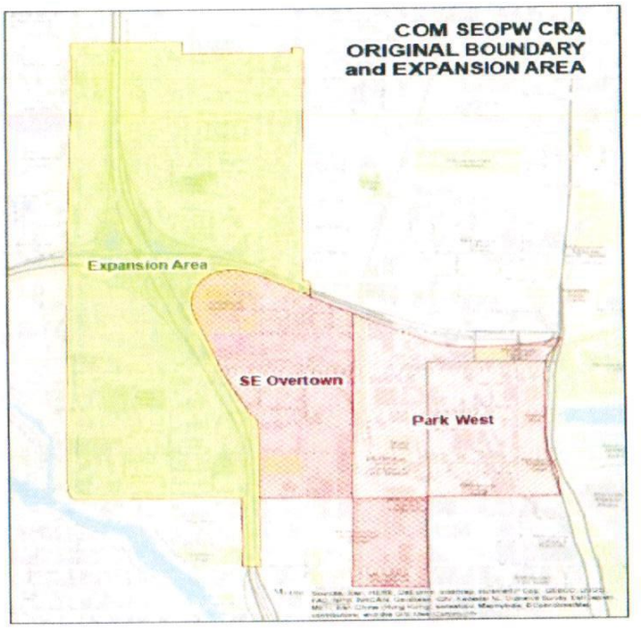
954-476-3525

cma@cma-ent.com

TYPE OF CONTRACT CONTINUING GENERAL PLANNING, ZONING AND ENGINEERING SERVICES
PROJECT COST: $10,000 -$200,000; Current 2019-2023

Medical Marijuana Land Development Amendment





Southeast Overtown Parkwest Community Redevelopment Area Finding of Necessity/Assessment of Need Study

E.L. WATERS and Company, LLC
PLANNING and DEVELOPMENT CONSULTANTS

Current Engagements

- **City of West Park, Florida (Current)**
  - ***General Planning and Zoning Services***
- **City of Miami Gardens, Florida (2016-2019)**
  - ***General Planning and Zoning Services***
- **City of Miami, Florida- Southeast Overtown Park West Community Redevelopment Agency (2017-2019)**
  - ***Prepared Finding of Necessity/Assessment of Need Through 2047***
  - ***Prepared the 2018 Redevelopment Plan Update Through 2047***
- ***City of Miramar, Florida***
  - ***Peer Review of the Miramar Town Center Block 2 (3.742 acres) -Related Development, LLC***
- ***City of North Miami, Florida***
  - ***Highest and Best Use & Feasibility Study for a City Owned 9-Acre Site***

E.L. WATERS and Company, LLC
PLANNING and DEVELOPMENT CONSULTANTS

Other Relative Experience

Elbert L. Waters is an accomplished senior executive and planning consultant with over twenty years of local government experience; and ten years of state, federal and private sector experience with expertise in the following areas:

- *Planning and Economic Development*
- *Community and Economic Development*
- *Budget and Financial Operations*
- *Strategic Planning*
- *Urban Redevelopment Planning*
- *Real Estate Finance*
- *Capital Budget Management*
- *Affordable Housing Development and Finance*
- *Development of local land-use and zoning regulations*
- *Media Relations/Public Affairs*
- *Policy Development/Consensus Builder*
- *Emergency Operations Management*

E.L. WATERS and Company, LLC

PLANNING and DEVELOPMENT CONSULTANTS

E.L. WATERS and Company, LLC

PLANNING and DEVELOPMENT CONSULTANTS

REVELANT LOCAL GOVERNMENT EXPERIENCE

Selected Achievements

- *Directed the Downtown West Palm Beach City Center Redevelopment Initiatives. Managed* the City's $6.0 million Community Development Action Plan, which included CDBG, HOME and HOPWA programs. Managed a staff of 120 employees. Directed the restructuring of the department which improved service delivery to a population of 82,000 residents.
- Directed the North Miami Community Planning & Development's Strategic Management Plan; Obtained a $ 2.0 Million commitment from Miami-Dade County to support North Miami's First-; Time Homebuyers Program
- Implemented the 700 Block Downtown Commercial Revitalization Project $360,000 CDBG Funding
- Managed the City of North Miami's $2.5 million CDBG and Housing Programs. Rehabilitated approximately 600 affordable housing units.

Formerly, Elbert L. Waters directed the management, administration and implementation of the City of Miami's Community Development Block Grant Program ($13.1 million); HOME Investment Partnership Program ($4.2 million); Housing Opportunities for People With AIDS ($8.8 million); Emergency Shelter Grant ($346,000), Neighborhood Jobs Program ($1.8 million), and the Neighborhood Enhancement Team. Managed programs totaling approximately $29 million and a staff of 140. In addition, monitored and implemented fiscal and programmatic control over 190 projects and programs.

Selected Achievements

- Directed the North Miami Community Planning & Development's Strategic Management Plan; Obtained a $ 2.0 Million commitment from Miami-Dade County to support North Miami's First-; Time Homebuyers Program
- Implemented the 700 Block Downtown Commercial Revitalization Project $360,000 CDBG Funding
- Managed the City's $2.5 million CDBG and Housing Programs. Rehabilitated approximately 600 affordable housing units.

6625 Miami Lakes Drive- Suite 238 * Miami Lakes, Florida 33014
elwatersandcompanyllc@gmail.com (305) 785-9757

E.L. WATERS and Company, LLC

PLANNING and DEVELOPMENT CONSULTANTS

Formerly, E.L. Waters was appointed as a Community Builder Fellow U.S. Department of Housing and Urban Development, Miami, Florida

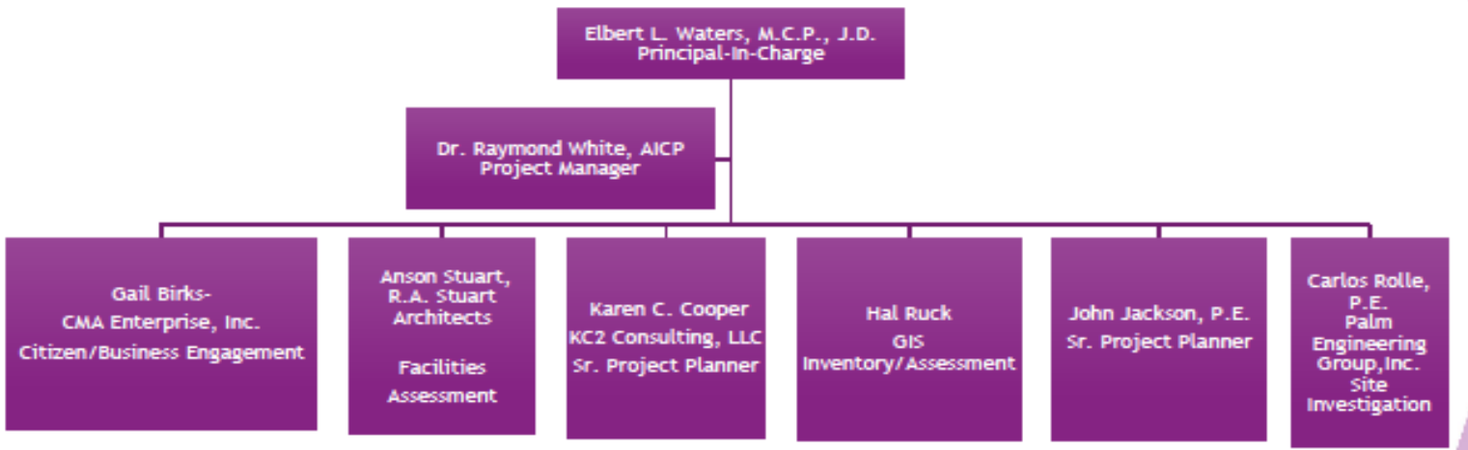
Responsible for federal coordination of the Miami-Dade Empowerment Zone, affordable housing initiatives and partnerships in Miami -Dade and Monroe Counties. Project Team Leader of the first Access Control Area Pilot Program in the country. The ACA program allows USHUD to sell its portfolio of single-family foreclosed properties at a 50% discount to Miami-Dade County. The program is now the national policy of U.S.HUD.

. Selected Achievements

- Directed the Federal Coordination of the $10.0 Million Miami-Dade Empowerment Zone.

6625 Miami Lakes Drive- Suite 238 * Miami Lakes, Florida 33014
elwatersandcompanyllc@gmail.com (305) 785-9757

CPMP Project Team



ELBERT L. WATERS, M.C.P., J.D.

Elbert L. Waters is Principal of ***E.L. Waters and Company, LLC*** a Planning and Development Consulting firm. Bert has over thirty years of successful planning and management of complex urban development projects, private sector planning and land development consulting with specific emphasis in the areas of: Urban Development; Community Services Management; Land Use and Zoning; Community and Economic Development; Urban Real Estate/Finance Development; Neighborhood Redevelopment; Affordable Housing Development/Finance; Urban Design; Neighborhood Job/Training; Neighborhood Commercial Revitalization. In addition, he has extensive financial, operating programs, capital budget/managerial, Municipal and federal administration. Bert served as Broward Service Center Director, South Florida Water Management District, responsible for water resources and development for the Broward County and its thirty-one (31) cities (pop. 1.7 million).

E.L. Waters and Company, LLC, established in 2005 provides consulting planning, zoning, and development services for public and private clients in Miami-Dade, Broward, and Palm Beach Counties. Currently, the Firm is the Planning and Zoning Consultants for the City of West Park, Florida; City of Miami Gardens, Florida (pop. 110,000); and the City of Miramar, Florida. Also, the Firm served as Planning and Development Consultants for the City of Opa-Locka, Florida and prepared a FINDING OF NECESSITY for the Southeast Overtown Park West Redevelopment Agency of the City of Miami, Florida.

Bert is a Life Member of Omega Psi Phi Fraternity, Inc., former board member of the Urban League of Greater Miami, Inc., and former Board Member of the Urban League of Broward County, and former member of One Hundred Black Men of South Florida, Inc. Bert was the Executive Director and Cofounder of the Community Design Center of Columbia, Inc., and a neighborhood planning/design nonprofit organization in Columbia, South Carolina. Also, he served as a member of the Planning Accreditation Board (an Affiliate of the American Planning Association), Site Visit Team. Bert received a Bachelor of Technology in Architectural Engineering from Florida A&M University; Master's in City Planning/Urban Design from Georgia Institute of Technology; and a Juris Doctor degree from the University of Miami School of Law. Mr. Waters is a John L. Loeb Fellow in Advanced Environmental Design, Harvard University Graduate School of Design.

In addition, Mr. Waters completed the U. S. Department of Housing & Urban Development, Community Builder Fellows, Executive Program in Public Management, Harvard University John F. Kennedy School of Government. Also, he is an ELI Fellow, Executive Leadership Institute, National Forum for Black Public Administrators. Bert is an avid Jazz Trumpet/Flugelhorn player.

Contact: Elbert Waters, J.D.
E.L. Waters and Company, LLC
6625 Miami Lakes Drive-Suit
Miami Lakes, Florida 33014
305-777-3800, ext. 11152 or 11125
elwatersandcompanyllc@gmail.com
www.elwatersandcompany.com

E.L. WATERS and Company, LLC
PLANNING and DEVELOPMENT CONSULTANTS

Gail Birks

Gail Birks is the founding Principal with CMA Enterprise Incorporated. Professionally, Ms. Birks has served the South Florida Business community for nearly nine years as a Middle Market Assistant Vice President with Southeast Bank, NA and SunTrust/Miami, NA respectively. She holds a Bachelor Degree in Economics and Finance from Tennessee State University in Nashville, Tennessee where she was also enrolled in the University's Honors Program. She is a graduate of the Executive MBA Program at Florida International University and has completed post-graduate work in the area of Industrial Psychology and Personnel Staffing and Administration. She was also voted "Best Presenter" by her 1999 graduating class.

Ms. Birks is also a Certified Mediator and Arbitrator for the Florida State Supreme Court. Her Certifications encompass Circuit/Civil, County and Residential Mortgage Foreclosure. She has extensive experience in mediating conflicts in the workplace, customer service grievances, contract disputes, insurance claims, employee relations (and supervisor/employee matters.).

Ms. Birks has served as an ***Independent Corporate Director since 1994.*** During her tenure as Chairperson of the CRA Committee, the Bank has received numerous Community Awards and recommendations of "Outstanding" and "High Satisfactory" ratings from regulatory agencies (OTS and OCC).

She has been a part of the governing body of a financial institution that began as a privately held organization before merging in 2005 with a publically traded financial holding company and repurchased by private investors in 2009. Ms. Birks also has over 30 years of experience in board leadership and an expertise in board development and governance having served on and consulted numerous non-profit and civic boards in South Florida. In 2012, Ms. Birks received an invitation from the NYSE to attend a conference of Diverse Independent Corporate Board of Directors in NYC

And in June, 2013, she was a featured panelist for a workshop on "Enterprise Risk Management. A Director's Perspective" and the American Leader's Conference. Ms. Birks was also named as a "Director to Watch in 2014" by **Directors and Boards Magazine** (September Issue).

Ms. Birks, a published author of four books, holds an advanced ***Certification in Lean Six Sigma***. She is a ***Lean Master Black Belt through her matriculation at*** Florida Atlantic University (September, 2013). Her other professional certifications include but are not limited to the following: Certified Total Quality Management Training, Certified Self-Directed Workgroup Training, Advanced Sales Training and Management Credit Training. In 2006 Ms. Birks was selected to be a Protégée with Accenture, LLC at the national level in their Inaugural Mentor/Protégée Program.

Her consulting and business concepts have been featured in numerous cover stories in the Miami Herald and other South Florida Circulars. She has raised the awareness of grassroots and corporate clients through her consulting and training exercises, resulting in heightened awareness in the areas of organization and cultural diversity, self-directed workgroups and high performance teams, and process improvement. She has designed and facilitated sessions as well as consulted on a local, regional and national levels for public, corporate and nonprofit organizations.

Ms. Birks' honors include: 2012 Top 100 Most Influential Black Professionals in South Florida – ICABA; Top 50 Most Powerful Black Professionals in South Florida -2011; Alpha Kappa Alpha Sorority, Inc., Top Hat Award in Business and Entrepreneurship - 2008; Greater Fort Lauderdale Chamber of Commerce Women's Council of Commerce Circle of Excellence Award in Business – 2007; "In The Company of Women", Miami Dade County – 2001; National Association of Business and Professional Women Business Champion – 2001; FIU- Executive MBA Class of 1999, "Best Presenter"; JM Family Enterprises African American Achiever

STUART ARCHITECTURE

Anson M. Stuart, AIA, NOMA, NCARB, PMP®, ICC (B-2)
President / Principal Architect

PROFESSIONAL REGISTRATIONS / DESIGNATIONS

Registered Architect, FL AR97866
Registered Architect, GA RA016145
Registered Architect, IL 001.025368
PMP® - Project Management Professional
Commercial Building Inspector ICC (B-2)

EDUCATION

Master of Architecture
Florida A&M University, 1996

BS, Architectural Studies
Florida A&M University, 1994 (Cum Laude)

PROFESSIONAL AFFILIATIONS

American Institute of Architects Ft. Lauderdale Chapter (Secretary)

NOMA - National Organization of Minority Architects, South Florida Chapter (Parliamentarian)

NCARB - National Council of Architectural Registration Boards

Project Management Institute

USGBC - United States Green Building Council

Alpha Rho Chi National Professional Architecture Fraternity Inc., Seshait Alumni Association

Omega Psi Phi Fraternity, Inc., Sigma Alpha Chapter (Keeper of Finance)

PROFESSIONAL EXPERIENCE

Stuart Architecture, LLC
Owner/Principal (September 2016 - Present)

D. Stephenson Construction, Inc.
Project Manager (May 2015 – September 2016)

Cayman Islands Government Public Works Dept.
Project Manager/Acting Senior P.M.
(April 2011- May 2015)

Judson Architecture, Inc. -
Project Manager/Associate
(October 2003 – February 2011)

NAC Construction - Project Supervisor
(April 2001 – October 2003)

Forbes Architects – Project Manager/Team Leader
(June 1996 – December 2000)

ROLE IN THIS CONTRACT: Project Manager
YEARS OF EXERIENCE: 27

SUMMARY OF QUALIFICATIONS

Anson M. Stuart founded his full-service architectural design firm located in Sunrise, Florida in 2016. He is a licensed Architect, Certified Project Management Professional and Certified Commercial Building Inspector ICC (B-2) with extensive experience in Planning, Architectural Design, and Construction Management.

Manager of Architectural Design and Construction projects who can direct manage projects up to US$25 million from initial client contact through occupancy, with experience in the Commercial, Community, Educational, Historic Preservation, Health Care, Hospitality, Industrial, Institutional, Multi-Family, Recreational, Religious and Retail industries. An accomplished Project Executive experienced in architectural office financial and operations management.

RELEVANT EXPERIENCE

School District of Palm Beach County Single Point of Entry Buildings Omni Middle School, Bear Lakes Middle School, Watson B. Duncan Middle School
These projects consisted of the construction of a brand new 300 SF Single Point of Entry building at the existing front entrance to the school campus. The building contains a reception and waiting area. A. Stuart managed the Construction Manager at Risk with a guaranteed maximum price (GMP) project delivery method.

School District of Palm Beach County
Jupiter Farms Elementary School, Lighthouse Elementary School,
Renovation of existing restrooms, replacement of all existing flooring, replacement of all ceiling tiles and new interior painting throughout entire school. In the capacity as the Project Manager for the Construction Manager at Risk on the Project, Stuart Architecture managed the entire GMP process and was responsible for managing the project from pre-construction through project closeout.

MODCO (Mount Olive Development Corporation) Senior Center | Ft. Laud., FL
This project consists of the conversion of an existing religious facility into a full-service two-story 16,000 SF Senior Center. Scope of services include the full gut rehabilitation of the existing building while preserving the exterior envelope. Spaces include: 2300sf Multi-Purpose Room for community events, Computer/Library, Salon, Medical Screening Room, Kitchen, Fitness Center, Clothing Boutique, (5) 1 Br/1 Bath Units, (1) Efficiency Unit

Broward Health Corporate Office | Ft. Lauderdale, FL
This project consisted of the interior buildout of approximately 14,554 SF of office space inside the Class "A" office building located in the Spectrum Business Park.

Rock Fitness Center | West Palm Beach, FL
This project consisted of the interior buildout and renovation of approximately 12,000 SF of an existing fitness facility. The design incorporates energy efficient LED light fixtures, low0flow plumbing fixtures and sustainable building finishes.

1560 Sawgrass Corporate Parkway , Suite 493, Sunrise, FL 33323 • O: 954.451.6268 • www.samiami.net • anson@samiami.net

Karen C. Cooper, M.S.M.

Karen Coplin-Cooper is the Founder of KC² Consulting, LLC, established in 2015. KC² Consulting is a Governmental Management Resource Consulting firm specializing in Community Planning and Engagement, Planning and Development. Karen has thirty plus years of experience in planning, special projects oversight, quality concepts and practices.

Karen is a native Miamian and a retired City of Miami Executive. During her 26-year tenure with the City of Miami, she held the following positions: Public Management Intern - the Department of Management and Budget; City of Miami Planning Department Planning Technician – providing informational services, Neighborhood/Urban and Land Use/Development Planner.

Karen served as Neighborhood Enhancement Team Administrator – N.E.T. (Model City), the primary Liaison between the community and the City Administration. She was responsible for coordinating the delivery of municipal services. Including Zoning, Code Enforcement, Solid Waste, Public Works, Police Protection, Job Referral, and other services, which were needed or identified as high priority needs by the citizens in the service area. As Neighborhood Administrator for the (SW Coconut Grove) neighborhood she developed partnerships between public and private concerns.

Karen also served as Senior Assistant to the Chief Administrator/City Manager as Liaison to members of the community, various departments, boards and agencies under the Chief Administrators Office. She assisted with special community projects and coordinated special City events.

Karen is a graduate of The Florida State University with a Bachelor of Science in Finance. She also earned a Master of Science in Management (Public Management Specialization) from St. Thomas University. Additionally, she completed the Executive Development and Leadership Program of the Florida Institute of Government, Florida International University College of Urban and Public Affairs.

Karen is a current board member of the Dade Deltas Foundation, Inc. where she serves as the Fundraising and Scholarship Chair. A former board member of the Overtown Youth Center; former Board of Director/Chairperson of Miami/Miami Dade Weed and Seed, an agency that worked to alleviate the ills associated with crime, drugs, environmental and health related issues in Liberty City and Little Haiti in the late 90's and early 2000's; former First and Second Vice president of the South Florida Chapter, National Forum for Black Public Administrators. She is the former Vice President, Chaplain, Protocol Chair, Age Group Chair and Associates Liaison of the Miami Chapter of Jack and Jill of America, Inc. A current Miami Chapter Associate Life Member and Executive Board Secretary, and a Member of Mt. Tabor Missionary Baptist Church. She is a Golden Life Member of Delta Sigma Theta Sorority, Inc., where she served as Chair of the 2011 Dade County Alumnae Chapter Committee of the Year and is the 2011 Dade County Alumnae Chapter Soror of the Year.

Karen is the recipient of various awards and honors for leadership and service, which include numerous City of Miami Commendations, Salutes and Certificates of Appreciation. She received the National Association of Business and Professional Women's Club, South Florida Club Exemplary Leadership Honors. Other notable award recognitions: Martin Luther King Economic Development Corporation (Reclaim the Dream), the Urban League of Greater Miami (Distinguished Award), Liberty Square Optimist Club (Contributions), Model City Crime Prevention Council (Service) and Monsignor Pace High School 2018 Track and Field Team (Dedication and Support).

Harold A. Ruck

Harold.ruck@email.com
(305) 898-7559 (CELL)

EXPERIENCE:

Planning Consultant, Part Time
February 2016 - Present
E.L. Waters and Company, LLC, Planning and Development Consultants
City of North Miami, Florida
- Created Demographic tables and GIS mapping for a Highest and Best Use Feasibility Study.

City of West Park, Florida
- Evaluated Zoning Use Reviews, Building Plans, GIS Mapping.

City of Miami Gardens, Florida
- Evaluated Community Residential Home, (CRH), Produced illustrated GIS mapping.

Southeast Overtown Park West (SEOPW), CRA, City of Miami, Florida
- Assisted in updating section on demographics and income data, GIS graphics, for updated SEOPW Community Redevelopment Plan.

Subject Matter Expert, Part Time **October 2014 - November 2016**
City of Miami, Planning and Zoning Department
- Provided training to new departmental staff regarding Comprehensive Planning, Amendments, EAR and concurrency procedures, CRH applications, Zoning Atlas and Zoning Web Applications, 2020 Water Supply Work Plan.

Chief of Community Planning **March 2004 – November 2016**
City of Miami, Planning Department, Miami, FL.
- Provided direction, coordination, supervision within the Section and Department in areas of Neighborhood Planning, Comprehensive Planning, Research, Studies, and GIS Mapping.

Planner II **February 1990 – March 2004**
City of Miami, Planning Department, Miami, FL.
- Prepared GIS base layers and maps based on statistical & data analysis/social, economic, and demographic census data/land use/ zoning for the city and public.

Planner I **August 1988 – February 1990**
City of Miami, Planning Department, Miami, FL.
- Drafted staff recommendations, transmittal packages to state agencies on Comprehensive Plan amendments.
- Coordinated production of City's response to State comments on the City's Comprehensive Plan.

Assistant Planner **November 1987 – August 1988**
City of Hollywood, Hollywood, FL.
- Approved building plans, Occ Lic. for compliance with Zoning and Land Development regulations.
- Prepared, presented departmental zoning variance recommendations at public hearings.

Regional Housing Officer
US Agency for International Development, Kingston, Jamaica **September 1985 – July 1987**
- Managed multi-million dollar "Housing Guaranty" Project emphasizing implementation, certification, & completion; Including loan debt service payment monitoring system;
- Managed $725,000 grant to a private sector client for physical rehabilitation/ leasing of a derelict property for light manufacturing/ commercial use.

Housing Officer/International Development Intern (IDI)
US Agency for International Development, Washington DC **March 1984 – September 1985**
- Supported overseas operations of regional offices in Jamaica, Thailand, Panama. Including tech support services, program budgets, Development Project reviews.

Architect/Planner
Vice Ministry of Urban Planning, Managua, Nicaragua **June 1975 – July 1978**
- Assisted in Analysis of post 1972 earthquake status of community facilities and infrastructure in the city.

EDUCATION:

Massachusetts Institute of Technology, MIT (MCP) **September 1979 - June 1983**
Massachusetts Institute of Technology, MIT (M Arch AS) **September 1978 - June 1980**
University of Tennessee, (B. Architecture) **September 1969 - March 1975**

John H. Jackson, P.E.

Profile: Provides professional services in Engineering, Planning, Zoning and Building areas for City and County governments. Mr. Jackson possesses extensive experience in various activities of administrative and organizational functions in Management, Supervision, Budgeting for adherence to Codes and Policies. He has occupied positions of Assistant Director and Director for the City of Miami, FL supervising over 120 employees and has been responsible for capital Improvement projects and line project detail duties relative to City Codes and Ordinances. He also has thorough knowledge of FEMA, National Flood Insurance Program (NFIP) as related to the construction and inspection of residential, commercial and industrial buildings. Additionally, Jackson has considerable experience in the private sector with Dow Chemical Company Engineering Services.

Education: B.S. Civil Engineering, University of Missouri-Rolla; MBA-Finance University of Houston.

Professional Activity Areas: Design Civil-Structural Engineer, Project Engineer for Dow Chemical Company; Director City of Miami Public Works Department, City Construction Manager; City of North Miami Building Official and Manager.

Licensees: Professional Engineer State of Florida and State of Texas; Plans Examiner State of Florida and Certified Floodplain Manager (Formerly).

Experience: Self-Employed Consultant for Zoning Land Development Code reviews with E.L. Waters and Company (+4 yrs.); Building Official for City of North Miami, Fl (12 yrs.); Director and Assistant Director Public Works Department City of Miami, Fl (17 Yrs.); Self-Employed Consultant Engineering (2 yrs.) Design- Project Engineer for Dow Chemical Company for projects relative to chemical plants and facilities (13 yrs.)

Dr. Raymond White , MCP, AICP

Mr. White earned a PhD in City and Regional Planning-Economic Development (2015), and a Master of City Planning-Housing/Economic Development (1977), conferred by the Georgia Institute of Technology and a BA degree from Rutgers University in Community Development-City Planning (1975). In addition, Mr. White holds a certificate of public management from the Carl Vinson Institute of Government, the University of Georgia. He received a professional designation from the American Institute of Certified Planners in 1990. Mr. White wrote a dissertation entitled "The Rise of Economic Development Overlay Districts in Response to Industrial Land Loss: Insights from Survey and Case Study Research." He was appointed as a graduate research assistant (2005) and graduate teaching assistant (2011) at Georgia Institute of Technology School of City and Regional Planning.

Mr. White has lectured at Georgia State University and Georgia Tech. He co-taught 16 graduate students in aspects of sustainable project development He has worked for private consulting firms and a statewide utility corporation.

- Twelve years as Director of Planning, hands-on administration of a large county agency, 665,800+ population, on 271 mi.² (2004), with 50+ employees and $2 million + annual departmental budget.
- Formulated policy, goals and objectives for development and growth in comprehensive plan development, transportation system planning, and Intergraph Tax mapping/Geographical Information System (GIS) mapping.
- Negotiating, reviewing and approving development plans of developers, realtors, investors on a parcel and site plan basis.
- Interacted with, supported, advised and represented elected officials including chief executive officers (CEOs), mayors, councilmembers, and boards of commissioners.
- Managed project infrastructure impact assessment including (development impact fee programs), monitoring, reviewing and approving consultant project submissions and budget payment authorizations.
- Hands-on review, revision and creation of development regulation, zoning ordinance, signage ordinance, tree ordinance, drainage ordinance and noise ordinance as lead or member of inter-agency project teams.
- Represented County government on economic development trade missions and meetings in the United States and abroad.
- Researched, wrote and delivered conference paper at the Sun Yat-Sen University in Guangzhou, China (2010), entitled: "Economic Development Districts: Increasing Domestic, International Roles and Applications."
- Conducted and supported numerous presentations, public hearings and meetings with agencies, nonprofits and non-governmental organizations (NGOs).
- Lectured in college classes (Georgia State University) and co-taught master's level college class (Georgia Institute of Technology).

CARLOS D. ROLLE, P.E.
Palm Construction and Design Group, Inc.

EDUCATION:

B.S., Civil Engineering, Florida International University, 1994

PROFESSIONAL REGISTRATION:

Professional Engineer (P.E.), State of Florida No. 55489
Certified General Contractor, State of Florida C.G.C. No. 1505387
Certified Lead Renovator, EPA Certificate No. 137235
Florida Dept. of Envir. Protection Stormwater Management Inspector No. 5317

PROFESSIONAL AFFILIATIONS:

National Society of Professional Engineers
American Society of Civil Engineers
National Society of Black Engineers

QUALIFICATIONS:

Mr. Rolle founded Palm Construction and Design Group, Inc. and currently serves as President of the firm. He has over 24 years of experience in engineering design and construction of municipal and private engineering projects. Mr. Rolle has been involved in all phases of work from conceptual planning and site evaluation through construction. The types of projects he has managed include aviation, commercial, residential, industrial, mixed-use, and environmental projects.

EXPERIENCE:

Land Development:

Arvida Parkway and Saddle Club Road Lakes – City of Weston – Project Manager responsible for the engineering design, bidding, and construction management for more than 85 acres of lake excavation for residential development.

Five Story Parking Garage Site Work –Memorial Hospital West – Project Manager in charge of the site engineering design and plan preparation for demolition, drainage, water distribution, sewage collection, and pavement markings and signage.

Medical Office Building Site Work –Memorial Hospital West – Project Manager in charge of the site engineering design and plan preparation for demolition, drainage, water distribution, sewage collection, and pavement markings and signage.

St. Edward Church – Archdiocese of Miami – Project Manager in charge of the site engineering design and plan preparation for demolition, drainage, water distribution, sewage collection, and pavement markings and signage.

Country Address, Sivoire Communication Towers, S-8, 9, &10 Drainage Easements – City of Lauderhill/Private Owner/SBDD – Feasibility Studies.

Engineering Plan Reviewer – South Broward Drainage District – Review and approval of over 500 paving, grading and drainage plans submitted to SBDD for permitting.

Engineering Plan Reviewer – City of Weston – Review and approval of over 200 paving, grading and drainage, and water and sewer plans submitted to the City for permitting.

Engineering Plan Reviewer – City of Miramar – Review and approval of over 100 paving, grading and drainage, and water and sewer plans submitted to the City for permitting.

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SCHEDULE

Proposed Scope of Work	*Team*	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10
Project Mobilization and Series Kickoff	ELW Team	x	x								
Identify, Describe and Implement Methodology for Citizen Involvement	CMA	x	x								
Community and Other Stakeholder Participation	CMA	x	x								
Community Outreach	CMA		x	x							
Progress Reports with City Park and Recreation Leadership Team	ELW Team			x	x						
Professional Facilitators in Information Gathering Services	CMA/RW/KC				x	x					
Provide Written Records and Summaries of Results	CMA/RW/KC				x	x					
Assist in Building Consensus and Agreement on the Plan	CMA/RW/KC					x	x				
Methods of Outreach	CMA/RW/KC						x				
Conduct Statistically Valid Survey	ELW/RW/HR/KC					x	x				
Review/Interpret/Prepare Demographic Trends of the CoOpalocka CDMP	ELW/RW/HR/KC						x				
Existing and Future Facilities - Analysis of Level Services	ELW/RW/HR/KC										
Strengths, Weakness, Opportunity, and Threats (SWOT) Analysis	RW/HR/ELW						x	x	x		
Rank and Prioritize Demand and Opportunities	RW/HR/ELW						x	x	x		
Assess & Analyze Existing/Future Facilities	JJ/AS/CR						x	x	x		
City of Opa-Locka Review of Draft Comprehesive Parks and Recreation Master Plan	ELW Team									x	
Final Comprehesive Parks and Recreation Master Plan	ELW Team										x

PRICING OF SERVICES

E.L. WATERS and Company, LLC
PLANNING and DEVELOPMENT CONSULTANTS

Proposed Hourly Rates

- Principal-in-Charge $250.00
- Project Manager $150.00
- Citizen/Business Engagement Consultant..... $145.00
- Facilities Assessment Consultant/Architect..... $135.00
- Sr. Project Planner (1) $135.00
- GIS Project Planner (1) $135.00
- Sr. Project Planner (1) $135.00
- Site Investigation Consultant/Engineer $135.00
- Project Clerical Assistance $75.00

Note: For this engagement, a fixed rate fee is proposed. ELW reserves the right to renegotiate the fee structure should the scope of the engagement change.

6625 Miami Lakes Dr.-Suite 238 • Miami Lakes, Florida • Phone (305) 777-3800; ext.11152
elwatersandcompanyllc@email.com

RFP NO: 21-0630100

PRICE PROPOSAL FORM

COMPREHENSIVE PARKS AND RECREATION MASTER PLAN

PROPONENT understands and agrees that the Contract Price is the lump sum to furnish and install all of the Work complete in place. Vendor's price will not be adjusted unless the CITY changes the scope of the Project after the Contract Date.

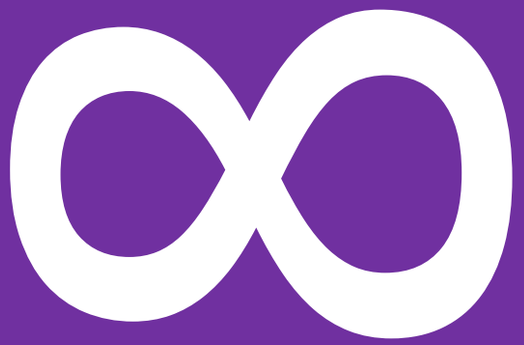
As such, the Vendor shall furnish all labor, materials, equipment, tools, superintendence and services necessary to provide a complete, in place Project for the Proposed Price of:

LUMP SUM PRICE: $ 150,000.00

SUBMITTED THIS 30th DAY OF June 2021.

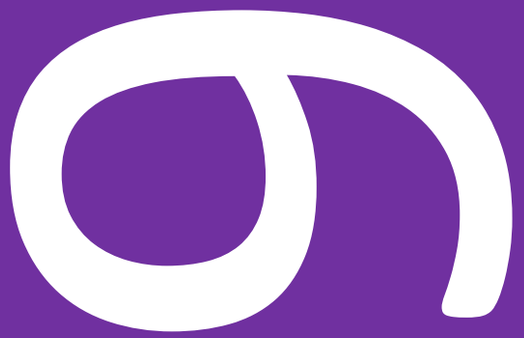
BID SUBMITTED BY:

Elbert L. Waters, J.D., President	305-785-9757
Company	Telephone Number
E.L. Waters and Company, LLC	N/A
Name of Person Authorized to Submit Bid	Fax Number
Elbert L. Waters	elwatersandcompanyllc@gmail.com
Signature	Email Address
PRESIDENT	
Title	



REFERENCES

Description of Work – i.e. Length of Contract Period (Start and End Dates), and Type of Work Performed.	Contact name, title, phone number, address and email address
CITY OF MIAMI GARDENS PLANNING AND ZONING ACTIVITIES 2015-2018 SCOPE OF SERVICES: Plat Reviews (Tentative and Final); Sign Plan Reviews; Development Reviews-	CAMERON BENSON, CITY MANAGER 18605 NW 27TH AVENUE, MIAMI GARDENS, FL 33056 PHONE: 305.622.8001 EMAIL: CBENSON@MIAMIGARDENS-FL.GOV
CITY OF WEST PARK PLANNING AND ZONING SERVICES SCOPE OF SERVICES: Consulting Planning and Zoning Department (pop. 15,000) PROJECT DESCRIPTION: Provides zoning	W. Ajibola Balogun,REM, CFEA, City Manager 3501 SW 56TH AVENUE, City of West, FL 33023 PHONE: 954.989.2688
SEOPW COMMUNITY REDEVELOPMENT AGENCY – SOUTHEAST OVERTOWN PARK WEST CRA-FINDING OF NECESSITY AND 2018 REDEVELOPMENT PLAN UPDATE, CITY OF MIAMI COMMUNITY REDEVELOPMENT AGENCY	Cornelius Shiver, Executive Director 819 NW 2ND AVENUE-3RD FLOOR; MIAMI, FLORIDA 33136 PHONE: 305.679.6807 EMAIL: CSHIVER@MIAMIGOV.COM
City of North Miami, Florida- Highest and Best Use Market-Based Assessment and Development Strategy for City - Owned 9 Acre Parcel	Larry Spring, CPA, City Manager Attention: Tanya Sojourn-Wilson,AICP Director Community/Planning and Development 12400 NE 8th Avenue
City of Miramar, Florida- Subconsultant, CMA Enterprise, Inc. Master Services Agreement- Planning and Development Services Consulting- Community and Economic Development	Gail Birks, CEO CMA Enterprises, Inc. 207 Laurel Oak Lane, Ste. B Davie, Florida 33325 954-476-3525



ADDITIONAL FORMS

RFP NO. 21-0630100

COMPREHENSIVE PARKS AND RECREATION MASTER PLAN

PROPOSER QUALIFICATIONS

The Proposer, as a result of this proposal, MUST hold a County and/or Municipal Contractor's Occupational License in the area of their fixed business location. The following information MUST be completed and submitted with the proposal to be considered:

1. Legal Name and Address:

   Name: E.L. Waters and Company, LLC

   Address: 6625 Miami Lakes Drive, Suite 238

   City, State, Zip: Miami Lakes, FL 33014 Phone/Fax: 305-785-9757

2. Check One: Corporation ☑ Partnership ( ) Individual ( )

3. If Corporation, state:
   Date of Incorporation: 02/14/05 State in which Incorporated: FL

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization:_____

5. **Name and Title of Principal Officers** **Date Elected:**

Elbert L. Waters, President	02/14/05

6. The length of time in business: 16 years

7. The length of time (continuous) in business as a service organization in Florida: 16 years

8. Provide a list of at least three commercial or government references that the bidder has supplied service/commodities meeting the requirements of the City of Opa-locka specification, during the last twenty-four months.

9. A copy of County and/or Municipal Occupational License(s)

Note: *Information requested herein and submitted by the proposers will be analyzed by the City of Opa-locka and will be a factor considered in awarding any resulting contract. The purpose is to insure that the Contractors, in the sole opinion of the City of Opa-locka, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract. If there are any terms and/or conditions that are in conflict, the most stringent requirement shall apply.*

CITY OF OPA-LOCKA

CERTIFICATION REGARDING DEBARMENT, SUSPENSION PROPOSED DEBARMENT AND OTHER MATTERS OF RESPONSIBILITY

1. The Proposer certifies, to the best of its knowledge and belief, that the Proposer and/or any of its Principals:

A. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.

B. Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph 1-B of this provision.

2. The Proposer has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any City, State or Federal agency.

A. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions). This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

B. The Proposer shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

C. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Proposer's responsibility. Failure of the Proposer to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Proposer non-responsive.

D. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Proposer is not required to exceed

that which is normally possessed by a prudent person in the ordinary course of business dealings.

E. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature _____

Printed Name Elbert L. Waters, J.D.

that which is normally possessed by a prudent person in the ordinary course of business dealings.

E. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature _____

Printed Name Elbert L. Waters, J.D.

CITY OF OPA-LOCKA
RFP NO. 21-0630100

DRUG-FREE WORKPLACE CERTIFICATION FORM

Whenever two (2) or more bids/proposals, which are equal with respect to price, quality, and service, are received by the CITY OF OPA-LOCKA for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. 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 controlled substances is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

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

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

4. In the statement specified in number (1), notify the employees that as a condition for working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction on or plea of guilty or no contest to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular 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 Section 287.087, Florida Statutes.

This Certification is submitted by Elbert L. Waters, J.D. the
(Name)
President of E.L. Waters and Company, LLC
(Title/Position) (Company)

who does hereby certify that said Company has implemented a drug-free workplace program, which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

6/19/2021 Elbert L. Waters
Date Signature

CITY OF OPA-LOCKA
NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA - COUNTY OF MIAMI DADE

Elbert L. Waters, J.D.
_____ **being first duly sworn, deposes and says that:**

(1) He/She/They is/are the President _____
(Owner, Partner, Officer, Representative or Agent) of
E.L. Waters and Company, LLC _____ the PROPONENT that has submitted the attached proposal;

(2) He/She/They is/are fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

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

(4) Neither the said PROPONENT 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 PROPONENT, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from Proposing in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any PROPONENT, firm, or person to fix any overhead, profit, or cost elements of the Proposal or of any other PROPONENT, or to fix any overhead, profit, or cost elements of the Proposed Price or the Proposed Price of any other PROPONENT, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;

(5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the PROPONENT or any other of its agents, representatives, owners, employees or parties of interest, including this affiant.

Signed, sealed and delivered in the presence of:

_____
Witness

_____
Witness

By: _____
Signature

Elbert L. Waters, J.D., President
_____
Print Name and Title

NON-DISCRIMINATION AFFIDAVIT

I, the undersigned, hereby duly sworn, depose and say that the organization, business or entity represented herein shall not discriminate against any person in its operations, activities or delivery of services under any agreement it enters into with the City of Opa-locka. The same shall affirmatively comply with all applicable provisions of federal, state and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for service delivery.

By: _____

Title: President

Sworn and subscribed before this

19 day of June, 2024

_____

Notary Public, State of Florida

Jeila Ramirez

(Printed Name)

My commission expires: 03/11/2024

JEILA RAMIREZ
NOTARY PUBLIC
STATE OF FLORIDA
Comm# GG968474
Expires 3/11/2024

E-VERIFY

Effective January 1, 2021, public and private employers, contractors and subcontractors will be required to register with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and

a) All persons (including sub-vendors/sub-consultants/sub-contractors) assigned by Vendor /Consultant/ Contractor to perform work pursuant to the contract with the Department. The Vendor /Consultant/ Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the City; and

By entering into a Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. If t contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination. The Contractor acknowledges it is liable to the City for any additional costs as a result of termination of the contract due to Contractor's failure to comply with the provisions herein.

E-VERIFY FORM

Definitions:

"Contractor" means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration.

"Subcontractor" means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

Effective January 1, 2021, public and private employers, contractors and subcontractors will begin required registration with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and

b) All persons (including sub-vendors/subconsultants/subcontractors) assigned by Vendor/Consultant/Contractor to perform work pursuant to the contract with the Department. The Vendor/Consultant/Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the City of Opa-locka; and

Should vendor become successful Contractor awarded for the above-named project, by entering into this Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.

Company Name: E.L. Waters and Company, LLC

Authorized Signature: Elbert L. Waters

Print Name: Elbert L. Waters, J.D.

Title: President

Date: 6/19/2021

10

ADDITIONAL SUBMITTALS

State of Florida
Department of State

I certify from the records of this office that E. L. WATERS & COMPANY, LLC is a limited liability company organized under the laws of the State of Florida, filed on February 14, 2005, effective February 11, 2005.

The document number of this limited liability company is L05000015297.

I further certify that said limited liability company has paid all fees due this office through December 31, 2021, that its most recent annual report was filed on January 9, 2021, and that its status is active.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Ninth day of January, 2021

Secretary of State

Tracking Number: 1736232970CC

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E.L. WATERS and Company, LLC

PLANNING and DEVELOPMENT CONSULTANTS

Local Business Tax Receipt

Miami-Dade County, State of Florida

-THIS IS NOT A BILL - DO NOT PAY

LBT

6906276

BUSINESS NAME/LOCATION
E L WATERS & COMPANY LLC
8264 NW 155TH TER
MIAMI FL 33015

RECEIPT NO.
RENEWAL
7182140

EXPIRES
SEPTEMBER 30, 2021
Must be displayed at place of business
Pursuant to County Code
Chapter 8A – Art. 9 & 10

OWNER
E L WATERS & COMPANY LLC

SEC. TYPE OF BUSINESS
212 CONSULTANT

PAYMENT RECEIVED BY TAX COLLECTOR
$100.00 07/20/2020
CHECK21-20-054227

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-395.

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

6625 Miami Lakes Dr.-Suite 238 • Miami Lakes, Florida • Phone (305) 777-3800; ext.11152

elwatersandcompanyllc@email.com

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 02/09/21

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 BENDELL INSURANCE GROUP INC PO Box 164235 Miami, FL 33116-4235 License#:A195277	CONTACT NAME: ANDREW OGHINAN PHONE (A/C, No, Ext): (305)249-5055 FAX (A/C, No): (305)249-5057 E-MAIL ADDRESS: BIG@BENDELLINSURANCE.COM
INSURED E.L. WATERS & COMPANY,LLC 8264 NW 195 TERRACE MIAMI,FLORIDA 33015	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A: CERTAIN UNDERWRITERS AT LLOYDS INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR DED $1,000 GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER	X		TBA	09/7/20	09/07/21	EACH OCCURRENCE $ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) $ 250,000 MED EXP (Any one person) $ 5,000 PERSONAL & ADV INJURY $ 1,000,000 GENERAL AGGREGATE $ 2,000,000 PRODUCTS - COMP/OP AGG $ 1,000,000 $
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS			NA			COMBINED SINGLE LIMIT (Ea accident) $ BODILY INJURY (Per person) $ BODILY INJURY (Per accident) $ PROPERTY DAMAGE (Per accident) $ $
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION			NA			EACH OCCURRENCE $ AGGREGATE $ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below			NA			PER STATUTE OTH-ER E.L. EACH ACCIDENT $ E.L. DISEASE - EA EMPLOYEE $ E.L. DISEASE - POLICY LIMIT $
A	PROFESSIONAL LIABILITY "CLAIM MADE"			TBA	09/07/20	09/07/21	$1,000,000 RETRO DATE:09/07/12

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

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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REQUEST FOR PROPOSAL # 21-0630100

CITY OF OPA-LOCKA PARKS AND RECREATION MASTER PLAN

JUNE 30, 2021 1 PM

Miller Legg Proposal 21-P0214

MILLER LEGG
IMPROVING COMMUNITIES. CREATING ENVIRONMENTS.

GREENPLAY LLC
The Leading Edge In Parks, Recreation, And Open Space Consulting

GarthSolutions

RRC ASSOCIATES

City of Opa-Locka
Comprehensive Parks and Recreation Master Plan

RFP #21-0630100

Due: 1pm, June 30, 2021

Submitted by:

Miller Legg
1845 NW 112th Avenue, Suite 211
Miami, FL 33172
(305) 599-6381

Mr. Michael Kroll, RLA, FASLA
Principal-in-Charge / President

City of Opa-Locka
Request for Proposal (RFP)
Comprehensive Parks and Recreation Master Plan
RFP 21-0630100

Miller Legg Proposal 21-P0214

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MILLER LEGG

In Brief …

Recreation Planning Services:
Parks Master Planning & Design
CAPRA Accreditation
Land Planning
Community Planning
Community Relations
Environmental Planning/Assessments
Natural Resource Management
Grant Applications/Writing
Development Plans Review

Recreation Design Services:
Recreation Facilities Design
Landscape Planning & Design
Hardscape & Feature Design
Streetscape Design
Signage Design
Sustainable Design
Crime Prevention through Environmental Design (CPTED)
Graphic Design & Presentation

In-House Support Services:
Environmental /Arborist
Surveying/Mapping
Civil Engineering

Miller Legg Project Manager
Michael Kroll, RLA, FASLA
35 years experience

Recreation Planning/ Community Outreach/ GRASP LOS Subconsultant
GreenPlay

Community Outreach / Public Involvement Subconsultant
Garth Solutions

Statistically-Valid Survey
RRC Associates

June 30, 2021

Office of the City Clerk
City of Opa-Locka
780 Fisherman Street, 4th Floor
Opa-Locka, FL 33054

RFP Comprehensive Parks and Recreation Master Plan
RFQ No. 210630100 / ML #21-P0214

Dear Selection Committee Members:

Miller Legg is pleased to submit our Team's qualifications for the City of Opa-Locka Comprehensive Parks and Recreation Master Plan. We understand the importance of ample recreational opportunities and quality parks and open spaces as key to ensure the health, safety and welfare of residents and visitors, a great quality of life, and healthy neighborhoods. We are excited at the opportunity to collaborate and develop the City's first Comprehensive Parks and Recreation Master Plan.

As you will see throughout our comprehensive qualifications, we clearly demonstrate our Team to be the best qualified to prepare this Plan for the City. **Miller Legg** is an award-winning multi-disciplined consulting firm in South Florida since 1965 with extensive Parks Master Planning experience. We are working in conjunction with the expertise of **GreenPlay (WBE)**, a nationally-renowned recreation planning firm with innovative, community-specific park planning practices and **RRC Associates**, an expert survey firm focused on statistically-valid recreation survey design, implementation, and strategic analysis. We have also included the expertise of **Garth Solutions (W/MBE)** for Public Involvement and Outreach, as they have extensive experience and knowledge collaborating with municipalities in South Florida. **Combined, the Miller Legg Team has completed more than 485 parks and recreation master planning projects**.

Our Team's Parks and Recreation Master Plan projects include:

- City of Plantation's First Parks and Recreation Master Plan
- City of Oakland Park's First Recreation Master Plan and Update
- City of Tamarac East Side Parks Feasibility Study
- City of South Miami's First Parks and Recreation Master Plan
- City of Miami Parks and Recreation Master Plan

- Broward County Parks and Recreation Master Plan
- City of West Palm Beach Parks and Recreation Master Plan
- City of North Miami Beach Parks and Recreation Master Plan
- Village of Wellington Parks and Recreation Master Plan
- Martin County Parks and Recreation Master Plan
- City of Winter Park Parks and Recreation Master Plan
- City of St. Cloud Parks and Recreation Survey
- City of Maitland Parks, Recreation, Open Space and Pathways Survey
- City of Orlando Families, Parks, and Recreation (FPR) Master Plan Survey
- St. Cloud Florida Parks and Recreation Master Plan Survey
- Vizcaya Museum Master Plan

Our Team, who has worked successfully together in the past, has decades of successful experience in the field of Parks and Recreation, and we have managed Master Plans for numerous municipalities that have similar attributes to Opa-Locka. We bring a unique perspective to the Opa-Locka Comprehensive Parks and Recreation Master Plan, creating balanced recommendations that not only consider the needs and wants of the community, but also the fiscal and operational realities of the City.

Miller Legg Team's unique multi-disciplinary approach to Parks and Recreation Master Planning ensures that the recreational, social and environmental needs of Opa-Locka's recreation elements are met. In addition to recreation facilities and programs, our Team will carefully analyze the integral role of connectivity to neighborhoods in the City and to adjacent municipal and Miami-Dade County park facilities.

Having worked with the City of Opa-Locka and the OLCDC on the development of the Nile Gardens Redevelopment Master Plan, we understand the need for a successful public outreach program for the Comprehensive Parks and Recreation Master Plan. With the complementary knowledge of Garth Solutions, we have the depth of skilled professionals needed to organize, conduct, and analyze comprehensive community engagement campaigns with public and targeted interest groups, both virtually and in-person, to ensure Master Plan success. As trusted consultants, we will collaborate closely with and assist Opa-Locka to navigate this complex process.

As the Principal-in-Charge and Project Manager for this contract (authorized to make representations for Miller Legg), I will ensure that Opa-Locka has the Miller Legg Team corporate commitment of key staff and resources to meet your project schedule. The Miller Legg Team would be honored to partner with Opa-Locka to develop your Comprehensive Parks and Recreation Master Plan. Should you require any additional information, please contact me by phone at *(954) 628-3651,* by email at *mkroll@millerlegg.com*, or at the address on our letterhead.

Sincerely,

Michael D. Kroll, RLA, FASLA
President / Principal-in-Charge

Miller Legg is a statewide award-winning consulting firm that brings together the elements of planning, landscape architecture and urban design, engineering, surveying, environmental wetlands consulting, environmental engineering and geographic information systems services.

Miller Legg works successfully to improve communities and create environments for a variety of clients. Client sectors include municipal and county government such as parks and recreation departments, transportation, healthcare, education, federal and international. This offers our clients a firm of seasoned professionals who are leaders in the Florida consulting industry.

Miller Legg is attuned to unique municipal features of recreation and parks facilities such as those found in Opa-Locka, including open space, greenways and trails, community parks, recreational parks, and ADA compliance.

Information specifically requested:

Name of Business: Miller Legg
Mailing Address:
1845 NW 112th Avenue, Suite 211
Miami, FL 33172
(305) 599-6381

Michael Kroll, RLA, FASLA, is the Principal-in-Charge for this contract.
Our normal business hours are 8am to 5pm, Monday through Friday.
Miller Legg is incorporated in Florida and is a local firm.

State of Florida
Department of State

I certify from the records of this office that MILLER, LEGG & ASSOCIATES, INC. is a corporation organized under the laws of the State of Florida, filed on March 15, 1995.

The document number of this corporation is P95000021117.

I further certify that said corporation has paid all fees due this office through December 31, 2021, that its most recent annual report/uniform business report was filed on January 8, 2021, 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 Eighth day of January, 2021

Secretary of State

Tracking Number: [illegible]

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

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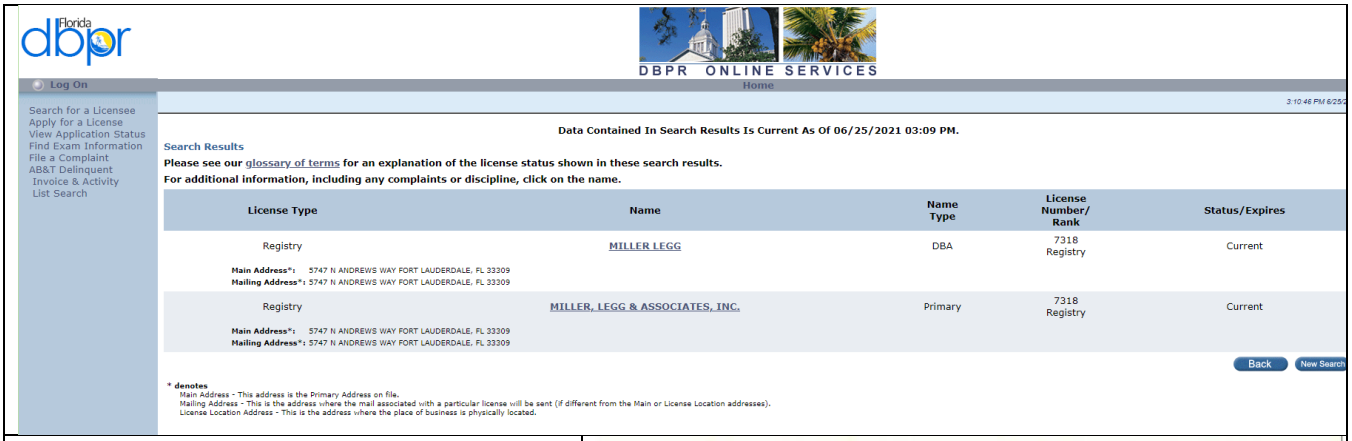
Miller Legg's Mission Statement

"As a leading consulting firm helping to create Florida's future, Miller Legg:

- *Renders responsive quality client service with integrity*
- *Increases the value of services provided to our clients*
- *Fosters career opportunities for our staff*
- *Manifests commitment to our communities"*

We were incorporated in Florida under the Miller Legg name on April 1, 1995. We have been in business for 56 years (previously under Robert H. Miller & Associates and R.P. Legg & Associates).
The work for this Contract will be performed from our Miami and Fort Lauderdale Offices. Professional and Technical Staff in each office: Miami Office: 10; Fort Lauderdale: 35
Miller Legg is the parent firm (no subsidiaries).
Miller Legg is licensed to do business in Florida for Engineering, Landscape Architecture and Surveying Services. Included here are the company licenses.



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For additional information, including any complaints or discipline, click on the name.

License Type	Name	Name Type	License Number/ Rank	Status/Expires
Registry	MILLER LEGG	DBA	7318 Registry	Current
	Main Address*: 5747 N ANDREWS WAY FORT LAUDERDALE, FL 33309 Mailing Address*: 5747 N ANDREWS WAY FORT LAUDERDALE, FL 33309			
Registry	MILLER, LEGG & ASSOCIATES, INC.	Primary	7318 Registry	Current
	Main Address*: 5747 N ANDREWS WAY FORT LAUDERDALE, FL 33309 Mailing Address*: 5747 N ANDREWS WAY FORT LAUDERDALE, FL 33309			

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* denotes
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Mailing Address - This is the address where the mail associated with a particular license will be sent (if different from the Main or License Location addresses).
License Location Address - This is the address where the place of business is physically located.

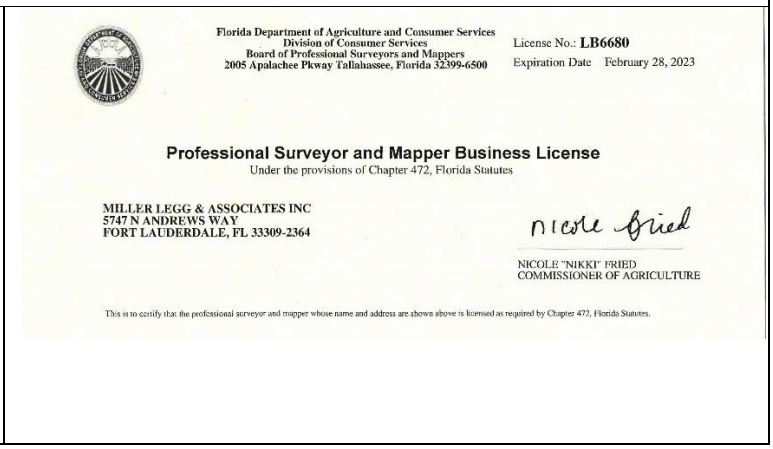
Ron DeSantis, Governor — Halsey Beshears, Secretary

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF LANDSCAPE ARCHITECTURE
THE LANDSCAPE ARCHITECT BUSINESS HEREIN HAS REGISTERED UNDER THE PROVISIONS OF CHAPTER 481, FLORIDA STATUTES

MILLER LEGG & ASSOCIATES INC
5747 N ANDREWS WAY
FORT LAUDERDALE FL 33309

LICENSE NUMBER: LC0000337
EXPIRATION DATE: NOVEMBER 30, 2021
Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.
This is your license. It is unlawful for anyone other than the licensee to use this document.



Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkway Tallahassee, Florida 32399-6500

License No.: LB6680
Expiration Date February 28, 2023

Professional Surveyor and Mapper Business License
Under the provisions of Chapter 472, Florida Statutes

MILLER LEGG & ASSOCIATES INC
5747 N ANDREWS WAY
FORT LAUDERDALE, FL 33309-2364

Nicole Fried

NICOLE "NIKKI" FRIED
COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.

The firm's **landscape architecture services** include: recreational and commercial planning, urban design, streetscape, signage design, graphic design, planting, hardscape, irrigation, project theming, contract administration, construction observation services, plan review, horticultural consulting and arboriculture.

The firm's **planning** services include: land planning, comprehensive planning, community planning, development plans review, redevelopment planning, landscape architecture, urban design, parks and recreation planning and design, site planning design and processing, Development of Regional Impact (DRI) studies, Land Use Plan amendments, rezoning applications, concurrency studies, due diligence studies, community relations, grant writing assistance and applications, and plat preparation and processing.

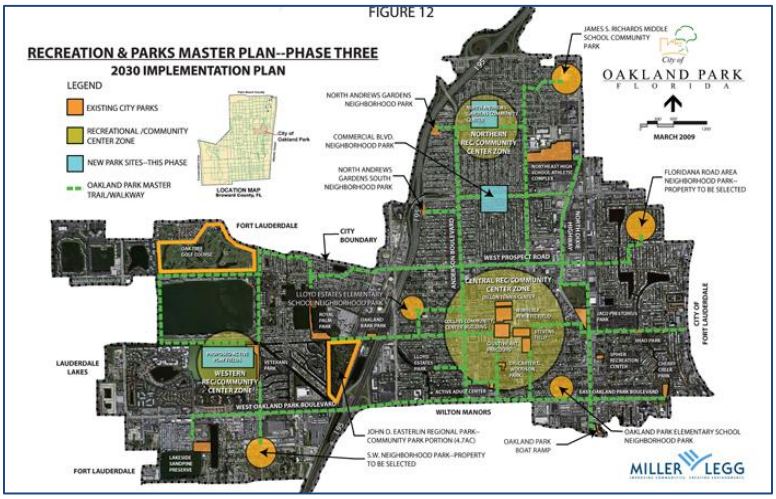
The firm's **engineering services** include: utilities design and modeling (such as surface water management, drainage system design, water and sanitary sewer design and permitting, and pump station design), utility coordination, traffic engineering, streets and highways design, street lighting design, pavement marking and signage design, parks and recreation design, master planning, municipal engineering, construction monitoring and full Construction Engineering Inspection (CEI) and management services.

The firm's **surveying services** include: land surveying such as boundary, land title, route, right-of-way, design and control, topographic, Subsurface Utility Engineering (SUE), as-built, tree, and hydrographic surveys, construction layout, Construction Engineering Inspection (CEI) surveys, field monumentation, sketches and descriptions for acquisitions and easements, and GPS data collection. In addition, we provide quantity (earthwork) surveys, condominium surveys, title document analysis, plot plans, and expert witness testimony.

The firm's **environmental consulting services** include: habitat assessment and restoration planning, wetlands investigations and delineations, management plans, grant writing, jurisdictional determinations,

threatened and endangered species assessments and permitting, environmental due diligence, National Pollution Discharge Elimination System (NPDES) compliance, stream restoration, water quality monitoring and compliance, wildlife surveys, seagrass and coral reef surveys, mitigation feasibility studies, mitigation design, planning and construction observation, mitigation banking, value ecological engineering, cost evaluation and scheduling, environmental permit processing, mitigation monitoring and compliance, protected upland and tree permitting, ecosystem analysis, grant writing and floodplain analysis and re-evaluation.

The firm's **GIS consulting services** include: GIS database design, data conversion and processing; GIS/GPS integration; GPS data collection and system design, map production, remote sensing application and digital image collection, environmental modeling, feasibility and implementation studies, and municipal asset management.



The firm has completed numerous municipal, county, state and federal projects ranging from neighborhood improvement and redevelopment projects, educational facilities site planning, cemeteries, neighborhood parks and golf course designs to aviation facilities, regional water and sewer utilities, streetscapes, and streets and highways.

Additionally, the firm has successfully completed several thousand private sector projects including residential developments from two to 7,000 acres, industrial and office sites, hotels and theme park facilities, marinas, golf courses, hospitals and medical office complexes, commercial properties, retail shopping centers and franchise properties.

The firm has been involved with more than 200,000 acres of *project design development in Florida*. Our approach to each project is best characterized by a "partnering relationship". We dedicate ourselves to learning the culture of our clients, and their specific concerns, desires and needs, much like an extension of their own offices. We consistently strive to maintain time schedules and to provide factual and frequent communication.

Miller Legg prides itself on its team approach to the interdisciplinary needs unique to the project and client. We provide responsive, personalized, quality service to value-conscious private clients and select government agencies, who desire the very best in planning and design.

The Miller Legg Team's Comprehensive Parks and Recreation Planning approach for this project is a comprehensive process that starts with a firm understanding of the City of Opa-Locka's needs and goals related to recreation and parks. Our philosophy is summed up in our tagline: *"Improving Communities. Creating Environments."* Public parks, recreation programs and open space are crucial elements of the urban and suburban setting. They define the built environment and support an improved quality of life for City residents, making Opa-Locka a great place to live, work and play.

The City of Opa-Locka requires a comprehensive Parks and Recreation Master Plan (PRMP) to serve its existing and future residential community. Therefore, the Plan must be based on both a response to stated desires and objectives of residents, and a need for a balanced recreation program which can be phased through the 10-year (2031) planning horizon. The Comprehensive Parks and Recreation Master Plan (PRMP) will consider the City's existing parks and recreation resources, current improvements at any parks, population trends, recreation trends and contribute to the Parks and Recreation Element of the City's Comprehensive Plan.

With a population of approximately 17,000 residents in an area of 4.2 square miles, Opa-Locka has a diverse park portfolio of active and passive parks (Ingram Park, Segal Park, Sherbondy Park, Freeman Collins Raymon Britton Senior Citizen Center), and pocket parks like Magnolia Park, which demonstrate that the City understands the importance of providing a quality recreational system to your residents. Opa-Locka sits nearby some of Miami Dade County Parks, like Gratigny Plateau Park, Amelia Earhart, and Jeb Estates Park.

Miller Legg Team's proven parks and recreation planning process provides the basis to develop a PRMP able to be implemented in today's challenging regulatory and economic climate. The process described below has already provided successful results in the City of South Miami Parks and Recreation Master Plan, City of Plantation's Parks and Recreation Master Plan, City of Oakland Park's Parks and Recreation Master Plan, City of Tamarac's East Side Parks Feasibility Study, Orange City's Park Master Plan, Pembroke Pines Street and Greenways Master Plan, City of Miramar's Parks Master Plan, and City of Boca Raton Red Reef Park Master Plan. Each of these projects has utilized the same process, with varying degrees of emphasis depending on the unique nature of each community, in the establishment of implementable recommendations and standards.

Communication between the Miller Legg Team and the City Project Manager and Parks and Recreation Leadership Team is critical to this project's success. As outlined in the following Project Approach, there are numerous review meetings with this Team. In addition, regular monthly updates will be conducted with the City Project Manager on the PRMP's progress.

The Miller Legg Team has developed a successful PRMP process comprised of the following components:

A. Community Inventory and Assessment

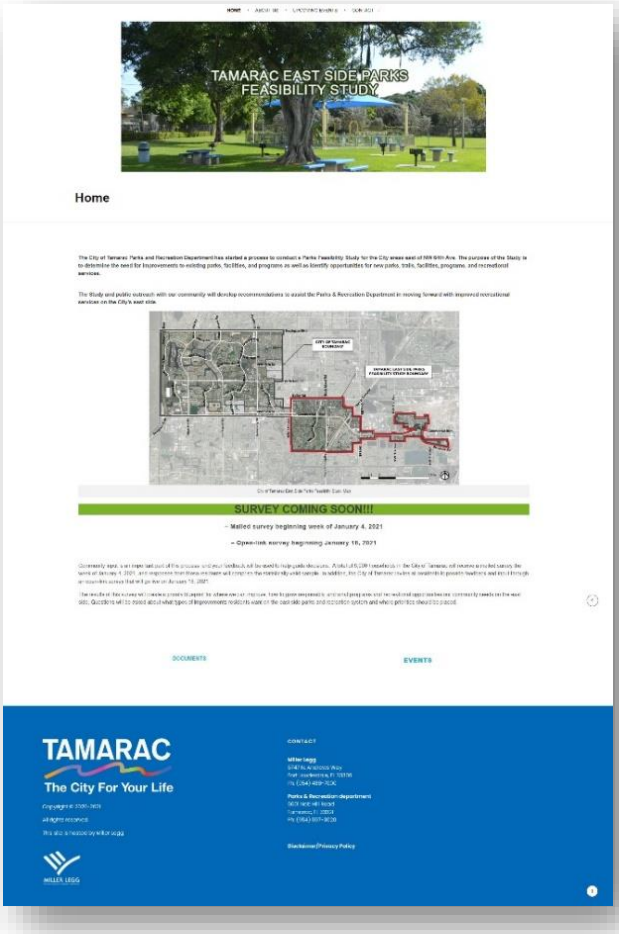
Establishment of Goals and Objectives

The Miller Legg Team will meet with City management and Parks and Recreation Department leadership to memorialize the City's mission, vision and objectives to be achieved in the PRMP planning process, as well as specific, tangible products or outcomes to be produced. This work will be provided to the City in a detailed memorandum to be ratified by the City before start of work.

Miller Legg's Tamarac East Side Parks Website main page provided access to project information and a detailed survey for gathering data from the public

Prepare an Interactive Webpage

As part of the PRMP public outreach program, the Miller Legg Team will coordinate with the City to organize a page within the City's existing website to assist in data gathering and dissemination of project information during the PRMP development. We will assist the City in establishing the webpage to alert residents to this new resource. The webpage will be updated with news related to the progress of the PRMP and to communicate activities associated with it. Other social media outlets (Facebook, Instagram, Twitter, etc.) are also effective tools utilized for keeping the public involved in and informed about the process.



Information Assembly

Once the vision, goals and objectives have been established, the Miller Legg Team will thoroughly review all relevant City data that is available for this PRMP process, including existing recreation programs at Opa-Locka's current park sites, the City Comprehensive Plan, current facility demands and operations, and the following documents:

- Parks and Recreation Department Administrative Policies and Procedures
- Parks and Recreation Department Strategic Plans or Initiatives
- Sustainable Opa-Locka 2030 Comprehensive Development Master Plan
- Comprehensive Development Master Plan Recreation and Open Space Element
- City FY Budgets
- 2011 Opa-Locka Community Redevelopment Plan
- 2015 Opa-Locka Downtown Concept Plans
- Magnolia North Redevelopment Overlay Ordinance
- Planning and Zoning Ordinances
- 2015 Land Development Regulations
- Florida Statewide Comprehensive Outdoor Recreation Plan (SCORP)
- CAPRA 6th Edition 2019 National Accreditation Standards

Existing Facilities Inventory

The Miller Legg Team will review Opa-Locka's current facilities and recreation lands inventory. A qualitative and quantitative inventory analysis will be done for the existing **parks, facilities, greenways, open spaces, structures and amenities**. In addition, information will be gathered for private recreational facilities as well as Miami-Dade County's existing and future park facilities. Utilizing available City and County Geographic Information System (GIS) data and the collected inventory data, a map of properties and other necessary illustrative materials will be prepared for use in future public meetings.

We will review with the City staff the current status of the City's **recreational services and amenities**. Specific facilities and buildings will be reviewed for their current conditions and assessed for their long-term sustainability. These facilities and their equipment will also be evaluated as to their accessibility and service areas to the existing community.

Greenways are other elements that offer opportunities to enhance the recreational diversity of a community. The City can implement and demonstrate its understanding of how greenways not only provide recreation but also are ways to link its parks, schools, places of worship. Identification of additional future Greenway corridors will also be conducted.

Miller Legg will also evaluate existing **natural areas** within Opa-Locka that could potentially serve to enhance Opa-Locka's future recreational space. Each area's specific natural resources will be evaluated by our environmental staff to identify unique characteristics and habitats. The potential for these areas to be integrated as a part of the City's recreational program will also be analyzed. **Environmental sustainability** will always be a primary focus of any Miller Legg' park and recreation analysis, given our long history of environmental parks projects with native species habitat, ecosystem, wetland and applicable permitting facets.

Miller Legg and GreenPlay will utilize available base GIS materials, and fill in missing information, to compile a comprehensive, updated inventory. We can work with various information formats and will produce the final deliverables in both shapefile and textual formats that are dynamic and easily updated and used in the future. Once the physical inventory is completed and accurate, we will help analyze the system with quantitative, qualitative, and textual analysis. This will be a dynamic user-friendly inventory that Opa-Locka will have from this point forward.

To quantify current **Level of Service (LOS)** and make recommendations to ensure that uses/spaces meet current and future needs of the local community, our analysis will consider the capacity of each amenity (playgrounds, courts, fields, ball fields, trails, community centers, recreational and special facilities, etc.) as well as functionality, safety, accessibility, condition, comfort, and convenience. We will also make recommendations for minimizing duplication and/or enhancing possibilities for collaborative partnerships where appropriate.

We will then create an updated GIS file and a System-Wide Resource Map and digital dataset to prepare for analysis. Key issues and representative photos regarding any of the assets from both staff and stakeholder perspectives will be noted in a textual supplement and charts. Results will be incorporated into findings and recommendations for improvements.

Miller Legg and GreenPlay will then work with staff to identify and quantify the recreational programs and social services provided by the City. This analysis will include the types and frequency of programs and events such as the annual Kwanzaa Celebration, MLK Day, Community Bike Ride, Arbor Day Celebration, Bingo & Chill, Movie Night – Keeping it Under the Stars, Easter Basket Distribution, and Fishing for Fantastic Fishers, as well as the level of attendance at these programs by the community. We will also discuss with the City **current parks and recreation funding sources for the capital improvement, programs, maintenance, and operations budgets**. This will be a very important element of the PRMP development during this phase and throughout the Plan's development.

Visioning Workshops and City Interviews:

Based upon this initial inventory and analysis, the Miller Legg Team will prepare exhibits, documents, and survey interview questions to augment this inventory of information. Utilizing this information, in-person workshops and interviews will be conducted with City Commission, City Manager, key City management, Parks and Recreation Department management staff, focus groups including after school programs, sports leagues such as the Opa-Locka flag and tackle football and cheer, baseball, basketball, and soccer groups, Advisory Committees, and Commission Members to discuss existing facilities, access and programs provided by the City and their thoughts on the future of the City's Parks and Recreation system.

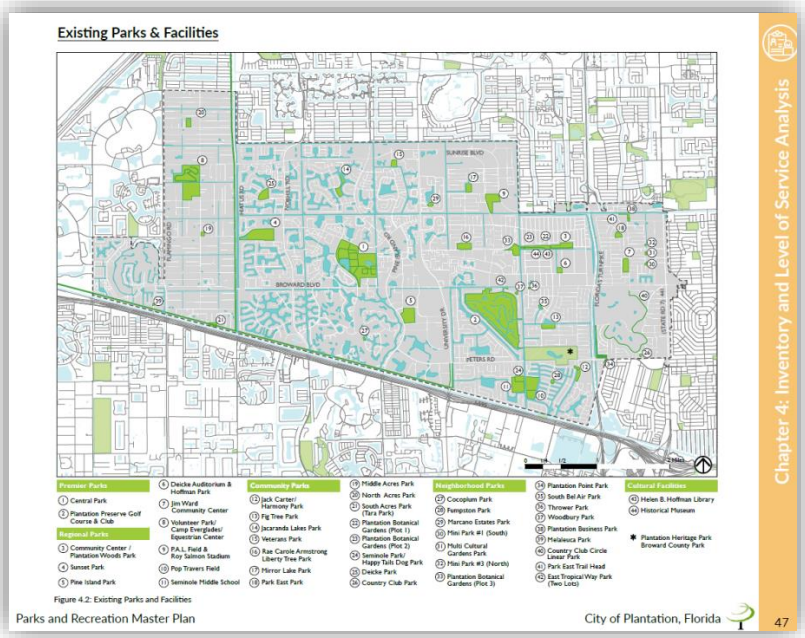
Key discussion points include existing facilities, future facilities, recreation programs and social services funding.

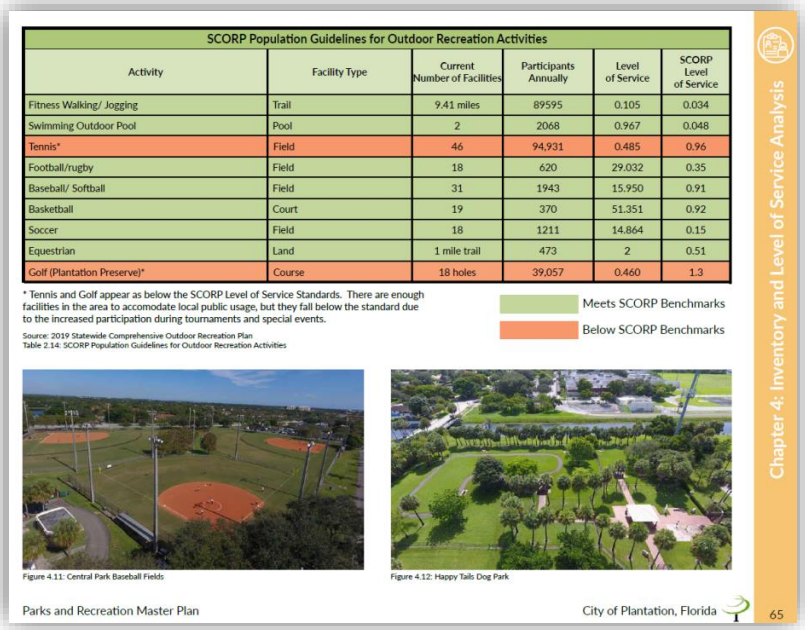
B. Needs Assessment

Level of Service Analysis

Utilizing the information gathered during the Inventory Phase, the Miller Legg Team will conduct an unmatched Level of Service analysis for the City of Opa-Locka's system. This analysis will include a comparison to established national, state and local benchmarks or requirements. The benchmarks include those of the National Recreation and Parks Association (NRPA) and the Florida Statewide Comprehensive Outdoor Recreation Plan (SCORP) as well as the City's Comprehensive Development Master Plan's Recreation and Open Space Element which requires the provision of three (3) acres of Recreation Sites per 1000 population.

In addition to these standard Level of Service analyses, GreenPlay's GRASP® component-based Level of Service analysis methodology will be utilized to develop a level of service based upon the capacity of the City-specific components and facilities that make up Opa-Locka's current Parks and Recreation system and ensure that they meet the current needs as well as identifying required enhancements to meet the future needs.





GRASP® Component-Based Method for Level of Service Analysis

GRASP® Methodology – An Improved Community-Specific Approach

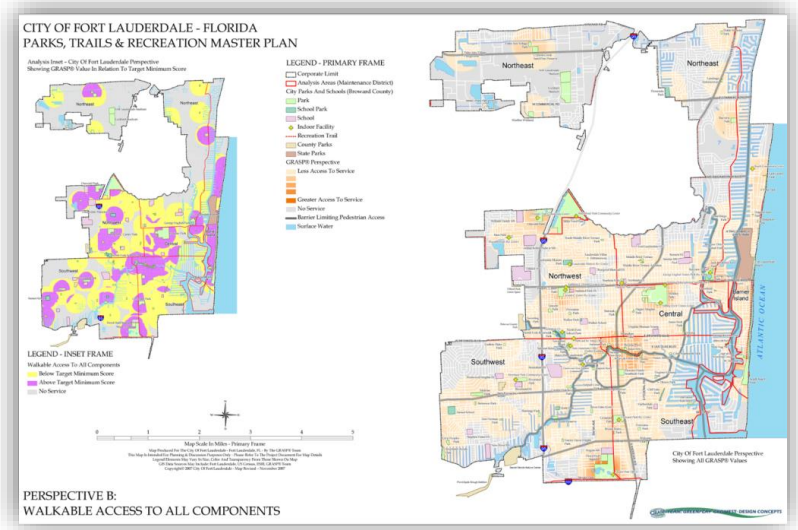
Analyses of parks, trails, and recreation systems determine how the current systems effectively serve the City. Traditional level of service (LOS) analysis in master plans describes the capacity of the various components and facilities that make up the system to meet the needs of the public. The GRASP® methodology is an improved approach using a Component Based Methodology for LOS analysis. This builds upon an updated GIS-focused "point and parcel" basis to give greater detail and management capacity for Opa-Locka's Parks and Recreation system.

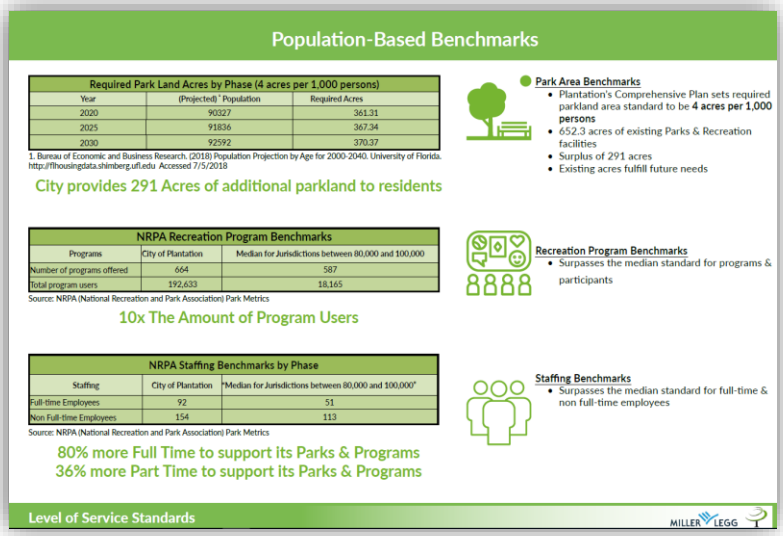
Standards

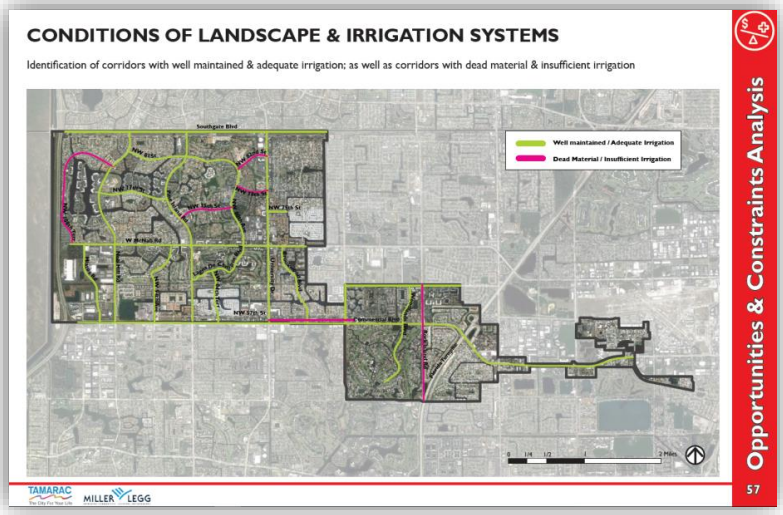
GreenPlay's GRASP® planning Team has been integral in refining and updating the use of standards for planning parks, trails, recreation, and open space agencies throughout the United States.

GreenPlay has worked with, taught for, and presented to the National Recreation and Park Association (NRPA), state associations, the American Society of Landscape Architects (ASLA), and other organizations to clarify accepted methods for standards analysis. Several GreenPlay Team members participated in the NRPA GIS Attributes and Standards Committee (precursor to NRPA's current benchmarking system) to help create recommendations for nationwide implementation.

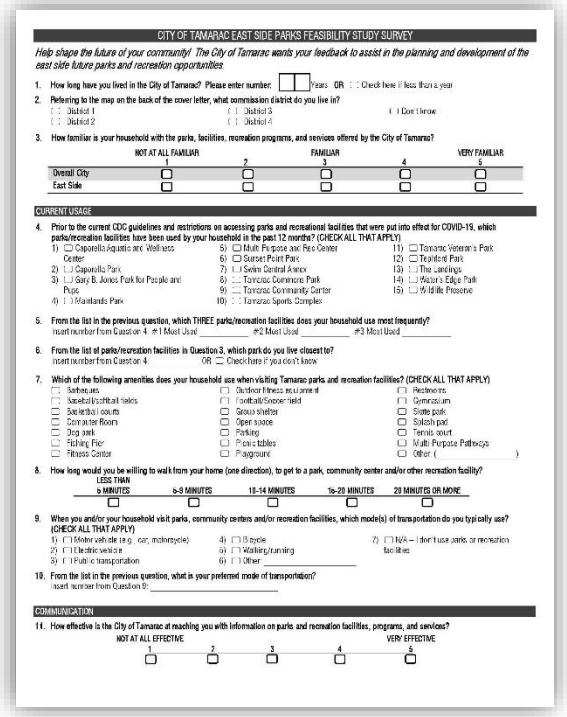
Parks and Recreation leaders are now realizing that the capacity benchmark standards alone do not work for most communities and are especially troublesome when trying to evaluate special assets such as open space, sensitive lands, greenways and trails, and indoor amenities, as well as historic and cultural assets. The GRASP® LOS methodology accurately standardizes this variable information so it can be benchmarked and implemented based on Opa-Locka's unique assets. The Miller Legg Team will assess your current level of service as it relates to Opa-Locka rather than applying a blanket standard of x per 1,000 type analysis. This also helps with setting standards and ordinances for equitable and achievable growth and development in the future.







Statistically-Valid Survey



CITY OF TAMARAC EAST SIDE PARKS FEASIBILITY STUDY SURVEY

Help shape the future of your community! The City of Tamarac wants your feedback to assist in the planning and development of the east side future parks and recreation opportunities.

1. How long have you lived in the City of Tamarac? Please enter number: ☐☐ Years OR ☐ Check here if less than a year
2. Referring to the map on the back of the cover letter, what commission district do you live in?
   ☐ District 1 ☐ District 3 ☐ I Don't Know
   ☐ District 2 ☐ District 4
3. How familiar is your household with the parks, facilities, recreation programs, and services offered by the City of Tamarac?

	NOT AT ALL FAMILIAR 1	2	3	4	VERY FAMILIAR 5
Overall City	☐	☐	☐	☐	☐
East Side	☐	☐	☐	☐	☐

CURRENT USAGE

4. Prior to the current CDC guidelines and restrictions on accessing parks and recreational facilities that were put into effect for COVID-19, which parks/recreation facilities have been used by your household in the past 12 months? (CHECK ALL THAT APPLY)
   1) ☐ Caporella Aquatic and Wellness Center
   2) ☐ Caporella Park
   3) ☐ Gary B. Jones Park for People and Pups
   4) ☐ Marklands Park
   5) ☐ Multi Purpose and Rec Center
   6) ☐ Sunset Point Park
   7) ☐ Tamarac Central Annex
   8) ☐ Tamarac Commons Park
   9) ☐ Tamarac Community Center
   10) ☐ Tamarac Sports Complex
   11) ☐ Tamarac Veteran's Park
   12) ☐ Tealwood Park
   13) ☐ The Landings
   14) ☐ Water's Edge Park
   15) ☐ Wildlife Preserve
5. From the list in the previous question, which THREE parks/recreation facilities does your household use most frequently?
   Insert number from Question 4: #1 Most Used _____ #2 Most Used _____ #3 Most Used _____
6. From the list of parks/recreation facilities in Question 3, which park do you live closest to?
   Insert number from Question 4: _____ OR ☐ Check here if you don't know
7. Which of the following amenities does your household use when visiting Tamarac parks and recreation facilities? (CHECK ALL THAT APPLY)
   ☐ Barbeques ☐ Outdoor fitness equipment ☐ Restrooms
   ☐ Baseball/softball fields ☐ Football/Soccer field ☐ Gymnasium
   ☐ Basketball courts ☐ Group shelter ☐ Skate park
   ☐ Computer Room ☐ Open space ☐ Splash pad
   ☐ Dog park ☐ Parking ☐ Tennis court
   ☐ Fishing Pier ☐ Picnic tables ☐ Multi Purpose Pathways
   ☐ Fitness Center ☐ Playground ☐ Other: (_____)
8. How long would you be willing to walk from your home (one direction), to get to a park, community center and/or other recreation facility?

LESS THAN 5 MINUTES	5-9 MINUTES	10-14 MINUTES	15-20 MINUTES	20 MINUTES OR MORE
☐	☐	☐	☐	☐

9. When you and/or your household visit parks, community centers and/or recreation facilities, which mode(s) of transportation do you typically use? (CHECK ALL THAT APPLY)
   1) ☐ Motor vehicle (e.g., car, motorcycle)
   2) ☐ Bicycle
   3) ☐ Walking/running
   4) ☐ Public transportation
   5) ☐ Other _____
   6) ☐ N/A – I don't use parks or recreation facilities
10. From the list in the previous question, what is your preferred mode of transportation?
    Insert number from Question 9: _____

COMMUNICATION

11. How effective is the City of Tamarac at reaching you with information on parks and recreation facilities, programs, and services?

NOT AT ALL EFFECTIVE 1	2	3	4	VERY EFFECTIVE 5
☐	☐	☐	☐	☐

The survey will provide critical Opa-Locka-specific information in determining community values, satisfaction levels, needs and priorities, ability and access to participate, preferred marketing channels, recreational preferences, level of awareness, current usage levels, and demographic information for long-range planning efforts.

TAMARAC
The City For Your Life

TAMARAC EAST SIDE PARKS FEASIBILITY STUDY SURVEY

Name
Address
City, ST, ZIP

Dear Tamarac Resident,

The City of Tamarac is distributing this survey as part of an effort to better understand residents' usage and needs for the park and recreation system for the City area east of 64th Ave. The survey is being administered and evaluated by RRC Associates. We understand this is a challenging time as we all respond to the COVID-19 crisis, but please take a few moments to complete this survey and help us better understand our community's needs and desire for better parks and recreation facilities. Even if you are not a current user, we would like to hear from you so we can better serve everyone.

HOW YOU CAN HELP: You can support this effort by taking a few minutes to complete the enclosed survey. All responses are anonymous, and your information is confidential.

MAIL OR ONLINE: Either complete the survey on paper and mail it back within 10 days in the enclosed postage-paid envelope, or complete the survey online using the website or QR Code below and password provided:

TamaracParkSurvey.org and enter the password: XXXXX

If you have any questions about the Tamarac East Side Parks Feasibility Study and why we are collecting this information, you may call the Tamarac Parks & Recreation Department at 954-597-3621.

We appreciate your feedback and thank you for your time!

Sincerely,

Greg Warner
Parks & Recreation Director

Si desea la versión en español de esta carta y las instrucciones para acceder a la encuesta por favor de utilizar la encuesta en línea o solicitar la encuesta llamando al departamento de Parques y Recreación al 954-597-3620.

These Opa-Locka residents will be given a website link to access the survey online (or via mobile phone) using an individual passcode assigned to each household. RRC uses this technique, finding it to be effective in maintaining the random sample while also increasing response opportunities.

Questions will be drafted based on information gathered throughout the inventory process as well as from staff, community leaders, and focus groups input. RRC will ask questions about what types of programs, facilities, and services residents want in their parks and recreation system, level of current usage, primary providers of services, alternative providers, quality and satisfaction levels with existing services and facilities, priorities, level of awareness of City-operated programs and facilities, and willingness to pay for new services and facilities. These questions will be supplemented with questions about specific, identified community issues, as deemed appropriate.

RRC will create a survey of up to four pages in length (including cover letter) and expects to receive enough completed questionnaires for a **statistically-valid analysis** with a margin of

error of +/- 5.0 percent at the aggregate level (depending on response). To help improve response rates, we also anticipate that the Opa-Locka Parks and Recreation Department would assist with marketing and creating public awareness of the survey through social media and other channels, such as City Calendar of Events, local newspaper, radio, cable TV, City of Opa-Locka website, etc.

The Miller Legg Team has substantial experience in designing surveys specifically for parks and recreation issues that are effective and representative of both users and non-users. The survey will be well-written and easily understood, and the results of overall needs will be tallied and summarized. All respondent comments will be included in the final report.

To **potentially increase response rates**, and to provide for broad community participation from interested residents, we will create a web-based, open link version of the survey for anyone that had not received a survey as a part of the mailed invitation. It would provide an online method for survey completion. These results would be coded separately to control for statistical-validity and sub-analysis. **All members of the community will be able to take the online survey, even if they did not receive an invitation in the mail.**

Inventory and Assessment Workshops
Conduct at least three (3) public community meetings and a minimum of two (2) focus groups (participants to be determined) and individual stakeholder interviews.

Consistent engagement with the Opa-Locka community is essential to the development of a comprehensive PRMP. Facilitating a process that promotes respect and openness to the diverse needs of the community and its recreational spaces helps provide stakeholders with a sense of ownership and involvement, encouraging consensus on the decisions made, and the value of the resulting enhancements.

Having worked with the City of Opa-Locka and the OLCDC on the development of the Nile Gardens Redevelopment Master Plan, the Miller Legg Team understands the need for a successful public outreach program.

Miller Legg and Garth Solutions will collaborate with the City to plan both in-person and virtual community meetings to bring residents, user groups, associations, and other key stakeholders together in collaborative settings to discuss the goals and objectives of the Master Plan, and collect feedback on recreational needs in the community.

With nearly half of Opa-Locka's population living below the poverty line (*Census Bureau ACS 5-Year Estimate*), building awareness of the PRMP's initiatives, and the means of participation in its outcomes, requires a versatile communication strategy to ensure complete inclusivity. Community stakeholders will be notified of each event based on the most effective means available to them – in digital, print, and grassroots methods that range between printed materials, digital notifications, door-to-door outreach, and SMS Marketing on mobile devices.

Multilingual communication, in English, Spanish, and Creole, will be prioritized in all outreach efforts, and translation services made available at the events themselves.

Citizens' Workshops/Charrettes will be hosted in-person, virtually, or conducted using a hybrid approach, with virtual attendance options at otherwise in-person events. At these meetings, the Miller Legg Team will present findings of the initial project phases including results of the Statistically-Valid Survey and a preliminary Level of Service analysis.

Following the presentations, attendees will be engaged in activities that help to identify stakeholder concerns, desires, and issues with recreational access in the City of Opa-Locka. Results of these activities will be collected and processed by the Miller Legg Team before being made available to the public, on the project website as well as in print documentation.

To supplement the open-access public workshops, focus groups comprised of key community and/or industry representatives will be formed to discuss more detailed aspects of the PRMP's development. The composition of these groups will prioritize diversity, socio-economic factors, technical expertise, and/or front-line Parks and Recreation staff members, depending on the findings of the Team's initial analyses. Individual stakeholder interviews will likewise be conducted to ensure the deepest level of engagement and consensus has been realized prior to reaching final outcomes.

In addition to the three (3) public community meetings and the two (2) focus groups (in-person and virtual options), the Miller Legg Team will conduct a **similar interactive workshop session with the Parks and Recreation staff**. This is important to identify key site specific as well as organizational issues from those that work day-to-day in the parks and programs.

Miller Legg and Garth Solutions will then prepare a follow-up memorandum for the City with detailed results of these workshops including the activities and input received from participants.

A minimum of two (2) meetings with the Parks and Recreation Leadership Team to provide progress reports.

Ongoing communication between the Miller Legg Team, the City Project Manager, and Parks and Recreation Leadership is critical to the success of the PRMP and will be maintained with utmost consistency while each initiative of the Master Plan remains active.

A follow-up memo detailing the results of the workshops and focus group interviews, including key takeaways from participant discussions, will be provided to City staff for real-time awareness of ongoing engagement efforts.

To officially report on the progress of the PRMP's development and the ongoing efforts within the community, Miller Legg will schedule a minimum of two (2) meetings with the Parks and Recreation Leadership Team and other relevant project representatives, to discuss both the overarching and more-specific efforts in greater detail, analyze comments and themes established through community engagement, and ensure a proactive level of collaboration is maintained throughout each stage of development. Additional meetings with project leadership will be scheduled on a flexible basis, as needed.

C. Draft Plan

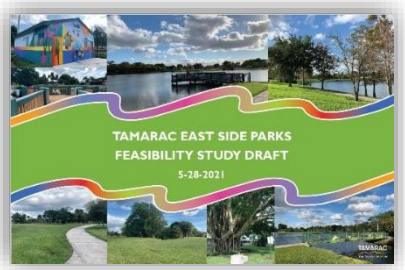
Needs Analysis and Recreation Program Development

Recreational trends play a large role in a truly successful Parks and Recreation Master Plan. These trends significantly depend upon the demographics of a community. By being on the forefront of these recreational trends on a national and local stage, the Miller Legg Team brings an unparalleled expertise in this field needed to anticipate the facilities and programs necessary to meet the ever-changing demographics of the City of Opa-Locka. Utilizing Miller Legg's connectivity to the local recreational community and GreenPlay's expertise with national recreational trends and their effects on our population, we will ensure that the City's parks, open space and programs will meet the current and future needs of the City.

The Miller Legg Team will prepare a needs assessment and conceptual recreation program based upon the results of all of the above Tasks, plus recreation standards used in the City's Comprehensive Development Master Plan, Recreation and Open Space element, GRASP® Level of Service (LOS) Analysis along with other applicable recreation standards.

The Miller Legg Team will prepare a location analysis which will include maps of the City showing potential locations for recreation program elements which require physical facilities. These plans will show an evolution of facilities through a 10-year (2031) planning period. This analysis will also show the need for future land acquisition, if needed, to accomplish implementation of the Recreation Program. Miller Legg will meet with City staff to review the Draft Recreational Program and the locational analysis to prepare a memorandum outlining the discussions and consensus of the Program for inclusion in the Program and Parks Master Plan.

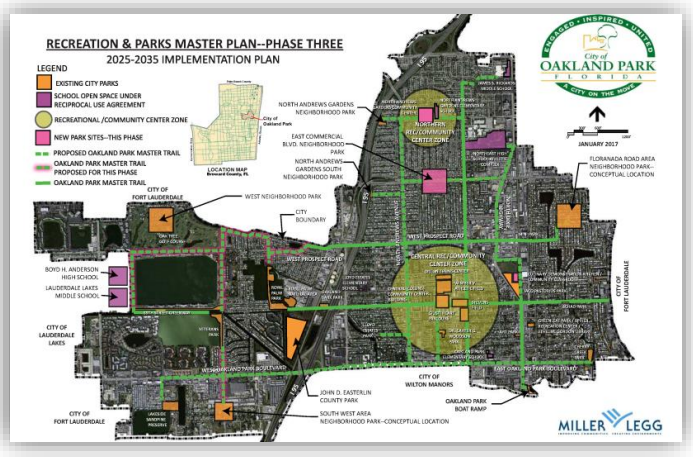
Draft Parks and Recreation Master Plan



Once the needs analysis, recreation programs development and potential site accommodation work has been completed, the Miller Legg Team will prepare a comprehensive Draft Parks and Recreation Master Plan, including narrative and graphic components to demonstrate intent of the PRMP. An important feature of the Draft PRMP is that it be viewed as a working document which the City may amend over time in response to changing City needs. The Draft PRMP will address current and futures parks, staffing, facility, and site requirements and the process for successful implementation of the plan over three planning periods:

1) 2021-2023
2) 2024-2026
3) 2027-2031

This document will include a summary of the above Tasks to document the process and input received. A narrative of the Inventory and Assessment, Needs Assessment, Level of Service Standards, City and citizen input, and site area needs will be developed. A draft Connectivity Study element will be included to incorporate the greenway/bikeway assessment, as well as to address the relationship of the parks planning to existing greenways. The Draft PRMP will include a Recreation Trends Analysis that will identify current recreation trends and how they would impact the potential City's recreational facilities and programs. Many recreation trends are influenced by demographics and may not survive the test of time but may come and go. By understanding these trends, these short-term recreation trends can be facilitated while allowing flexibility in cross uses. The Recreational Program will also be further addressed and studied as part of the Draft PRMP. A draft implementation plan and prioritization for various recreational elements and programs will be developed, including:



- existing facility capital improvements
- future parks and facilities
- future programs/events
- funding and policies

Accessibility is a key component to a sustainable PRMP. As such, ADA accessibility issues will be reviewed for the City's facilities and a transitional ADA implementation approach for the parks and facilities will be considered in the Draft PRMP. This will also be addressed in recommendations for maintenance and renovations for the City parks, trails and facilities.

Community Relations and Marketing are key to a healthy recreational program. The Draft PRMP will identify Community Relations and Marketing approaches that can be integrated into the long-term strategic implementation of the PRMP. These approaches will look at the most efficient ways to engage the community and to notify the community of ongoing recreational programs and improvements that are proposed in the PRMP.

The proposed recommendations in the Draft PRMP will consider sustainability. Sustainability is key to the longevity of all parks and recreation facilities. This includes not only new facilities but also operation and maintenance activities for existing facilities. The Draft PRMP will also address implementation phasing for the proposed recommendations. This is important in order to build a draft Estimate of Probable Costs and capital improvement budget for the associated improvement recommendations.

Staffing goals to meet recreation program and parks facilities requirements will be prepared. Staffing and associated soft costs with the ongoing operations of the facilities will also be addressed and outlined in accordance with the proposed phasing of the PRMP improvement recommendations.

An implementation schedule will be provided that addresses realization of the plan over the short and long range as described above. Matched with the implementation schedule will also be a fiscal demand schedule coupled with optional revenue resources for consideration by the City. This will allow the City the time it needs to initiate funding and assembly of land requirements.

City-wide facilities maps and exhibits will be prepared showing distribution of specific recreation program elements, as needed, throughout Opa-Locka. Illustration boards will be prepared to facilitate discussion in the subsequent workshop.

Draft PRMP Workshop

Prior to the Draft PRMP Workshop, the Draft PRMP will be posted on the project's webpage. By doing this, the public can review the initial discussions and recommendations outlined in the Draft PRMP prior to the workshop and are better prepared to have meaningful exchange of ideas and a more productive workshop outcome.

The Miller Legg Team will present the results of work performed to this point and present the Draft Parks and Recreation Master Plan.

The anticipated result of this workshop is to receive reaction to input received in the first workshop and the selected approaches as shown in the Draft PRMP. Afterward, we prepare a follow-up memorandum documenting the results of the workshop in this Task and post them to the interactive webpage. A meeting with City staff is included in this Task in addition to the workshop. Specific input will be recognized and reviewed with staff for inclusion into the final planning document.

The Miller Legg Team will conduct a presentation of the Draft PRMP to City Commission. This presentation will be conducted at a regularly scheduled Commission meeting. Printed color copies and a digital file of the Draft PRMP will be provided to the City.

D. Final Parks and Recreation Master Plan

The Draft Master Plan public workshop provides the community an opportunity to review the overall concept and to provide any additional input regarding the proposed PRMP approach. The purpose of this task is to incorporate input received regarding draft studies/ analysis and finalize the PRMP.

The Miller Legg Team will synthesize comments received during the Draft PRMP public workshop with public comments and input from the website on the Draft PRMP. Based upon this input, Miller Legg will prepare the Final PRMP that outlines its proposed implementation, the financing opportunities and operational expectations for costs and staffing.

The Miller Legg Team will meet with the City to ratify contents to be documented in the PRMP, including input received from the community at the Draft PRMP workshop. Beyond the Parks and Recreation Department, it is recommended that this meeting also include members of Departments most affected including Public Works and Planning to make sure there is an opportunity for input to the Plan before documentation is commenced.

The Final PRMP will be a narrative document including text, maps, and schedules shall outline the process and results.

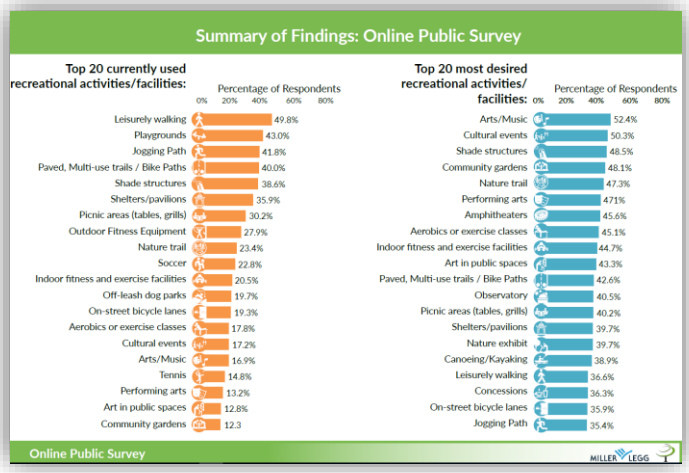
Products to be included in the final PRMP include the following components. These are refined, updated, and more comprehensive iterations of those prepared in the draft Parks and Recreation Master Plan.

A. Goals Statement – A narrative of PRMP mission, vision and objectives to be achieved.

B. Executive Summary - An Executive Summary will outline in narrative and simplistic graphic form key study component documents that are part of the PRMP in three (3) planning timeframes:

1) 2021-2023
2) 2024-2026
3) 2027-2031

C. Current Park System Inventory and LOS Evaluation – Maps and narratives from the inventory stage and the Level of Service evaluations are provided in simplified format as a means of providing a checklist of accomplishments by the PRMP in response to



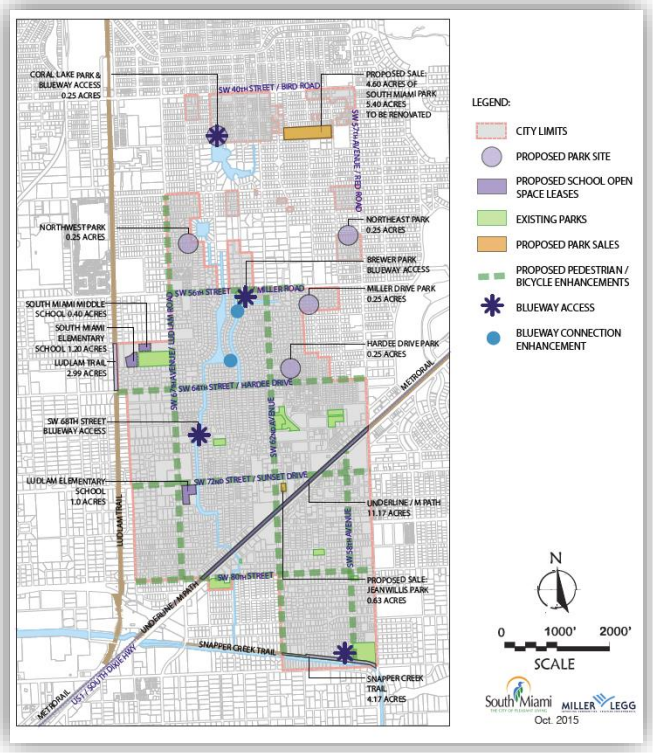
existing conditions. This component includes updating any originally prepared information in the Draft PRMP, with additional information from the survey, public workshops and the staff meetings.

D. Needs Assessment with Future Trends and Growth Analysis – Provision of findings and summary of needs over the three (3) planning periods to meet the City's recreational needs and meet all Levels of Service criteria.

E. Recommendations - Recommendations for the associated park, recreation programs and operational improvements that are addressed in each of the study component documents will be presented in a format that would allow for a phased implementation of the recommendations under the PRMP. Each recommendation will be supported by the data, Levels of Service, community input and needs assessment that resulted in its desired implementation. The recommendations shall address:

i. capital improvements to existing parks and facilities;
ii. future park and facility development;
iii. existing and future recreation and athletic programs/events;
iv. funding levels to include fee structure for programs, events, rentals, parks permits, etc.;
v. funding source alternatives to consider (fees for service, grants, donations, foundations, private concessionaires, partnerships and "pay to play" initiatives);
vi. policy and procedure recommendations;
v. partnerships to help achieve PRMP goals.

F. Phasing Map – This will geographically depict implementation phases for the network of City park and recreation facilities. This will be provided in concert with implementation budget.



G. Implementation Budget - The PRMP will include a phased Implementation Budget for each of the proposed recommendations. This will allow the City to appropriately budget for these recommended improvements and identify key capital or long-term operational costs necessary for the facilities, programs and staffing of these parks and recreational elements.

H. Comprehensive Development Master Plan Recommendations - Proposed recommendations for the Recreation and Open Space Element of the City's Comprehensive Development Master Plan document outlining specific criteria and items to support the recommendations of the PRMP.

Hardcopies shall be provided to the City along with a digital master copy for additional reproduction as may be needed.

Final Master Plan Public Presentation

Miller Legg will conduct a final review of the PRMP with the Parks and Recreation Leadership Team. The PRMP will then be presented to the Commission.

Miller Legg will prepare for and conduct a public presentation to present the final PRMP to the Commission for adoption. This presentation will be at a regular Commission Meeting in order to formally present the PRMP to the Commission for ratification. Commission Members will be engaged in the previous public workshop and internal meetings with staff so they are well versed in the PRMP's development and recommendations prior to this presentation.

Attached is the anticipated 12-month schedule for the Opa-Locka Comprehensive Parks and Recreation Master Plan.

City of Opa-Locka Comprehensive Parks and Recreation Master Plan
Project Tasks Schedule / Timeline

Task	Timeline Period (by Month)												ML Team Members Involved	City Staff Involved
	1	2	3	4	5	6	7	8	9	10	11	12		
A. Community Inventory and Analysis														
A.1 Establishment of Goals & Objectives	Δ												P, RP, PL/LA, PO	Parks and Recreation Leadership Team, IT
A.2 Interactive Website/Social Media	X	X	X	X	X	X	X	X	X	X	X	X	PL/LA, Env/GIS, PO	Parks and Recreation Leadership Team, IT
A.3 Information Assembly	X	X	X										P, RP, PL/LA, Env/GIS	Parks and Recreation Leadership Team, Public Works, Planning & Commmunity Development
A.4 Existing Facilities Inventory	X	X	X										P,PL/LA	Parks and Recreation Leadership Team
A.5 Visioning Workshops and City Interviews	X	X	X										P,PL/LA, PO	Parks and Recreation Leadership Team, Commission, Admin
B. Needs Assessment														
B.1 Level of Service Analysis		X	X	X									P, RP, PL/LA	Parks and Recreation Leadership Team
B.1.a. GRASP® Level of Service Analysis		X	X	X									P, RP, PL/LA	Parks and Recreation Leadership Teams, Commission, Admin
B.2 Statistically-Valid Survey		X	X	X	X								P, RP, SA	Parks and Recreation Leadership Team, IT
B.3 Inventory and Asssessment Workshops					Δ								P, RP, PL/LA, PO	Parks and Recreation Leadership Team, Commission, Admin
C. Draft Parks and Recreation Master Plan														
C.1 Needs Analysis						X	X	X	X				P, RP, PL/LA	Parks and Recreation Leadership Team, Admin
C.2 Recreation Program Development						X	X	X	X				RP, PL/LA, Sr Env	Parks and Recreation Leadership Team, Admin
C.3 Draft Plan						X	X	X	X				RP, PL/LA, Sr Env, Env/GIS	Parks and Recreation Leadership Team, Public Works, Planning & Community Development
C.4 Draft PRMP Workshop									Δ				P, RP, PL/LA	Parks and Recreation Leadership Team, Commission, Admin
D. Final Parks and Recreation Master Plan														
D.1 Document Finalization										X	X	X	P, RP, PL/LA, Env/GIS	Parks and Recreation Leadership Team
D.2 Document Components											X	X	P, RP, PL/LA, Env/GIS	Parks and Recreation Leadership Team
D.3 Final PRMP Public Presentation												Δ	P, RP, PL/LA	Parks and Recreation Leadership Team, Commission, Public Works, Planning & Community Development

Δ Milestone

Key: P=Principal/Project Manager
RP=Recreation Planner
PL/LA = Planner/Landscape Architect
Sr. Env=Sr. Environmental
Env/GIS=Environmental/GIS Tech
SA=Survey Analyst
PO=Public Outreach Specialist

NOTE: We are prepared to begin the project on August 1, 2021.

Miller Legg has extensive experience with public sector clients providing services for Master Plan contracts similar to the scope of that described in this RFP for the City of Opa-Locka. Miller Legg is well versed in working with multiple stakeholders and delivering successful recreational facilities. We have prepared parks master plans, and we have successfully designed individual parks. Some of our current and recent recreational project experience has been with the Cities of Miami Gardens, Miami, South Miami, Homestead, Coral Gables, Miami Beach, Doral, Sunny Isles Beach, as well as Weston, Plantation, Tamarac, Oakland Park, Lauderhill, Miramar, Pembroke Pines, Town of Davie, Orange City, School Board of Broward County, Miami-Dade County, Broward County, St. Lucie County, Orange County, Brevard County, Volusia County, Manatee County, and Florida Atlantic and Florida International Universities.

As a result of our significant park planning experience in South Florida, the Miller Legg Team members comprehend the unique aspects of Parks and Recreation Master Planning, from the perspective of budgeting, programming, funding, capital improvement and long-term operation and maintenance. All our key project professionals have longstanding experience in Florida and have the technical support and resources to perform all of the necessary services needed for this contract.

Some parks and recreational facilities projects which demonstrate our expertise are displayed in chart format below. Further narrative on our work for parks and recreational organizations and clients in developing comprehensive Parks and Recreation Master Plans can be found in this Section.

Park	Master Planning	Golf	Passive	Active	Landscape Architectur	Engineering	Environmer	Permitting
City of Oakland Park Parks and Recreation Master Plan	✓	✓	✓	✓	✓		✓	
City of Plantation Parks and Recreation Master Plan	✓	✓	✓	✓	✓		✓	
City of Tamarac East Side Parks Feasibility Study	✓		✓	✓	✓		✓	
City of Tamarac Master Plan	✓		✓	✓	✓			
City of South Miami Parks and Recreation Master Plan	✓		✓	✓	✓		✓	
Boca Raton Red Reef Park Master Plan	✓	✓	✓	✓	✓		✓	
Pembroke Pines Streetscape/Greenway Design Guidelines	✓				✓	✓		✓
Miramar Master Park Plan	✓		✓	✓	✓			
Parks Master Planning Services for the City of Orange City	✓		✓	✓	✓			
City of Miami Lakes Streetscape Master Plan	✓				✓			
Plantation Preserve & Golf Club	✓	✓	✓		✓	✓	✓	✓
Palm Beach South County Park		✓	✓		✓	✓	✓	✓
Palm Harbor Golf Course Redevelopment		✓				✓		✓
Palm Aire Golf and Country Club Lake Expansion Project	✓	✓		✓	✓	✓	✓	✓
Osprey Point Golf Course (South County Regional Park)		✓				✓	✓	✓
City of Miami Gardens Rolling Oaks Regional Park				✓	✓			✓

Park	Master Planning	Golf	Passive	Active	Landscape Architecture	Engineering	Environmental	Permitting
Royal Palm Yacht & Country Club		✓				✓		
Valley Oaks Golf Course		✓					✓	
Victoria Park		✓	✓		✓	✓	✓	✓
Weston Hills Country Club		✓	✓		✓	✓	✓	✓
Rolling Hills Country Club		✓				✓	✓	✓
Savannah Commons Recreation Center		✓		✓	✓	✓		✓
Stoneybrook East Golf Community		✓				✓		
Emerald Bay Resort	✓	✓			✓	✓		
FDOT D4 Orangebrook Golf Course Study		✓					✓	
Ironhorse Golf Course		✓						✓
Lake Forest Master Plan	✓	✓			✓			
Los Batos Golf Course	✓	✓			✓			
Man-O-War Country Club	✓	✓						
Ho Na Golf Course	✓	✓						
Carlin Park						✓		✓
Juno Park Boat Ramp and Parking Lot Renovations								✓
Boynton Beach Oceanfront Park Boardwalk			✓		✓	✓	✓	✓
Broward County Parks and Recreation West Lake Park	✓				✓	✓	✓	✓
Anne Kolb Nature Center at West Lake Center			✓			✓	✓	✓
FDOT Sheridan Street Boardwalk							✓	✓
City of Hollywood Charnow Park				✓		✓	✓	✓
John U. Lloyd State Park								
BCPR Coconut Point Park					✓			✓
BCPR Fisherman's Landing Park					✓			✓
Brevard County Valkaria Community Oceanfront Park					✓			✓
Brevard County Waterfront Parks					✓			✓
City of Coral Springs Kiwanis Park			✓				✓	✓
City of Coral Springs Red Lichen Sanctuary			✓			✓	✓	✓
City of Coral Springs Sandy Ridge Sanctuary			✓		✓		✓	✓
BCPR Long Key Natural Area/Habitat Restoration Project			✓			✓	✓	✓
BCPR Miramar Pineland Nature Center			✓		✓			✓
Waterway Park Mitigation Bank			✓			✓		✓
Lauderdale Lakes C-13 Greenway			✓	✓	✓	✓	✓	✓
Palm Beach County Riverbend Park			✓			✓	✓	✓
Royal Palm Beach Pines Natural Area			✓			✓		✓
City of Plantation Volunteer Park			✓				✓	✓
BCPR Secret Woods Park Dock			✓				✓	✓
BCPR Snake Warrior's Island Natural Area			✓					

Park	Master Planning	Golf	Passive	Active	Landscape Architecture	Engineering	Environmental	Permitting
City of Miramar Linear Park / University Drive			✓					✓
BCPR South Fork New River			✓				✓	
BCPR Tradewinds Park Equestrian Trails	✓		✓		✓			
City of Fort Lauderdale Mills Pond Park			✓				✓	
City of Pembroke Pines Wetlands Park	✓		✓			✓	✓	✓
City of Weston C-11 Canal Trail			✓		✓			✓
City of Belle Isle Montmark Park			✓		✓			✓
Town of Davie Berman's Park Preserve			✓				✓	✓
City of Winter Park Howell Creek Preserve			✓		✓			
Town of Davie Trail Guides			✓			✓		
St. Lucie County Summerlin Park Dock			✓				✓	✓
St. Lucie County River Park Marina			✓				✓	✓
Volusia County Colby Alderman Park	✓		✓					✓
South County Park Main Access Road				✓			✓	✓
PBCP Coconut Cove Water Park & Recreation Area				✓		✓		✓
Broward College Pines Recreation Park				✓			✓	✓
Broward College Tigertail Recreation Center				✓	✓	✓		✓
Brevard County Micco Park				✓	✓	✓		✓
Capehart Community Park				✓	✓			✓
City of Coral Springs Sportsplex				✓			✓	✓
City of Fort Lauderdale Joseph C. Carter Park Improvemer				✓	✓	✓		✓
City of Margate Calypso Cove Water Park				✓	✓	✓		✓
City of Miami Gibson Park Design Criteria Report				✓		✓		
City of Miami Jose Marti Park Gymnasium				✓				
City of Miami Moore Park Master Plan Design Criteria Rep	✓			✓		✓		
City of Miami Orange Bowl Field at Moore Park				✓		✓		✓
City of Miramar Ansin Community Center				✓	✓	✓		✓
City of Miramar Recreation Redevelopment Plan				✓	✓			
City of Miramar Sunset Lakes Park Planning				✓	✓			
City of Pembroke Pines Central Park				✓	✓			
City of Pembroke Pines Flamingo Park Expansion				✓	✓	✓		✓
City of Pembroke Pines Recreation Center				✓		✓	✓	✓
Pembroke Pines SW Pines Nature and Recreation Park				✓		✓	✓	✓
City of Port St. Lucie McChesney Park Soccer Field Expansi				✓	✓	✓		✓
City of Port St. Lucie Torino Park Master Plan	✓			✓		✓		
City of Sunny Isles Beach Artificial Turf				✓		✓		✓
City of Sunny Isles Beach Pelican Community Park				✓	✓	✓		✓
City of Weston Athletic Park	✓			✓	✓	✓	✓	✓

Park	Master Planning	Golf	Passive	Active	Landscape Architecture	Engineering	Environmental	Permitting
Indian Trail Community Park - Phase I	✓			✓				
Gene Polk Park Improvements	✓			✓	✓			✓
Green Springs Park	✓			✓	✓			✓
Hallandale Beach Foster Park Improvements				✓		✓		✓
Jessica Clinton Park				✓		✓		✓
John Prince Park Campground Improvements				✓		✓		✓
Lake Fairview Park/Trotters Park Conceptual Master Plan	✓			✓				
Lake Lytal Park Improvements				✓		✓		✓
Lakewood Ranch Regional Park Expansion				✓		✓	✓	✓
Lumus Park				✓		✓		✓
Manatee County Kinnan Park	✓			✓	✓	✓	✓	✓
Manatee County Bennett Park Master Plan	✓			✓	✓	✓	✓	✓
Manatee County PROS Continuing Service	✓			✓	✓	✓		
Miami-Dade County PROS Bailes Road Park				✓				
Miami-Dade County PROS Claire Rosichan Park				✓				
Miami-Dade County PROS Eureka Park				✓				
Miami-Dade County PROS Palm Glades Park -				✓				
Orlando Cultural Park Conceptual Master Plan	✓			✓				
Palm Beach County Buttonwood Park				✓		✓		✓
Palm Beach County Okeeheelee Park Improvements				✓		✓		✓
Palm Beach County Parks and Recreation District Park "K'				✓				
Port St. Lucie Boating Access Study				✓			✓	
Riverbend Park Phase One				✓			✓	✓
Rock Lake Park	✓			✓	✓			✓
South Orange Youth Sports Complex	✓			✓	✓			✓
St. Lucie County Paradise Park				✓		✓	✓	✓
Town of Davie Clark Park				✓	✓			
Town of Davie Math Igler Park				✓	✓			✓
Town of Davie SW 58th Avenue Park Surveying				✓				
Village of Wellington Park Gymnasium				✓		✓		✓
Broward County Parks Vista View Park Expansion				✓				
Wellington K-Park				✓		✓		✓
West Jupiter Recreation Center				✓	✓	✓		✓

The Miller Legg Team has extensive experience in helping to secure alternative funding for projects ranging from public budgeting to maximizing financing via grant research, writing and management. Miller Legg has successfully worked on numerous projects throughout the State of Florida, including the largest Broward County referendum for acquisition of conservation and open space. Broward County passed a $400 million bond referendum for acquisition and preservation of conservation land, green space, open space and repair and enhancement of parks. The Team leveraged this program into more than $5 million for the acquisition and realization of the proposed amenities of numerous sites in South Florida including:

- Pelican Community Park, City of Sunny Isles Beach, $200K FRDAP Grant
- Sandy Ridge Sanctuary, City of Coral Springs, $1M Florida Community Trust Grant
- Academic Village, City of Pembroke Pines, $1.9M Florida Community Trust Grant
- Sample Road, City of Coconut Creek, $300K Florida Highway Beautification Council Grant and $150K Broward Beautiful Grant
- North Andrews Garden Neighborhood Improvement, Broward County, $4M, Federal Emergency Management Agency (FEMA)

Below is a detailed list of relevant projects for which Miller Legg was involved with grant funding and assistance.

Coral Springs Sandy Ridge Sanctuary - A 38-acre environmentally sensitive land (ESL) park site in Coral Springs. The project consists of the design for bicycle and walking trails, and interpretive signage, picnic and play areas, as well as native habitat restoration plantings and a gopher tortoise relocation preserve. A management plan was prepared for the Florida Communities Trust (FCT) that provided approximately $2 million of grant support for this project. *Awards: Broward Beautiful First Place for Large Parks, Broward County, 2002; Award of Excellence, American Society of Landscape Architects, Florida Chapter, 2001; Florida Native Plant Society, 1999*
Client(s): *City of Coral Springs*

City of Sunny Isles Beach Pelican Community Park - A three-acre active park site, for which Miller Legg managed landscape architecture, irrigation, engineering, surveying and architecture designs for a baseball field, recreation building, playground structure, gymnasium, and related site amenities within the City of Sunny Isles Beach. The project management team at Miller Legg received recognition from the City for their involvement in the design completion of the park. In addition, Miller Legg provided construction observation services. In addition, we also provided grant assistance to secure a Florida Recreational Development Assistant Program (FRDAP) grant for $200,000. FRDAP is a competitive grant program that provides financial assistance to local governments for development or acquisition of land for public outdoor recreational purposes.
Client(s): *City of Sunny Isles Beach*

City of Lauderdale Lakes C-13 Pedestrian Bridge, Area 1 - For the design of this FDOT LAP-funded pedestrian bridge over the C-13 canal at NW 35 Avenue, Miller Legg provided a pedestrian link between the subdivisions of Oriole Estates and Northgate, allowing access to residents on the south side of the canal to the greenway trail being constructed on the north bank. Services included landscape architecture, surveying, certified arborist services, environmental permitting, SFWMD Canal ROW permitting, engineering and utility designation services, as well as geotechnical engineering services. Services were complemented by subconsultant T.Y. Lin International, who provided bridge design and construction services. This project ties into Broward County's Greenways System.
Client(s): *City of Lauderdale Lakes*

City of Lauderdale Lakes C-13 Western Greenway - This project is generally described as the design of an FDOT LAP-funded one-mile greenway along the southern C-13 canal bank from SR 7 to the Florida Turnpike. The Project

is part of the overall Greenway Trail System for Broward County including two municipalities; the larger portion of which is in the City of Lauderdale Lakes, the remaining portion of which, is in the City of Oakland Park. The Greenway connects to a pedestrian bridge linking the proposed Greenway to an existing City Park, City Hall and the Park Lakes Elementary School. Services included landscape architecture, surveying, environmental permitting, SFWMD Canal ROW permitting, and engineering services.
Client(s): *City of Lauderdale Lakes*

City of Lauderdale Lakes C-13 Southeastern Greenway, Area 3 - This project is generally described as the design of an FDOT LAP-funded one-mile greenway along the southern C-13 canal bank from SR 7 to the Florida Turnpike. The Project is part of the overall Greenway Trail System for Broward County including two municipalities; the larger portion of which is in the City of Lauderdale Lakes, the remaining portion of which, is in the City of Oakland Park. The proposed Greenway connects to a pedestrian bridge linking the proposed Greenway to an existing City Park, City Hall and the Park Lakes Elementary School. Services included landscape architecture, surveying, environmental permitting, SFWMD Canal ROW permitting, and engineering services.
Client(s): *City of Lauderdale Lakes*

Southwest Pines Nature and Recreation Park - A 56-acre active and passive municipal park located at 196th Avenue and Pines Boulevard in the City of Pembroke Pines. This unique park's features includes four soccer fields and one football facility as well as providing other active park elements with passive park facilities such as a boardwalk and 21 acres of wetlands mitigation area. Services provided by Miller Legg include civil engineering, surveying, wetlands mitigation planning, permitting, assistance with grant writing, and mitigation construction observation. Miller Legg worked in concert with several other consultants to achieve this project.
Client(s): *City of Pembroke Pines*

Plantation Preserve & Golf Club and Trail - This 213-acre project involved the City of Plantation's acquisition of the former Plantation Golf Club and the subsequent design of an Audubon-certified par 72 championship golf course and clubhouse incorporating a 1.5-mile linear trail recreational component within the center of the proposed golf course, as well as 1,000 feet of entrance roadway relocated for SW 70th Avenue from SR 842/Broward Boulevard. Miller Legg coordinated with the Florida Department of Transportation on this roadway entrance feature. Funding for this project was secured through the Florida Communities Trust (FCT), the Broward County Open Space Fund and the sale of on-site created wetland credits. Services Miller Legg provided included: overall project/program management services as well as site master planning, wetland mitigation design and environmental permitting, surveying, tree inventories of more than 1,000 trees, landscape architecture, engineering services, stormwater management, flora and fauna evaluation, archaeological coordination and construction services. This project received the 2009 FNGLA Landscape Award.

Town of Southwest Ranches Florida Communities Trust (FCT) Grant Assistance - Provided key consulting services in support of the town's pursuit of open space/park areas for acquisition. Services provided include environmental services to evaluate ecological and enhancement characteristics of multiple sites and grant assistance through Florida Communities Trust and Broward County Land Bond Program. The sites include the Southwest Meadows Sanctuary, Frontier Trails Park, Oakee Haschee Farms/New Testament Park and Country Estates Fishing Hole. This assistance helped facilitate the acquisition of these sites that the town now has the opportunity to improve and enhance for public benefit.
Client(s): *Town of Southwest Ranches*

City of Coconut Creek SR7/US441 Landscape Beautification Grant from the Sawgrass Expressway to the County Line - Conceptual plans for a two-mile stretch of SR 7/US 441 through the City of Coconut Creek

served as exhibits to obtain funding through a Broward Beautiful Thoroughfare Beautification Grant Program. The conceptual design goal was to enhance the existing plant material, as well as provide an irrigation system within the existing roadway medians. This landscape corridor design is an integral part of the gateway to the City of Coconut Creek, as well as Broward County; and provides an overall unified beautification enhancement for the corridor. Surveying services were also provided.
Client(s): *City of Coconut Creek*

Coral Springs Development Review Committee (DRC) Reviews - Miller Legg provided landscape architecture DRC reviews and landscape field inspections including review, administering of and approval of City Grants from the Community Development Department for Street Tree Replacement for residential homeowners post Hurricane Wilma. These fast-paced tasks included DRC services for residential, commercial and industrial sites throughout the City of Coral Springs.
Client(s): *City of Coral Springs*

Lauderhill Continuing Services Contract for Landscape Architecture - A continuing contract for planning and landscape architecture services. Services provided include landscape architecture, irrigation and grant applications submittals to the Broward County Safe Parks Bond Referendum and Broward Beautiful.
Client(s): *City of Lauderhill*

City of Tamarac Prospect Road - Landscape median corridor design for the City of Tamarac. Services provided included conceptual design through to final design documents for landscape and irrigation. Project included assistance in documents for bidding, cost estimates and coordination for a Broward Beautiful grant.
Client(s): *City of Tamarac*

Sample Road Streetscape - Miller Legg prepared the planting and hardscape design of this four-lane divided roadway in Broward County. The design incorporated existing trees and palms and established a plant and paver palette theme for future roadways within the City of Coconut Creek. In addition to landscape, irrigation and hardscape designs, grant preparation services were provided as part of this project. *Award: Broward Beautiful Third Place for Roadway/Swale Beautification, Broward County, 2004*
Client(s): *City of Coconut Creek*

For the City of Opa-Locka Comprehensive Parks and Recreation Master Plan contract, Miller Legg will be utilizing three subconsultants with whom we have collaborated, **GreenPlay, LLC, Garth Solutions, Inc. and RRC Associates, Inc**.

GreenPlay, LLC is a Woman-Owned Business (WBE) renowned for their innovative, community-specific park planning practices. For our Miller Legg Team, they will provide GRASP® Component Based Level of Service Analysis, Community Outreach, Operational and Financial Analysis, Draft Program and Draft Final Report.

Garth Solutions, Inc. is a Woman-Owned Minority Business (W/MBE) with 18 years of experience working on capital improvement projects across South Florida. The firm plays an integral role as the lead public outreach consultant on project engagements throughout Broward and Miami-Dade County. For many of these projects, Garth often executes communication and outreach with both internal and external stakeholders including local communities, HOAs and citizen groups, local businesses, governmental agencies and planning boards.

RRC Associates is an expert survey firm focused on statistically-valid survey design and implementation; recreational market research, strategic analysis, economic and feasibility planning, and policy formulation. For our Miller Legg Team, RRC Associates will provide support with a statistically-valid survey and online open link survey.

Their company qualifications, similar PRMP project experience and key staff resumes are included in this Section.

GREENPLAY LLC

The Leading Edge In Parks, Recreation, And Open Space Consulting

FIRM BACKGROUND

GreenPlay LLC was founded in 1999 with the purpose of serving as a resource for recreation professionals to organize planning and consulting teams that understand their needs. Our team members are:

- **Passionate about Recreation**
- **Experienced in the Field**
- **Objective Third Parties**
- **Knowledgable About Operating Recreation Programs & Facilities**
- **Understanding of Your Responsibilities**

We conduct thorough plans and studies based on market analysis, community engagement and operational constraints. Our recommendations are based on accurate findings. We will not make recommendations that are not realistic.

We can help your agency recreation facilities and programs in a way that is realistic and implementable for you.

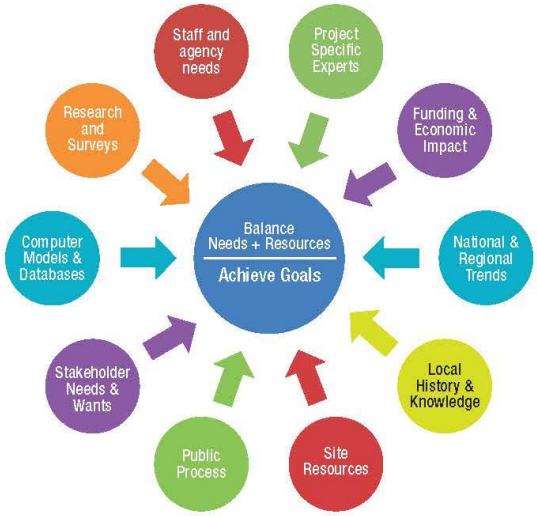
Since 1999, GreenPlay has completed nearly 600 projects in 46 states for governmental agencies and private sector companies.

GreenPlay's Experience and Services

- ✔ Master and Strategic Planning
- ✔ Cost Recovery and Resource Allocation
- ✔ Site and Facility Feasibility Studies
- ✔ Business Planning and Policy Research
- ✔ Pricing Studies
- ✔ Revenue Evaluation
- ✔ Public/Private Partnership Facilitation
- ✔ Marketing & Public Relations Strategies
- ✔ Information Technology Plans
- ✔ Retreat Facilitation & Seminar Planning
- ✔ Accessibility Assessments
- ✔ Transition Plans
- ✔ Cost-Benefit Analysis
- ✔ Risk Management Evaluation
- ✔ Economic Impact Analysis
- ✔ Public Process
- ✔ Traditional & Alternative Funding Analysis
- ✔ GRASP® and Traditional Level of Service Analysis
- ✔ Service Assessment/Core Service Identification

OUR PHILOSOPHY

While we at GreenPlay believe computer models, databases, or surveys are valuable, we take our evaluation and assessment tools to the next level by utilizing innovative mixed-methods and processes that are most effective for your individual community. The results provide a more comprehensive solution for achieving your goals. We balance your needs, and those of your stakeholders, with the reality of the available resources.



Our Pledge

We will evaluate your situation, design a strategy, system, or process that will work for your organization, and we will help you to implement it quickly and efficiently. We will work with all levels of staff — senior management, elected and appointed officials, and community stakeholders — and will provide a broad, objective view to help your organization operate in the most innovative, effective, and revenue-enhancing way possible.

Your GreenPlay Consulting Team is...

- ✔ **Dedicated** to your project and committed to addressing the unique issues and opportunities facing **your** community.
- ✔ **Experienced** in developing plans and documents that work conceptually and are **implementable** in **your** community.
- ✔ **Trained** in conducting effective public process by skillfully leading staff and stakeholder interviews and focus groups.
- ✔ **Adept** in cultivating supportive relationships with staff and governing body leadership.
- ✔ **Effective** in creating a public process, along with planning and operational options, that **establish a balance** between innovation and experience, conservation and active recreation, design excellence and cost control, creativity and functional accommodation, and that meet the needs of the community with the resources that are available.
- ✔ **Respected** for their expertise in strategic visioning, programming, cost recovery analysis, resource management, facility site design, operations, funding options, and bond referendum preparation.
- ✔ **Committed** to helping you to **achieve your goals** on time and within budget, while providing exceptional customer service.

OUR EXPERIENCE

Over 175 Years of In-House Expertise

Your partners at **GreenPlay** bring many years of experience working with parks, recreation, and related community quality of life agencies. Our team members have diverse backgrounds in parks and recreation administration and management, business consulting, and academics, allowing us to analyze your unique situation from a multitude of perspectives.

From our years of experience and familiarity with many professional services firms in the industry, **GreenPlay** develops consulting teams that consist of top professionals from around the country. We will personally evaluate your situation and determine which of our team specialists will work best for your staff and community to achieve success and meet your expectations in a timely fashion.

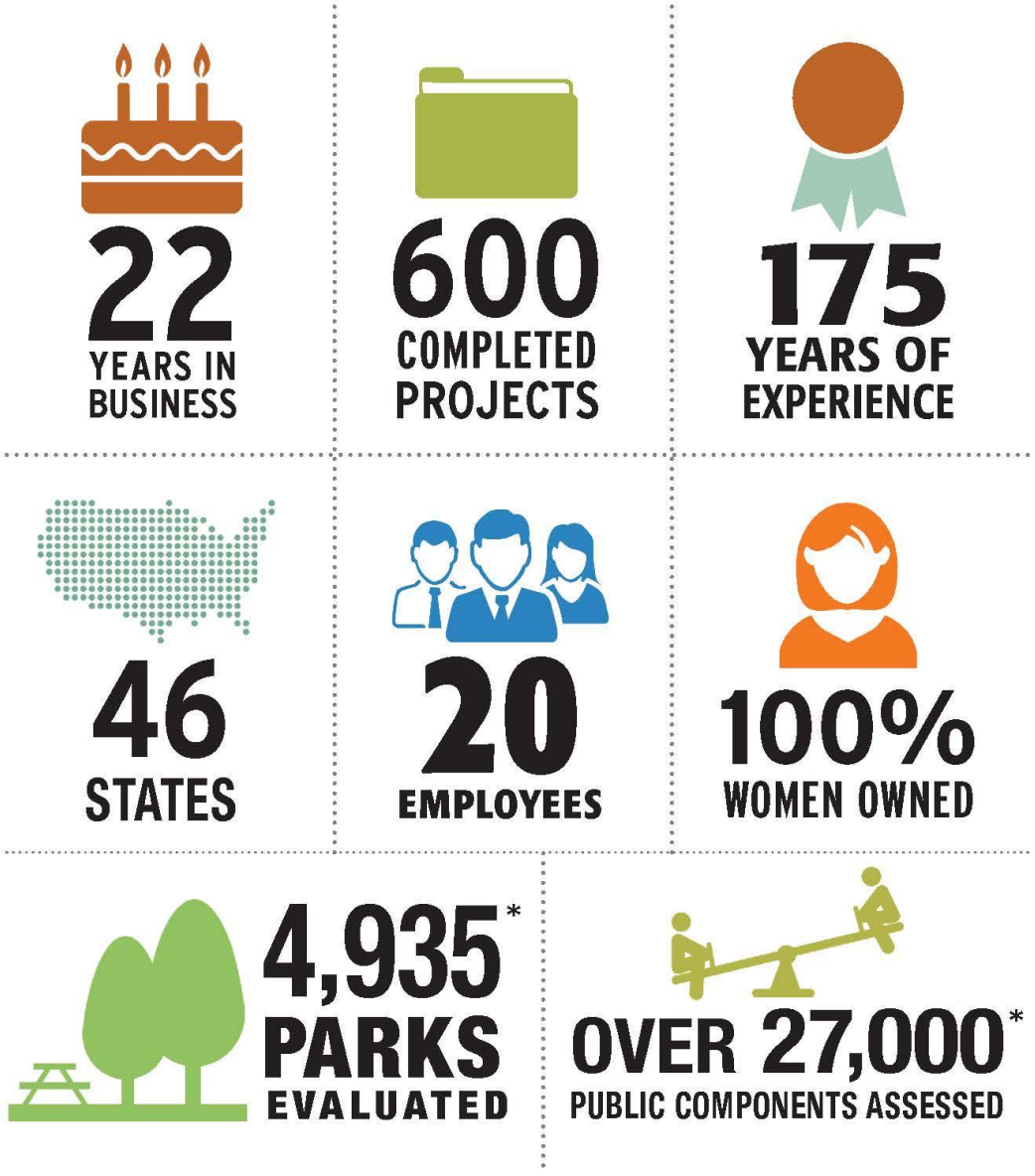
GreenPlay is a 100% Woman-Owned Business and is WBE, DBE, and SBE Certified

Our Team of Experts

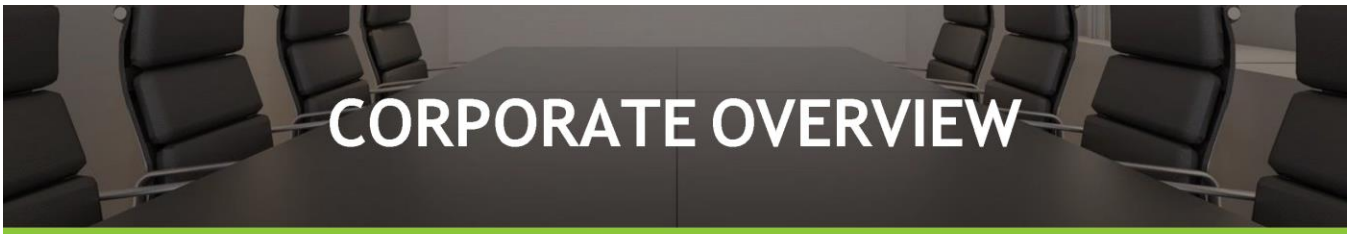
- Management specialists
- Experienced parks and recreation professionals
- Recreation program administrators
- Information technology experts
- Marketing and community relations specialists
- Media relations experts
- Sponsorship and partnership developers
- Governmental accountants and finance consultants
- Grant writers
- Landscape designers, architects, engineers
- Experts in public process and involvement
- Professionals working with youth, seniors, or special populations
- Public administration experts
- Environmental, conservation, and wildlife resources/ management professionals
- Accessibility specialists
- Non-profit development specialists
- Campus recreation programming and operations specialists
- Public art, cultural, and historical resources
- Graphic Designers

PROVEN RECORD OF CAPABILITIES AND EXPERIENCE

GreenPlay has a proven record of experience and expertise in parks, recreation, trails, and open space planning. These types of projects are not an adjunct service for our firm! This is what we do at GreenPlay, everyday, successfully, for small and large communities of all types, across the country.



* Number in the validated GRASP® national dataset since 2003. We have also evaluated 1,000s of other parks.



CORPORATE OVERVIEW

Based in Miramar, Florida, Garth Solutions, Inc. (GSI) is a communications and management consulting firm that delivers targeted and strategic business solutions to a diverse portfolio of clients in both the public and private sectors across the USA and Caribbean.

We have 18 years of experience working on capital improvement projects across South Florida.

Our team of 43 full-time professionals and our network of available consulting subject-matter-experts are natural collaborators who enjoy working relationships with trusted market partners. Our innate ability to customize solutions to the unique dynamics and requirements of every project, regardless of size and location, has been fundamental to delivering efficient results for ourclients.

Our extensive involvement working on multiple aviation programs is reflected in the broad range of projects that our firm has supported. Augmenting our core in-house talent with subject-matter-experts in our global network promotes scalability and enables us to positively impact marquis projects such as Broward County Public School's $1.4 Billion capital improvement project and Las Olas Boulevard's high profile corridor wide improvements.

GSI plays an integral role as the lead public outreach consultant on project engagements throughout Broward and Miami-Dade County. For many of these projects, we often execute communication and outreach with both internal and external stakeholders including local communities, HOAs and citizen groups, local businesses, governmental agencies and planning boards. Over the years, this exposure and experience has enabled us to build strong relationships throughout South Florida, with an understanding of municipal and community dynamics across the region.

PRINCIPLES FOR SUCCESS

Our formula for success is built on the following principles: Communicate creatively. Organize efficiently. Grow strategically. Build inclusively. Mitigate unpredictability.

CORE SERVICES

Our proactive approach to public outreach and intimate familiarity with the communities we work in is reflected in our core services. Through these services, we aim push beyond where you are, to where we know your business can be.

COMMUNICATIONS

- Public Involvement
- Community Outreach
- Charrette Planning
- Meeting Planning
- Brand Management
- Graphic Design
- Photo Documentation
- Digital Media / Website Design

PROJECT MANAGEMENT

- Project Management Support
- Staff Augmentation
- Document Control
- Reporting and Monitoring
- Compliance Services

ECONOMIC DEVELOPMENT

- Diversity Program Implementation & compliance
- Small Business Development Training
- Workplace Diversity Sensitivity Training
- Workplace Program Compliance
- Recruiting Support and Consulting
- Strategy Development
- Market Opportunity Assessment
- Proposal & Bid Review

RRC ASSOCIATES℠

RRC Associates offers services in market research and strategic analysis, economic and feasibility planning, and policy formulation to local governments and public agencies as well as private businesses. The company is composed of professionals with extensive experience and qualifications in addressing the needs and challenges of communities. In addition, the firm also serves ski area and resort operators, trade associations, tourist organizations, and others interested in the recreation and tourism industries. The motivation of our principals and staff, and their active involvement in professional organizations at the state and national level, insure a high degree of professional skill and creativity.

Based on prior experience as staff to municipalities and counties, and through extensive consulting work with a variety of communities and private enterprises, our staff has learned the importance of seeking solutions to problems which are sensitive to local conditions and tailored to local needs. This understanding of the importance of local procedures and requirements, and experience in assisting and coordinating public policy makers and staff members at all levels of government, allows RRC Associates to work effectively in communities representing both public agencies and private entities. The firm emphasizes management techniques which assist the community and its leaders in finding unique solutions to carefully defined problems.

RRC Associates strives for a pragmatic approach which balances innovation with working at a reasonable cost. The firm takes pride in our demonstrated ability to meet a project's time and budget requirements, and we offer a very personal level of service to our clients.

SERVICES OFFERED

Surveys and Market Research

- Market and Strategic Analysis
- Customer/User Satisfaction Surveys
- Parks, Recreation and Open Space Surveys
- Demographic Research
- Community Surveys/Performance Evaluations
- Site Selection Research

Special Client Services

- General Consultation
- Project Team Coordination and Management
- Financial Presentation Packages
- Public Participation Workshops
- Strategic Project Positioning
- Workouts and Repositioning Strategies

Community Planning

- Parks and Recreation Program Analysis
- Housing Needs Assessments, Program Formulation
- Population and Employment Research/ Analysis/ Forecasting
- Economic Development Planning
- Cost/Revenue Analysis
- Program Development and Optimization
- Project Feasibility Analysis
- Public Processing and Approvals
- Goals and Policy Formulation

Contact: Chris Cares, chris@rrcassociates.com

RRC ASSOCIATES SM

Parks and Recreation, Open Space and Trails Needs Assessments

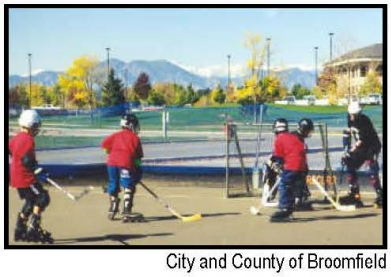
RRC has extensive experience with parks, recreation, open space, and trails needs assessment studies for cities, counties, recreation districts, and also at the state level. The goal of the studies is to obtain citizen input on a variety of topics related to parks and recreation use, values, and community priorities for future improvements. Many studies also have particular emphasis on gauging support for community recreation centers and aquatic facilities. A variety of research techniques are used in the studies, including telephone, mail, Internet, user surveys, and focus groups. Current satisfaction levels with existing facilities and programs are also measured, as is the relative importance of specific new priorities, facilities, and policies most desired and needed by the communities. Results and conclusions from the research help guide the development of parks and recreation master plans in the communities.

Some of our clients include:

- Broward County, FL Parks and Recreation
- Martin County, FL Parks and Recreation
- West Palm Beach, FL Parks and Recreation
- North Miami Beach, FL Parks and Recreation
- Maitland, FL Parks, Recreation, Open Space & Pathways
- St. Cloud, FL Parks and Recreation
- City of Orlando, FL Families, Parks and Recreation
- Lee County, FL Homeowner Survey
- City of Marathon, FL Homeowner Survey
- Monroe County, FL Homeowner & Employer Surveys
- National Recreation and Parks Association (NRPA)
- County of San Diego Department of Parks and Recreation
- Desert Recreation District, California
- City of Palm Springs, CA Parks and Recreation
- City of Encinitas, CA Parks, Beaches, Open Space & Trails
- Maryland-National Capital Parks and Planning Commission, Prince George's County and Montgomery County
- New Mexico Statewide Comprehensive Outdoor Recreation Plan
- Maryland Statewide Comprehensive Outdoor Recreation Plan
- Louisiana Statewide Comprehensive Outdoor Recreation Plan
- Hunterdon County, NJ Parks and Open Space
- City & County of Denver Recreation Centers
- Charleston County, SC Parks and Recreation
- Erie County, NY Parks and Recreation
- Los Alamos County, NM Parks and Recreation
- New Hanover County, NC Parks and Recreation

NATIONAL RECREATION AND PARK ASSOCIATION

NEW MEXICO STATE PARKS



City and County of Broomfield

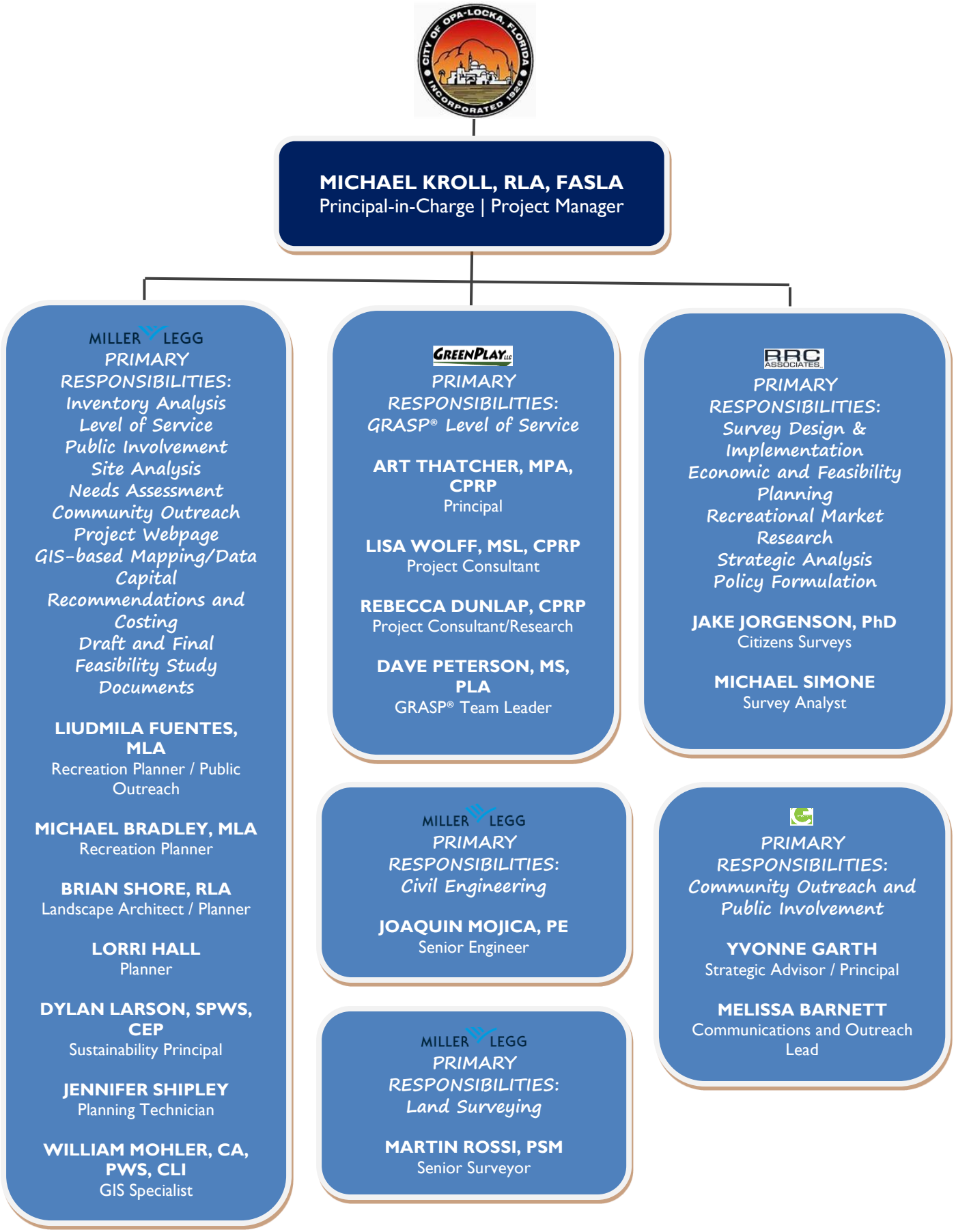
TULSA PARKS

Parks & Recreation M-N C P P C

Key Project Staff	Firm	Role	Define Project Scope	Site Investigation & Inspection	Needs and Interest Assessment	Draft Long-Range Plan	Evaluation of Existing/Future Park Distribution	Recommendation of Future Park Needs	Capital Imptovement Recommendation	Maintenance Operations Review and Evaluation	Future Funding Needs/Levels	Fee Structure Evaluation and Recommendations	Identify/Discuss Funding Sources	Detailed Recommendations/ Supporting Data	Maps / Graphic Aids of Plan Elements	Cost Estimates and Implementation Concerns	Project Schedule	Community Meetings / City Meetings	Current Park Inventory / Level of Service (LOS)	Needs Assessment Analysis	Short and Long-Term Recommendations	Final Parks and Recreation Master Plan
			Services Relevant to Anticipated Scopes of Work																			
Michael Kroll, RLA, FASLA	ML	Principal-in-Charge/ Project Manager	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊
Liudmila Fuentes, MLA	ML	Recreation Planner/ Public Outreach	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊
Michael Bradley, MLA	ML	Recreation Planner	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊
Brian Shore, RLA	ML	Landscape Architect/ Planner	◊	◊			◊			◊	◊				◊	◊	◊	◊	◊		◊	◊
Lorri Hall	ML	Senior Planner				◊							◊	◊								◊
Jennifer Shipley	ML	Planning Technician		◊		◊		◊	◊					◊	◊	◊		◊	◊	◊		
Dylan Larson, SPWS, CEP	ML	Sustainability Principal		◊	◊				◊	◊			◊			◊		◊				
William Mohler, CA, PWS, CLI	ML	GIS Specialist		◊		◊	◊	◊	◊	◊	◊			◊	◊	◊	◊	◊	◊	◊	◊	◊
Joaquin Mojica, PE	ML	Senior Engineer																				
Martin Rossi, PSM	ML	Senior Surveyor																				
Art Thatcher, MPA, CPRP	GP	Principal	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊
Lisa Wolff, MSL, CPRP	GP	Project Consultant	◊		◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊
Rebecca Dunlap, CPRP	GP	Project Consultant		◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊
Dave Peterson, MS, PLA	GP	GRASP® Team Leader		◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊	◊
Yvonne Garth	GSI	Strategic Advisor/ Principal	◊															◊				
Melissa Barnett	GSI	Communications and Outreach Lead	◊															◊				
Michael Simone	RRC	Survey Analyst			◊			◊				◊								◊		
Jake Jorgenson, Ph.D.	RRC	Citizens Surveys			◊			◊				◊								◊		

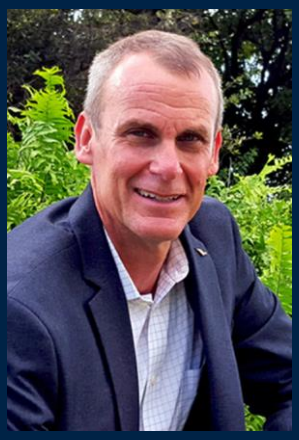
KEY:
ML - Miller Legg
GP - GreenPlay
GSI - Garth Solutions Inc.
RRC - RRC Associates

5. Experience and Qualifications: Team Organizational Chart



Michael Kroll, RLA, FASLA

Principal-in-Charge / Project Manager



Years of Experience: 35

Years With the Firm: 33

Registrations & Certifications:

Registered Landscape Architect, FL, 1989
Registered Landscape Architect, TX, 2009
Fellow American Society of Landscape Architects, 2014

Education:

Bachelor of Landscape Architecture, Landscape Architecture
University of Florida, 1986
Graduate Studies, Urban and Regional Planning
Florida State University, 1989

Professional Experience:

During his extensive career, Mr. Kroll has been actively involved in projects ranging from parks master plans to large scale habitat restoration and international urban redevelopment projects.

Mr. Kroll's diverse professional experience has led to projects that successfully integrate environmental, planning and landscape architectural services. Under his leadership, Miller Legg develops project solutions that respond to the natural environment, respect the social fabric and create sustainable aesthetic spaces.

Relevant Project Experience:

City of Homestead Biscayne Everglades Trail Western Expansion Feasibility Study - Miller Legg was retained to conduct a feasibility study to assist the City of Homestead in determining the preferred route and trail design for the alignment of the Western Extension of the existing Biscayne Everglades Greenway Trail (BEGT). The Study Area is from the C-103 Canal Crossing at East Mowry Drive to the 192nd Ave. intersection with West Mowry Drive. Miller Legg's scope comprises compilation of an existing conditions inventory, preparation of a matrix of criteria to use in the evaluation of the potential trail alignments, preparation of various preliminary alignment alternatives with Opinions of Probable Cost, development of a preferred alignment with location, typical design, proposed enhancements, right of way/property issues associated with implementation, followed by creation of the Feasibility Report for presentation to the City Council.

City of Plantation Parks & Recreation Master Plan - Miller Legg was selected to prepare the first Plantation Parks and Recreation Master Plan. The firm is providing comprehensive recreation planning based upon research of existing facilities and programs, recreation opportunities and needs analyses specific to City of Plantation demographics to develop programming, budget and operational needs for a 10-year horizon. Public Outreach to effectively gather and disseminate information during Plan development is an important focus of the project. Public workshops will assist in determining community recreation needs and desires. Recreation sites will be reviewed, along with future expansion opportunities to accommodate program requirements. The final Master Plan will include a 10-year capital improvement plan for the implementation of proposed Plan improvements.

City of Oakland Park Parks & Recreation Master Plan - Miller Legg was the City of Oakland Park's Planning and Design consultant responsible for preparing a 20-year Master Plan for its city-wide Recreation Programs and Parks. This City of 44,000 residents has a system of 24-parks and recreation facilities with a staff of 45 responsible for maintenance and management. Miller Legg prepared a Master Plan with an implementation approach which will take the City to the year 2030 in updates to the recreation element of the comprehensive plan and physical development of many new parks while systematically updating the existing inventory. This project approach included development of an inventory of existing facilities and resources, creation of a customized web site for communication with the public, inventorying existing residents and community stakeholders, development of physical plans, and establishment of budgets and schedules for implementation over a 5-10-20 year time frame.

City of South Miami Parks and Recreation Master Plan - Miller Legg prepared the first City of South Miami Parks and Recreation Master Plan. The professional services for this Master Plan included comprehensive planning, recreation planning, significant maintenance planning, landscape architecture, and public outreach services. To develop programming, budget, and operational needs for a 10-year horizon, our team researched existing facilities and recreation opportunities, and needs analyses specific to South Miami demographics. Public outreach services included a public online survey, multiple public presentations and workshops.

Additional Project Experience:

- City of Tamarac East Side Parks Feasibility Study
- Vizcaya Museum & Gardens Master Plan Refinement

MILLER LEGG

Liudmila Fuentes, MLA

Recreation Planner / Public Outreach

Years of Experience: 4

Years With the Firm: 4

Registrations & Certifications:

FDOT Intermediate Maintenance of Traffic, FL, 2015
Registered Landscape Architect, FL, 2017

Education:

Master of Landscape Architecture
Florida International University, 2018
Bachelor of Urban Design
Florida Atlantic University, 2014

Continuing Education:

Crime Prevention Through Environmental Design Practitioner Seminar, 2013

Professional Experience:

Lumy is a Recreation Planner and Landscape Designer supporting the firm's projects including those in the public sector such as South Florida municipalities and the Florida Department of Transportation. Her experience includes parks and recreation master planning, active and passive park landscape design, roadway landscape design and hardscape design.

Relevant Project Experience:

City of Tamarac East Side Parks Feasibility Study - The Miller Legg team is conducting a needs assessment and feasibility study to address potential new recreation facilities in the eastern portion of the City of Tamarac. The scope includes comprehensive recreation planning based on research of existing facilities and programs, recreation opportunities and a needs assessment specific to the study area demographics to develop programming, budget and operational needs for the proposed improvements. Community input will be gathered via various survey platforms and City staff and public workshops scheduled to refine recreation needs and desires. The final deliverable will be a Feasibility Study which will contain a 10-year Capital Improvement Plan for the implementation of the proposed improvements and acquisitions, an analysis of funding opportunities and a narrative report to outline the process and results.

City of Plantation Parks & Recreation Master Plan - Miller Legg was selected to prepare the first Plantation Parks and Recreation Master Plan. The firm is providing comprehensive recreation planning based upon research of existing facilities and programs, recreation opportunities and needs analyses specific to City of Plantation demographics to develop programming, budget and operational needs for a 10-year horizon. Public Outreach to effectively gather and disseminate information during Plan development is an important focus of the project. Public workshops will assist in determining community recreation needs and desires. Recreation sites will be reviewed, along with future expansion opportunities to accommodate program requirements. The final Master Plan will include a 10-year capital improvement plan for the implementation of proposed Plan improvements.

City of Oakland Park Parks Master Plan Update - Having prepared the original Recreation and Parks Master Plan for the City of Oakland Park in 2009, Miller Legg was retained by the City in 2015 to update this Plan. This City of 44,000 residents has a system of 24-parks and recreation facilities with a staff of 45 responsible for maintenance and management. The scope of services involved site analyses of each park and community center, a recreational programming needs assessment based upon the current and anticipated City population, a proposed implementation plan with recommendations for recreational improvements including cost estimates, and the application of updated census data to a map and exhibits format for comparison with the original Master Plan.

City of Tamarac Go-Forward Landscape Master Plan Update - Miller Legg provided the City of Tamarac with an update to its citywide Roadway Landscape Master Plan. The project consisted of creating a go-forward landscape roadmap guide that will be implemented for years to come. Miller Legg conducted a citywide tree inventory assessment, an evaluation of existing landscape, irrigation and hardscape conditions, an overall assessment of the existing character of the road corridors, and an opportunities and constraints analysis. The overall goal was to create a Landscape Master Plan that provides the City with typical conceptual landscape concepts, recommendations, guidelines, and implementation strategies to follow. The Master Plan was unanimously adopted by the City Commission.

Additional Project Experience:

- Tivoli Park Monument Signage Landscape
- Florida International University (FIU) 107th Avenue Parking Signage

Years of Experience: 3

Years With the Firm: 2

Education:

Master of Landscape Architecture
Florida International University, 2019
Bachelor of Arts, Religion; Minor in Education
Florida State University, 2014

Michael Bradley, MLA

Recreation Planner

Professional Experience:

Michael is a Recreation Planner and Landscape Designer supporting the firm's projects including those in the public sector such as municipal parks and recreation master plans, park landscape, hardscape and irrigation design, educational facilities as well as streetscape for the Florida Department of Transportation.

Relevant Project Experience:

City of Plantation Parks & Recreation Master Plan - Miller Legg was selected to prepare the first Plantation Parks and Recreation Master Plan. The firm is providing comprehensive recreation planning based upon research of existing facilities and programs, recreation opportunities and needs analyses specific to City of Plantation demographics to develop programming, budget and operational needs for a 10-year horizon. Public Outreach to effectively gather and disseminate information during Plan development is an important focus of the project. Public workshops will assist in determining community recreation needs and desires. Recreation sites will be reviewed, along with future expansion opportunities to accommodate program requirements. The final Master Plan will include a 10-year capital improvement plan for the implementation of proposed Plan improvements.

City of Tamarac East Side Parks Feasibility Study - The Miller Legg team is conducting a needs assessment and feasibility study to address potential new recreation facilities in the eastern portion of the City of Tamarac. The scope includes comprehensive recreation planning based on research of existing facilities and programs, recreation opportunities and a needs assessment specific to the study area demographics to develop programming, budget and operational needs for the proposed improvements. Community input will be gathered via various survey platforms and City staff and public workshops scheduled to refine recreation needs and desires. The final deliverable will be a Feasibility Study which will contain a 10-year Capital Improvement Plan for the implementation of the proposed improvements and acquisitions, an analysis of funding opportunities and a narrative report to outline the process and results.

City of Tamarac Go-Forward Landscape Master Plan Update - Miller Legg provided the City of Tamarac with an update to its citywide Roadway Landscape Master Plan. The project consisted of creating a go-forward landscape roadmap guide that will be implemented for years to come. Miller Legg conducted a citywide tree inventory assessment, an evaluation of existing landscape, irrigation and hardscape conditions, an overall assessment of the existing character of the road corridors, and an opportunities and constraints analysis. The overall goal was to create a Landscape Master Plan that provides the City with typical conceptual landscape concepts, recommendations, guidelines, and implementation strategies to follow. The Master Plan was unanimously adopted by the City Commission.

City of Oakland Park NW 21st Avenue Streetscape - Under the firm's Continuing Services contract, Miller Legg is preparing an aerial conceptual plan and typical sections for streetscape improvements within the right-of-way along NW 21st Avenue between Oakland Park Blvd. and NW 26th Street. The conceptual design includes a conversion of a continuous median into multiple landscaped medians. The proposed medians work towards the continued beautification of the corridor. The project also focuses on connectivity and safety for pedestrians and bicyclists. It extends the existing bike lane and adds visible pavement markings that promote safety on the street, at driveways, and at intersection crossings.

Additional Relevant Experience:

- City of Weston Community Center
- FIU Green Library North Wellness Center
- Delray CRA SW 5th Avenue
- FDOT Florida Turnpike Enterprise (FTE) SR 417/Seminole Expressway Resurfacing from Orange/Seminole County Line to South of Lake Jessup Bridge MP 38-44.5

Brian Shore, RLA

Landscape Architect / Planner

Years of Experience: 21

Years With the Firm: 21

Registrations & Certifications:

Registered Landscape Architect, FL, 2005
FDOT Intermediate Maintenance of Traffic, FL, 2013

Education:

Bachelor of Science, Landscape Architecture
North Carolina A&T State University, 2000

Continuing Education:

Eminent Domain for Landscape Architects, 2013
FDOT Landscape Highway Seminar, 2005, 2006, 2008 and 2013
FDOT Plan Reviewer's Workshop, November 2006 and November 2007
FDOT Specifications Package Preparation Training Certificate, 2016
Irrigation: The End to Water Waste in Landscapes 2013
LAP Project Inception to Notice to Proceed, October 2007

Professional Experience:
Mr. Shore has significant experience in landscape architectural design, landscape construction services and planning for a variety of public and private projects. Specialties include landscape, hardscape, and irrigation design services for streetscape and roadway projects including the Florida Department of Transportation (FDOT), all aspects of active and passive park design, health-care campuses, and environmental wetland habitat creation. Other experience includes various residential and commercial projects. Mr. Shore is a Senior Associate of the firm.

Relevant Project Experience:

City of South Miami Parks and Recreation Master Plan - Miller Legg prepared the first City of South Miami Parks and Recreation Master Plan. The professional services for this Master Plan included comprehensive planning, recreation planning, significant maintenance planning, landscape architecture, and public outreach services. To develop programming, budget, and operational needs for a 10-year horizon, our team researched existing facilities and recreation opportunities, and needs analyses specific to South Miami demographics. Public outreach services included a public online survey, multiple public presentations and workshops.

City of Oakland Park Parks & Recreation Master Plan - Miller Legg was the City of Oakland Park's Planning and Design consultant responsible for preparing a 20-year Master Plan for its city-wide Recreation Programs and Parks. This City of 44,000 residents has a system of 24-parks and recreation facilities with a staff of 45 responsible for maintenance and management. Miller Legg prepared a Master Plan with an implementation approach which will take the City to the year 2030 in updates to the recreation element of the comprehensive plan and physical development of many new parks while systematically updating the existing inventory. This project approach included development of an inventory of existing facilities and resources, creation of a customized web site for communication with the public, inventorying existing residents and community stakeholders, development of physical plans, and establishment of budgets and schedules for implementation over a 5-10-20 year time frame. The entire project required six workshops, interviews with all public officials and current City Commissioners in order to establish support for adoption of the plan within a 12 month time frame.

City of Tamarac East Side Parks Feasibility Study - The Miller Legg team is conducting a needs assessment and feasibility study to address potential new recreation facilities in the eastern portion of the City of Tamarac. The scope includes comprehensive recreation planning based on research of existing facilities and programs, recreation opportunities and a needs assessment specific to the study area demographics to develop programming, budget and operational needs for the proposed improvements. Community input will be gathered via various survey platforms and City staff and public workshops scheduled to refine recreation needs and desires. The final deliverable will be a Feasibility Study which will contain a 10-year Capital Improvement Plan for the implementation of the proposed improvements and acquisitions, an analysis of funding opportunities and a narrative report to outline the process and results.

City of Tamarac Landscape Master Plan Update - Miller Legg provided the City of Tamarac with an update to their roadway Landscape Master Plan. Tasks included a city-wide tree inventory and assessment, review of existing conditions, detailed report of opportunities and constraints analysis, draft and final preparation of roadway landscape master plan, and public information meetings.

Additional Relevant Experience:

- City of Sunny Isles Beach Pelican Community Park
- Lauderhill Sports Park
- City of Lauderdale Lakes C-13 Western Greenway
- City of Miramar Forzano Park Improvements
- City of Plantation Plantation Preserve
- Village of Wellington Park Gymnasium

MILLER LEGG

Lorri Hall

Senior Planner

Years of Experience: 41

Years With the Firm: 4

Education:

Bachelor of Arts, Geography/Urban Planning
Florida Atlantic University, 1979

Professional & Civic Activities:

Member, Pompano Beach Economic Development Council 2000-2003

Member, Pompano Beach Zoning Board of Appeals 1998-2003

Professional Experience:

Ms. Hall has over 40 years of experience in the Planning and Urban Design area, primarily in South Florida. She has a lengthy background in regional, municipal and county government planning roles, with positions in the South Florida Regional Planning Council, Broward and Martin Counties and the Cities of Miramar and Pompano Beach, in addition to having worked for consultants in the private sphere. Ms. Hall's experience spans all aspects of land development planning and regulations including zoning, land use, platting, comprehensive plans and grant applications.

Relevant Project Experience:

Broward County Convention Center Master Plan - Broward County developed a Master Plan for future expansion of the Convention Center including the addition of a 1,000-room headquarters hotel, urban park/open space development and associated 1,500-space parking structure(s) on a 44-acre site that lies within the City limits of Fort Lauderdale, adjacent to Port Everglades. Miller Legg assisted with the following master plan services, mainly in the area of transportation and traffic engineering: site analysis and feasibility study, site access and circulation plan including a preliminary traffic mitigation plan, conceptual on-site and off-site parking options study, and participation in community forums and workshop outreach meetings, as well as preparation of the community report.

John Knox Village Pompano Beach Welcome Center - In preparation for the new Welcome Center at the John Knox Village retirement community Pompano Beach campus, Miller Legg performed site development services consisting of planning, engineering, and landscape architecture. Preparation of the conceptual site plan entailed a review of relevant City of Pompano Beach development codes, existing utilities information, the proposed building plan and existing site conditions. Engineering services included engineering construction document production and construction observation. In addition to the City of Pompano Beach, permitting was coordinated with the BCHD, BCEPGMD and SFWMD. A photometric lighting plan for surface parking was also part of the scope. The landscape architecture tasks included tree assessment, removal permitting, planting and irrigation design and construction documents, in addition to construction observation.

FXE Outparcel B, C, D Due Diligence Cypress Creek Commerce Center - Miller Legg provided planning, surveying, civil and traffic engineering, and landscape architecture for the development of Cypress Creek Commerce Center. The project consisted of a five building multi-tenant industrial development totaling 352,040 SF at the Fort Lauderdale Executive Airport (FXE) parcels B, C and D. Scope included conceptual site plan, public notification process, lighting plan, vacation preparation and processing through the city and county, boundary and topographic surveys, landscape and hardscape plans, irrigation design, and construction documents.

City of Miramar Planning (Individual Experience) - Ms. Hall served as a Senior Planner for the City of Miramar for almost 5 years. Her role involved the following functions: preparation of Federal, State and local grant applications (securing over $3M); administering long-range planning programs, including development review and implementation of Comprehensive Plans, including land use plan amendments (LUPA), EARs, update of the Comprehensive Plan, DRIs, transportation planning and school facilities planning. She was also responsible for redevelopment efforts, including preparation of a Finding of Necessity Report according to Chapter 163 F.S.; processing all aspects of existing planning, including rezoning, site plan, variance and vacation applications. She held Community Meetings for all land use plan amendments and rezoning, and prepared and presented agenda packages to the Planning and Zoning Board and City Commission.

Additional Relevant Experience:

- City of Miramar DRC Plan Review
- South Florida Regional Planning Council (Individual Experience)
- Broward County Planning Council (Individual Experience)

Jennifer Shipley

Planning Technician

Years of Experience: 18

Years With the Firm: 18

Registrations & Certifications:

FDEP Qualified Stormwater Management Inspector, FL, 2011

Education:

Bachelor of Arts, Geology
Hartwick College, 1993

Continuing Education:

FDOT LAP Certification Webinar, 2015

Professional Experience:

Ms. Shipley is a Planning Technician responsible for research and integrating research into master plans, connectivity, demographics, budgets, children's park programming, as well as a thorough understanding of regulatory permitting. In addition, her experience includes environmental components such as wetland determination and delineation, wetland mitigation design and monitoring, threatened and endangered species surveys and assessments, benthic surveys, coral, seagrass, and mangrove surveys and monitoring.

Relevant Project Experience:

City of Plantation Parks & Recreation Master Plan - Miller Legg was selected to prepare the first Plantation Parks and Recreation Master Plan. The firm is providing comprehensive recreation planning based upon research of existing facilities and programs, recreation opportunities and needs analyses specific to City of Plantation demographics to develop programming, budget and operational needs for a 10-year horizon. Public Outreach to effectively gather and disseminate information during Plan development is an important focus of the project. Public workshops will assist in determining community recreation needs and desires. Recreation sites will be reviewed, along with future expansion opportunities to accommodate program requirements. The final Master Plan will include a 10-year capital improvement plan for the implementation of proposed Plan improvements.

Broward County Convention Center Master Plan - Broward County developed a Master Plan for future expansion of the Convention Center including the addition of a 1,000-room headquarters hotel, urban park/open space development and associated 1,500-space parking structure(s) on a 44-acre site that lies within the City limits of Fort Lauderdale, adjacent to Port Everglades. Miller Legg assisted with the following master plan services, mainly in the area of transportation and traffic engineering: site analysis and feasibility study, site access and circulation plan including a preliminary traffic mitigation plan, conceptual on-site and off-site parking options study, and participation in community forums and workshop outreach meetings, as well as preparation of the community report.

City of Miramar Master Park Plan - The update of the City's Master Park Plan involves significant research to update the existing data. Future recreational needs through the year 2020 are outlined in this report. Additional information prepared for this project includes demographics, geographic information systems (GIS) maps, resident needs surveys, agency coordination, and public workshops.

City of Homestead Biscayne-Everglades Greenway Trail - Among the services Miller Legg provided for this 3.2 mile, 12-foot-wide Biscayne Everglades Greenway shared-use trail project were landscape architectural, engineering, surveying and environmental service including preparation of FDOT-approved construction documents, design of regulatory and wayfinding signs, pavement markings, safe pedestrian push button crossing and necessary drainage within the C-103 Canal right-of-way from East Mowry Drive to SW 137th Avenue in Homestead. The scope of services was based upon a 2017 Florida Shared-use Non-Motorized Trail Agreement between the City of Homestead and FDOT.

Monterra Greenway and Bike Path - Designed the greenway/park with a one mile bike trail within the 27 acres of the FPL easement that bisects the Monterra property as part of the Broward County Greenway System. The firm routed the recreational trail/bike trail, lay-out of fitness stations, tot-lots, shade structures and multi-use courts, parking and access to the trail, security fencing and access gates and landscaping. Planting and irrigation plans, along with miscellaneous hardscape design, were provided. The greenway and bike path connected to each of the residential and commercial phases of the Monterra development.

Additional Relevant Experience:

- Plantation Parks Wetlands Project
- Doral Glades Park Boardwalk and Wetland Preserve

Dylan Larson, SPWS, CEP

Sustainability Principal

Years of Experience: 27

Years With the Firm: 26

Registrations & Certifications:

Professional Wetland Scientist, 1999
Certified Landscape Inspector, FL, 2013
Authorized Gopher Tortoise Agent, FL, 2012
Wetland Delineation Certification, 1995
Certified Environmental Professional, 2004

Education:

Bachelor of Science, Biology and Business Administration
University of Wisconsin - Stevens Point, 1994
Master of Business Administration
Nova Southeastern University, 1998

Professional Experience:

Mr. Larson has significant experience in sustainable environmental consulting in Florida and is responsible for overseeing and performing studies and investigations on biological and ecological impacts affecting the firm's projects. This includes field evaluations, assessments, recommendations and report writing.

Dylan has established himself as a valuable leader and team member on a variety of the firm's projects that have involved environmental issues. Specific responsibilities include: wetland jurisdictional determination, dredge and fill permitting, wetland mitigation design, mitigation monitoring, recommendations for maintenance procedures, coordination and oversight of environmental GIS applications, and assistance with plan preparations and mitigation. In addition, Dylan is a Principal and member of the firm's Leadership Council.

Relevant Project Experience:

Broward County Convention Center Master Plan - Broward County developed a Master Plan for future expansion of the Convention Center including the addition of a 1,000-room headquarters hotel, urban park/open space development and associated 1,500-space parking structure(s) on a 44-acre site that lies within the City limits of Fort Lauderdale, adjacent to Port Everglades. Miller Legg assisted with the following master plan services, mainly in the area of transportation and traffic engineering: site analysis and feasibility study, site access and circulation plan including a preliminary traffic mitigation plan, conceptual on-site and off-site parking options study, and participation in community forums and workshop outreach meetings, as well as preparation of the community report.

Boca Raton Red Reef Park Master Plan Update - Miller Legg was hired by the Greater Boca Raton Beach and Park District to prepare a revised Master Plan, Report and Recommendations for Red Reef Park, which included the unique Gumbo Limbo Nature Center. The Master Plan addressed the Park's 67 acres of existing facilities, structures, uses and demands, as well as operation and maintenance procedures, and recommended suitable modifications, improvements, enhancements and additional potential uses. In addition, the Master Plan included opinions of probable costs for recommended capital improvements, modifications, repairs, renovations or operational maintenance recommendations. Items of the facilities analyzed included buildings, pavements, sidewalks, landscaping, boardwalks, dune crossovers, lifeguard facilities, parking control systems and all related infrastructure. Some tasks were required due to normal deterioration, while others were the result of aesthetic considerations or requirements to maintain existing levels of service. Both interior and exterior building features were considered as well as reviews and recommendations of potential new buildings and facilities to accommodate existing and future demands of the uses of each element of Red Reef Park. Miller Legg reviewed and evaluated comments, suggestions and directions from the City of Boca Raton staff and public service groups such as the Friends of Gumbo Limbo.

Plantation Preserve - This 213-acre project involved the City of Plantation's acquisition of the former Plantation Golf Club and the subsequent design of an Audubon-certified par 72 championship golf course incorporating a 1.5-mile linear trail recreational component within the center of the proposed golf course, as well as 1,000 feet of entrance roadway relocated for SW 70th Avenue from SR 842/Broward Boulevard. Funding for this project was secured through the Florida Communities Trust (FCT), the Broward County Open Space Fund and the sale of on-site created wetland credits. Services Miller Legg provided included: overall project management services as well as *site master planning,* wetland mitigation design and environmental permitting, surveying, landscape architecture, engineering services, stormwater management, flora and fauna evaluation, archaeological coordination and construction services.

Additional Relevant Experience:

- City of Lauderdale Lakes C-13 Pedestrian Trail, Area 1
- City of Homestead Biscayne-Everglades Greenway Trail
- City of Fort Lauderdale Mills Pond Park Environmental Construction Observation
- Secret Woods Park Dock
- Doral Glades Park Boardwalk and Wetland Preserve

William Mohler, III, CA, PWS, CLI

GIS Specialist

Years of Experience: 12

Years With the Firm: 7

Registrations & Certifications:

FDEP Qualified Stormwater Management Inspector, FL, 2011
Professional Wetland Scientist, 2021
FDOT Intermediate Maintenance of Traffic, FL, 2016
Certified Landscape Inspector, FL, 2014
Advanced Airport Wildlife Hazard Management, 2014
Certified Arborist, 2014
Broward County Basic Tree Pruning, FL, 2012
SFWMD Certified Airboat Pilot

Education:

Bachelor of Science, Ecology & Biology, Minor in Geography
Florida Atlantic University, 2008
Certificate of Environmental Studies
Florida Atlantic University, 2005

Professional Experience:

Mr. Mohler is a GIS Specialist, Certified Arborist and Certified Landscape Inspector providing a variety of services to both public and private sector clients, including: tree species identification and inventories, tree surveys and canopy mapping, destroyed/damaged tree assessments, tree value estimates, tree grading, tree species selection for planting, mangrove trimming oversight and tree permitting.

Relevant Project Experience:

City of Plantation Plantation Preserve Linear Trail - Miller Legg provided a maintenance assessment of the one-mile Plantation Preserve mitigation area and linear trail. The assignment included a tree and vegetation assessment of existing conditions on the trail and preserve, maintenance program recommendations, quantification of dead or dying plant material and recommendations for preventing future survivorship issues; all of which were presented in a report to the City. Miller Legg played a significant role in the project management and design of the Plantation Preserve and Golf Club development, beginning in 2003, and continues to conduct ongoing environmental monitoring.

City of Miami Beach Boardwalk II Update Topographic Survey and GIS Mapping - Miller Legg updated a topographic and Coastal Construction Control Line (CCCL) survey from 3rd Street to 5th Street (+/- 1100 LF) for the DEP Coastal Construction permit which was part of the design of improvements to a beach boardwalk located between Lummus Park and South Point Drive in Miami Beach. The topographic survey updated the corridor, showing changes in topographic features as well as beach elevations and transects to a determined DEP elevation. The dune vegetation survey included herbaceous, shrub and tree species. Vegetation data was collected using a sub-meter Trimble GPS unit. This data was brought into a GIS program and maps were created indicating dominant species coverage with related percentages. In addition a tree inventory for coastal tree species and associated attributes was conducted by our Certified Arborists and displayed on digital maps. Work was completed under the firm's Miscellaneous Surveying and Mapping Contract as a subconsultant to Coastal Systems International, Inc.

Doral Glades Park Boardwalk and Wetland Preserve - The City of Doral completed development of Doral Glades Park, a 25-acre recreational facility in the northeast of the City. Both passive and active elements were planned, including playing fields, community and nature pavilions, fishing pier, walking trail and wetland boardwalk. Miller Legg was involved in the design and construction of the wetlands and boardwalk, using GIS and surface water management support. This effort included coordination with the City on permit compliance, exotic species removal, native species and maintenance programs; value engineering and design for the boardwalk(s) and pier(s). Miller Legg developed a Wetland Mitigation Plan including GIS maps and habitat evaluation for placement of the boardwalks in ideal locations within the wetland. These Plans captured data from the original permits issued by environmental agencies DERM, SFWMD and USACOE. Further, Miller Legg prepared construction drawings for the upland boardwalk, pavilion, wetland boardwalk and fishing pier. Finally, the firm was responsible for the preparation of environmental resource permit (ERP) modification applications for boardwalk and planting in wetland areas.

City of Pembroke Pines West Pines Soccer Park - A 56-acre active and passive municipal park located at 196th Avenue and Pines Boulevard in the City of Pembroke Pines. This unique park's features included four soccer fields and one football facility as well as providing other active park elements with passive park facilities such as a boardwalk and 21 acres of wetlands mitigation area. Services provided included civil engineering, surveying, wetlands mitigation planning, assistance with grant writing, and mitigation construction observation.

Additional Relevant Experience:

- City of Fort Lauderdale Mills Pond Park Environmental Construction Observation

Art Thatcher, MPA, CPRP

PRINCIPAL

EDUCATION & CERTIFICATION

Old Dominion University, Masters of Public Administration, 2005

Christopher Newport University, Bachelors of Science, 1981

Certified Parks and Recreation Professional, National Recreation & Parks Association (NRPA)

NRPA Director School, 2010; NRPA

School of Sports Management, 1990; NRPA

Leadership Training Institute, 2014; VRPS

The Business Institute for Parks, Recreation and Leisure Services, 2002; NRPA

LEAD, Weldon Cooper Center for Public Service (UVA), 1999

SPEAKER/PRESENTER

National Recreation & Parks Association (NRPA

Virginia Parks and Recreation Society

California Parks and Recreation Association

Colorado Parks and Recreation Association

Maryland Parks and Recreation Association

GP RED Think Tank

Oregon Parks and Recreation Association

WORK EXPERIENCE:

Art is a Principal with GreenPlay LLC, a lecturer with GP RED, and a CPRP with 30 years of experience in public parks and recreation operations, programming and administration, volunteer board leadership, facility design and operations, and community engagement. Throughout his career he has concentrated on strategic and master planning, youth civic engagement and teen comprehensive planning, operations and facility management planning, outdoor adventure recreation development and programming, and community engagement facilitation. Since 2013, Art has worked with over 70 communities across the country. He is an expert in working with adventure-based communities, including those that manage beaches and waterfronts as part of their parks and recreation systems, and communities that rely on outdoor and adventure recreation as economic drivers. Art is a well-known speaker and has made presentations at NRPA, VRPS, CPRS, MRPA, ORPA, and the GP RED Think Tank. He is past President and former Chair of the Board of the Virginia Recreation and Parks Society and is currently on the Board for the Leadership Training Institute.

- GreenPlay LLC, Project Consultant: 2013 - Present
- Bureau Manager of Recreation and Human Development – City of Norfolk, VA
- Information Technology Project Coordinator – City of Hampton, VA
- Superintendent of Parks & Recreation – City of Hampton, VA
- Operations Director, Norfolk FestEvents Ltd. – Norfolk, VA
- Director of Parks and Recreation – City of Poquoson, VA

REPRESENTATIVE PROJECT EXPERIENCE:

- Amherst, NY – Recreation and Parks Master Plan Update
- Arlington County, VA – Sports Fields Use Study
- Bethlehem, NY – Parks and Recreation Master Plan
- Brookline, MA – Athletic Field Master Plan
- Caswell County, NC – Parks and Recreation Master Plan
- Chatham County, GA – Parks and Open Space Master Plan
- Clovis, CA – Parks Master Plan
- Dublin, CA – Parks and Recreation Master Plan
- Encinitas, CA – Parks and Recreation Master Plan, & Financial Sustainability Assessment
- Glenwood Springs, CO – Park, Recreation, Open Space and Trails Master Plan
- Gloucester County, VA – Needs Assessment for Parks, Recreation, and Tourism
- Greenbelt, MD – Recreation and Park Facilities Master Plan
- Hesperia Recreation and Park District, CA – Master Plan
- Maitland, FL – Parks and Recreation Master Plan
- Manassas, VA – Parks, Recreation, & Culture Needs Assessment and Facilities Plan
- Martin County, FL – Parks and Recreation Master Plan
- New Hanover County, NC – Department of Parks and Gardens Master Plan Update
- Oceanside, CA – Parks and Recreation Master Plan
- Roanoke Regional Partnership, VA – Outdoor Needs, Operations Capital & Financial Analysis
- San Diego County, CA – Parks and Recreation Master Plan
- San Gabriel, CA – Parks, Recreation, and Open Space Master Plan
- Santa Ana, CA – Services and Financial Sustainability Assessment
- Santa Maria, CA – Parks and Recreation Needs Assessment and Action Plan
- Santee, CA – Parks and Recreation Master Plan Update
- Signal Hill, CA – Parks and Recreation Master Plan
- Wake Forest, NC – Parks, Recreation, and Cultural Arts Master Plan
- West Palm Beach, FL – Parks and Recreation Master Plan
- Williamsburg, VA – Parks and Recreation Master Plan
- Wilsonville, OR – Parks and Recreation Comprehensive Master Plan

Lisa Wolff, MSL, CPRP

PROJECT CONSULTANT

EDUCATION

Elon University – B.S. Leisure & Sport Management

Pfeiffer University – Master of Organizational Change & Leadership

UNC School of Government – Municipal Administration

ACCREDITATIONS, AWARDS, AND COMMUNITY

National Recreation & Parks Association

Certified Parks and Recreation Professional, National Recreation & Parks Association (NRPA)

North Carolina Recreation & Parks Association
- President 2012
- 1st Vice President, 2011
- 2nd Vice President, 2010

Past National Recreation & Parks Association (NRPA) Representative

Recipient of the North Carolina Recreation & Parks Association's Meritorious Service Award

State of North Carolina Parks & Recreation Authority Member Appointed by the North Carolina General Assembly

Former Leisure & Sports Management Search Committee Member - Elon University

North Carolina Recreation & Parks Scholarship Foundation Board

WORK EXPERIENCE

Lisa is a Certified Park and Recreation Professional (CPRP) with broad experience in the field of local government, primarily in recreation and parks. Spanning a 30-year career, Lisa's foundation within the profession has developed partnership programs throughout her career in both financial giving and facility development across numerous spectrums. With a strong background in this area, Lisa has fostered projects and sponsorships exceeding $2 million dollars in funding and additional partnerships.

Recently, Lisa has worked closely to help develop and maintain community-based initiatives that are focused in the area of health and wellness. Her philosophy begins with building and investing in healthy environments within a community to create new conversations for stronger and more viable change for the quality of life!

In addition to the development of strong partnerships, she also focuses on staff organization and development, customer service, planning and programming, trail development, marketing and partnerships, facility operations and overall project management. Her true passion lies in building strategic organizations through innovative and creative leadership and guidance while focusing on internal and external collaboration and communication among all stakeholders.

Lisa has served as President of the North Carolina Recreation & Parks Association (NCRPA) and has been a long-term Senate Appointed Board Member to the North Carolina Parks & Recreation Trust Fund. Her role as Assistant Director of Recreation & Parks with the City of Burlington, NC has included oversight of the programming division including: aquatics, recreation centers, youth programming and specialized recreation services, park maintenance, youth and adult athletics, tennis, athletic turf maintenance, theater, and special events.

KEY CONSULTING, EDUCATION, & LEADERSHIP ROLES

- GreenPlay, LLC, Project Consultant
  - Brookline, MA – Strategic Master Plan Update and Athletic Fields Needs Assessment Survey
  - Groton, CT – Community Recreational Needs Assessment, Feasibility Study, & Engineering Analysis, Pratt Building
  - Iredell County, NC Parks and Recreation Master Plan
  - Lathrop, CA – Parks & Recreation Master Plan
  - Stonecrest, GA – Parks & Recreation Master Plan
- Assistant Director, Burlington Recreation & Parks
- Project Lead & Contact – Burlington, NC Greenways & Bikeways Plan
- Project Lead Quick-Hitter Trail Expansion, Burlington, NC
- Project Lead Paramount Theater & Expansion Plan
- NRPA Directors School, 2017
- North Carolina Tennis Association
- Downtown Corporation Board Member – Burlington NC
- North Carolina Recreation & Parks Scholarship Foundation Board

Her skillset also includes:

- Fostering successful collaboration among teams and communities
- Knowledge of local government administration including Council and Manager format of leadership
- Creating innovative development processes for projects, programs and workforce development
- Developing branding, marketing and multi-media initiatives

YVONNE GARTH

STRATEGIC ADVISOR/ PRINCIPAL

YEARS OF EXPERIENCE

26

EDUCATION

B.S., Journalism and Marketing
University of Maryland

Certified Charrette Planner

WHY YVONNE?

- Extensive experience working with and for all Broward County municipalities
- Led multiple Broward County outreach programs for aviation related capital improvement projects
- Trusted strategic and communications expert with over 26 years of experience with high profile clients
- Actively engaged in public outreach with neighborhoods in and around Broward County aviation sites
- Leads Broward County Public Schools $800 million bond SMART program communications and outreach project

BIO

Yvonne, President & CEO of Garth Solutions, Inc. (GSI), offers over 26 years of relevant experience with a primary emphasis on creating and leading proven strategic communications and community outreach for some of the most visible marquis programs in South Florida. She has led her team to deliver a variety of consulting services on some of the most notable projects in Broward County including the $1.2 Billion Fort Lauderdale International Airport Part 150 Study and the capital improvement programs at three Broward Health hospital campuses. Yvonne is respected throughout Broward County private and public sectors for her ability to leverage her deep community relationships and to facilitate effective communication solutions that deliver measurable results consistently.

Active in every neighborhood across Broward County, Yvonne has earned the reputation as a trusted partner to leaders in both global firms and public agencies alike with the successful implementation of various aviation- related community outreach campaigns and the Broward County Public Schools General Obligation Bond communications program.

REPRESENTATIVE EXPERIENCE

Broward County Aviation Department (BCAD) Airport Planning Consultant Services | Fort Lauderdale, FL

Program Management Services for the Expansion of Runway 9R127L, Terminal 4 Gate Replacement and Enabling Projects Fort Lauderdale - Hollywood International Airport | Fort Lauderdale, FL

Broward County Public Schools Bond Program | Fort Lauderdale, FL

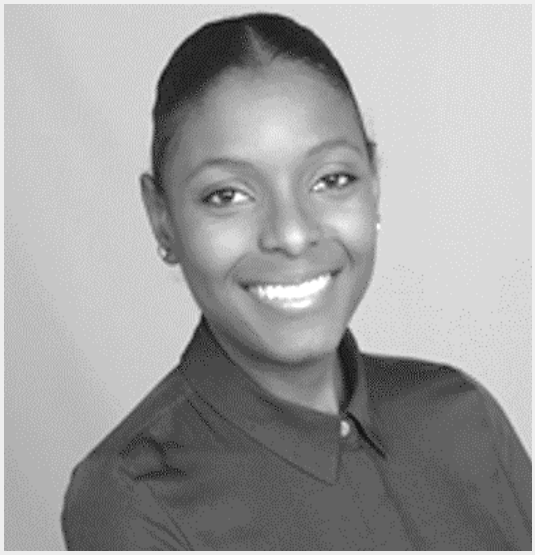
BCAD FLL Airport Master Plan Updates | Fort Lauderdale, FL

Broward Medical Examiner's Office and BSO's Crime Lab Facilities | Fort Lauderdale, FL

Broward County Aviation Department Master Plan Study:
HWO (North Perry Airport) – Phase I & Phase II | Fort Lauderdale, FL

Fort Lauderdale Airport Advertising Concession | Fort Lauderdale, FL

Broward County Convention Center Master Plan Study | Fort Lauderdale, FL
Expansion Master Plan Study



MELISSA BARNETT

COMMUNICATIONS AND OUTREACH LEAD

YEARS OF EXPERIENCE

14

EDUCATION

MBA, ESADE Business School, Spain

BBA, Marketing & International Business University of Technology, Jamaica

Certified Charrette Planner

WHY MELISSA?

- Public outreach manager on existing BCAD Airport Planning Consultant Services projects
- Currently working on four aviation projects
- Focused on strategic planning, marketing communications, and stakeholder outreach

BIO

Melissa leverages a 14-year, multifaceted career history in communications, outreach, marketing, sales, business development and strategic management. With a proven track record of overseeing projects and campaigns from inception through execution, Melissa specializes in delivering solutions for clients both locally and internationally.

As a member of the Garth Solutions leadership team, Melissa has a keen focus on communications and strategic planning and is the lead public outreach manager on a portfolio of key projects including multiple aviation projects and the existing BCAD airport planning consultant services projects.

Melissa holds a Master of Business Administration from the ESADE Business School in Spain as well as a Bachelor of Business Administration from the University of Technology in Jamaica.

REPRESENTATIVE EXPERIENCE

Broward County Aviation Department (BCAD) Airport Planning Consultant Services | Fort Lauderdale, FL

Fort Lauderdale International Airport Part 150 Study for Broward County Aviation Department (BCAD) | Fort Lauderdale, FL

Broward County Aviation Department Master Plan Study:
HWO (North Perry Airport) – Phase I & Phase II | Fort Lauderdale, FL

MDAD-Bombardier Service Center Opa-Locka Airport | Opa-Locka, FL

Naples Airport Part 150 Study | City of Naples

Conceptual Streetscape Design for Las Olas Boulevard | Fort Lauderdale, FL
Expansion Master Plan Study

JAKE D. JORGENSON, Ph.D.

Jake possesses extensive experience in recreation and tourism planning and visitor research. He specializes in exploring resident opinions, visitor behaviors, management solutions, and statistical modeling to address the challenges of each project. His personal philosophy is grounded in providing practical solutions through research while using both traditional and innovative research methodologies. Jake has been involved in developing models of visitor preferences for the National Park Service, future development of municipal county parks and recreation plans, and visitor monitoring strategies for multiple tourism organizations. Throughout the Western U.S., he has first-hand knowledge of the challenges and issues faced by land managers, tourism operators, and local communities. Jake specializes in survey research with a focus on understanding visitor/user behavior, preferences, and visitor use management.

Education

Doctor of Philosophy, Forestry and Conservation Science: University of Montana, 2016

Master of Science, Recreation Management: University of Montana, 2013

Bachelor of Science, Recreation and Tourism Studies: University of North Dakota, 2010

Professional Experience

2017 to present	SENIOR RESEARCH ANALYST, RRC Associates, Boulder, CO
2011 to 2017	RESEARCH ASSISTANT / POST-DOCTORAL RESEARCHER, The Institute for Tourism and Recreation Research, University of Montana, Missoula, MT

Representative Projects

Visitor Profile and Tourism Research

- Yellowstone National Park
- Glacier National Park
- Custer National Forest
- Gallatin National Forest
- Upper Colorado River
- Breckenridge, CO
- Denver, CO
- Golden, CO
- Steamboat Springs, CO
- Gardiner, MT
- Whitefish, MT
- Missoula, MT

Ski Area Research

- Whitefish, MT
- Grand Targhee, WY
- Mission Ridge, WA

National Ski Areas Association

- Beginner Conversion
- Kottke End of Season Report
- National Demographic Report

City and County Parks and Recreation/ Citizen Surveys

- Amherst, NY
- Arlington Heights, IL
- Bismarck, ND
- Chatham County, GA
- County of San Luis Obispo, CA
- Darien, CT
- Dublin, CA
- Galesburg, IL
- Greenbelt, MD
- Gunnison, CO
- Henderson, NV
- Irvine, CA
- Sandpoint, ID
- Saratoga Springs, NY
- St. Cloud, FL
- Woodridge, IL

MICHAEL A. SIMONE

With a background in statistics and geography, Mike has developed a niche in performing community/citizen surveys in towns and counties throughout the United States, which serve as input to community comprehensive plans. Additionally, Mike has developed a specialty in performing focused studies of parks, recreation, trails, and open space needs assessments, the results of which become incorporated into parks and open space master plans.

Mike has many years of experience with all survey research analytical methods, techniques, and interpretation. Mike is actively involved in a variety of projects as a research analyst to the snowsports and general travel industries, providing timely information to policy-makers on important issues such as priorities for capital improvement decisions, pricing strategies, market-specific targeting, brand and image analysis, and satisfaction tracking of product experience. Mike also has expertise with performing economic impact studies of special events in terms of ROI and generating benefit to local communities.

Education

Master of Science, Geography: Oklahoma State University, 1987

Bachelor of Science, Geography: Oklahoma State University, 1985

Professional Experience

1989 to present SENIOR ASSOCIATE, RRC Associates, Boulder, CO

Representative Projects

Analyst in the preparation, implementation, and interpretation of a variety of planning and research studies including:

Asheville, NC Parks, Recreation, Trials and Open Space
Boulder Valley School District, Athletic Needs Assessment, CO
Burien, WA Recreation Center Survey
Byers, CO Community Survey
City of Boulder Parks and Recreation, CO
City of Brighton Parks and Recreation, CO
City & County of Broomfield Parks and Recreation, Open Space and Trails, CO
City & County of Denver Parks and Recreation, CO
Cedar Rapids, IA Parks, Recreation, Trails and Open Space
City of Evans Parks and Recreation, CO
City of Grand Junction Parks & Recreation
Cripple Creek, CO Parks and Recreation
City of Norman, OK Community Survey
Deer Valley Resort, UT
Town of Estes Park, CO
City of Fort Collins Parks and Recreation, CO
Fraser Valley Metropolitan Recreation District, CO
Hayden, CO Parks, Recreation, Trails and Open Space
Heavenly Resort—Lake Tahoe
Incline Village/Crystal Bay Visitors & Convention Bureau, NV
Lake Tahoe Visitors Authority
Maryland-National Capital Parks and Planning Commission
Monte Vista, CO Parks, Recreation, Trails and Open Space
North Lake Tahoe Resort Association
Oklahoma City Parks and Recreation, OK
Park City Mountain Resort, UT
Prospect Recreation and Park District, Wheat Ridge, CO
Reno-Sparks Convention and Visitors Authority, NV
Salida, CO Parks, Recreation, Trails and Open Space
Sherwood, OR Parks and Recreation
Steamboat Ski and Resort Corporation
Steamboat Springs Chamber Resort Association
City of Steamboat Springs, CO Parks and Recreation
City of Tulsa, OK Parks and Recreation
Town of Carbondale Parks and Recreation, CO
Town of Superior, CO Community Survey
Utah Ski & Snowboard Association (Ski Utah)
Vail Resorts, Inc.
Woodburn, OR Parks, Recreation, Trails and Open Space

City of Opa-Locka Comprehensive Parks and Recreation Master Plan
Project Tasks Schedule / Timeline

MILLER LEGG
IMPROVING COMMUNITIES. CREATING ENVIRONMENTS.

Task	Timeline Period (by Month)												ML Team Members Involved	City Staff Involved
	1	2	3	4	5	6	7	8	9	10	11	12		
A. Community Inventory and Analysis														
A.1 Establishment of Goals & Objectives	Δ												P, RP, PL/LA, PO	Parks and Recreation Leadership Team, IT
A.2 Interactive Website/Social Media	X	X	X	X	X	X	X	X	X	X	X	X	PL/LA, Env/GIS, PO	Parks and Recreation Leadership Team, IT
A.3 Information Assembly	X	X	X										P, RP, PL/LA, Env/GIS	Parks and Recreation Leadership Team, Public Works, Planning & Commmunity Development
A.4 Existing Facilities Inventory	X	X	X										P,PL/LA	Parks and Recreation Leadership Team
A.5 Visioning Workshops and City Interviews	X	X	X										P,PL/LA, PO	Parks and Recreation Leadership Team, Commission, Admin
B. Needs Assessment														
B.1 Level of Service Analysis		X	X	X									P, RP, PL/LA	Parks and Recreation Leadership Team
B.1.a. GRASP® Level of Service Analysis		X	X	X									P, RP, PL/LA	Parks and Recreation Leadership Teams, Commission, Admin
B.2 Statistically-Valid Survey		X	X	X	X								P, RP, SA	Parks and Recreation Leadership Team, IT
B.3 Inventory and Asssessment Workshops					Δ								P, RP, PL/LA, PO	Parks and Recreation Leadership Team, Commission, Admin
C. Draft Parks and Recreation Master Plan														
C.1 Needs Analysis						X	X	X	X				P, RP, PL/LA	Parks and Recreation Leadership Team, Admin
C.2 Recreation Program Development						X	X	X	X				RP, PL/LA, Sr Env	Parks and Recreation Leadership Team, Admin
C.3 Draft Plan						X	X	X	X				RP, PL/LA, Sr Env, Env/GIS	Parks and Recreation Leadership Team, Public Works, Planning & Community Development
C.4 Draft PRMP Workshop									Δ				P, RP, PL/LA	Parks and Recreation Leadership Team, Commission, Admin
D. Final Parks and Recreation Master Plan														
D.1 Document Finalization										X	X	X	P, RP, PL/LA, Env/GIS	Parks and Recreation Leadership Team
D.2 Document Components											X	X	P, RP, PL/LA, Env/GIS	Parks and Recreation Leadership Team
D.3 Final PRMP Public Presentation												Δ	P, RP, PL/LA	Parks and Recreation Leadership Team, Commission, Public Works, Planning & Community Development

Δ Milestone

Key: P=Principal/Project Manager
RP=Recreation Planner
PL/LA = Planner/Landscape Architect
Sr. Env=Sr. Environmental
Env/GIS=Environmental/GIS Tech
SA=Survey Analyst
PO=Public Outreach Specialist

NOTE: We are prepared to begin the project on August 1, 2021.

RFP NO: 21-0630100

PRICE PROPOSAL FORM

COMPREHENSIVE PARKS AND RECREATION MASTER PLAN

PROPONENT understands and agrees that the Contract Price is the lump sum to furnish and install all of the Work complete in place. Vendor's price will not be adjusted unless the CITY changes the scope of the Project after the Contract Date.

As such, the Vendor shall furnish all labor, materials, equipment, tools, superintendence and services necessary to provide a complete, in place Project for the Proposed Price of:

LUMP SUM PRICE:$ 147,500

SUBMITTED THIS 28 DAY OF June 2021.

BID SUBMITTED BY:

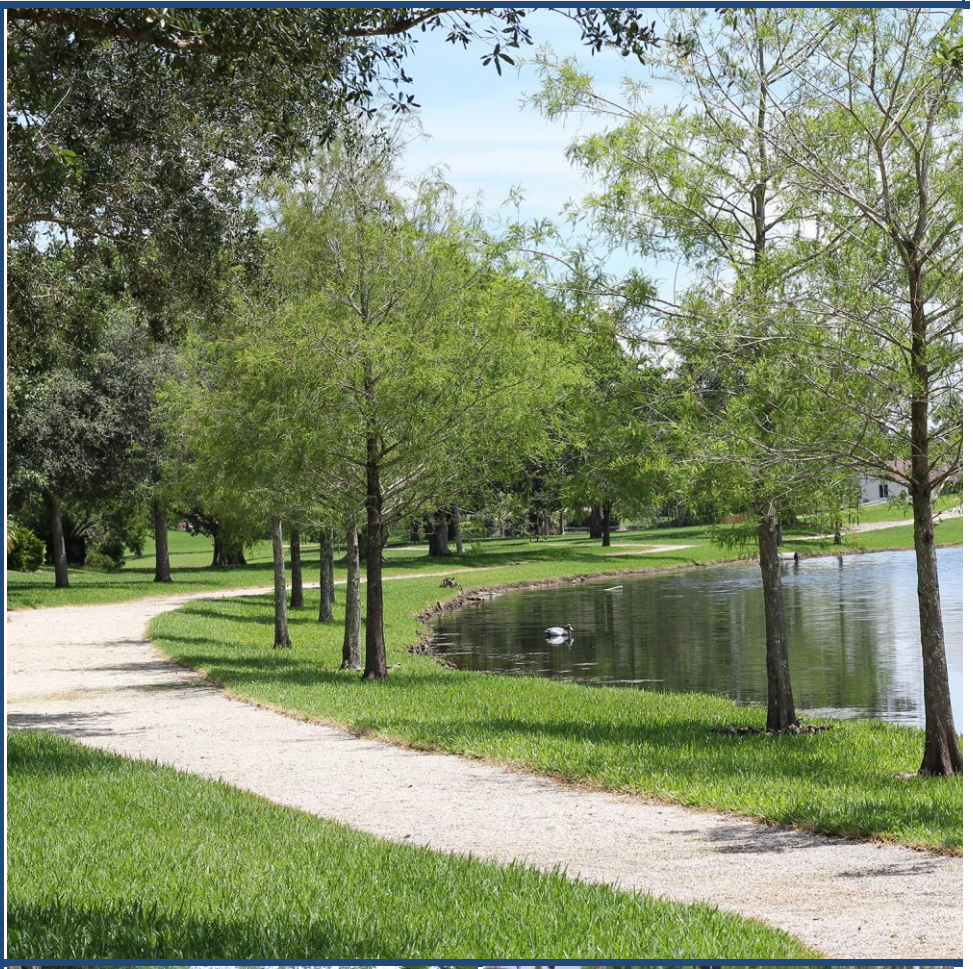
Miller Legg	954-436-7000
Company	Telephone Number
Michael D. Kroll	954-493-6539
Name of Person Authorized to Submit Bid	Fax Number
Signature	mkroll@millerlegg.com
	Email Address
Principal-in-Charge/President	
Title	

City of Plantation Parks & Recreation Master Plan

Plantation, Florida

Miller Legg prepared the first Plantation Parks and Recreation Master Plan. The firm provided comprehensive recreation planning based upon research of existing facilities and programs, recreation opportunities and needs analyses specific to City of Plantation demographics to develop programming, budget and operational needs for a 10-year horizon. Public Outreach to effectively gather and disseminate information during Plan development was an important focus of the project. Public workshops assisted in determining community recreation needs and desires. Recreation sites were reviewed, along with future expansion opportunities to accommodate program requirements. The final Master Plan included a 10-year capital improvement plan for the implementation of proposed Plan improvements.

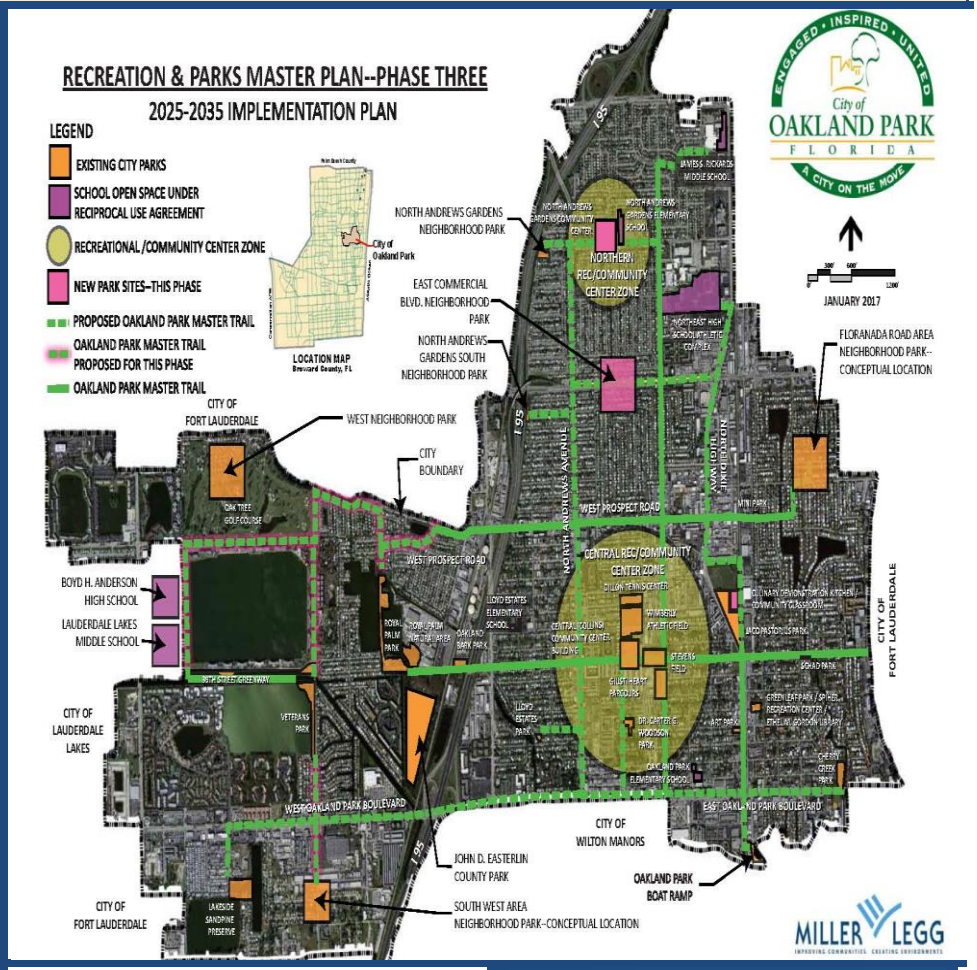
Client Reference:
Ms. Patricia O'Toole, CPRP
City of Plantation
400 NW 73rd Avenue
Plantation, FL 33317
(954) 452-2514
potoole@plantation.org



City of Oakland Park Parks & Recreation Master Plan Update

Oakland Park, Florida

Having prepared the original Recreation and Parks Master Plan for the City of Oakland Park in 2009, Miller Legg was retained by the City in 2015 to update this Plan. The scope of services involved site analyses of each park and community center, a recreational programming needs assessment based upon the current and anticipated City population, a proposed implementation plan with recommendations for recreational improvements including cost estimates and the application of updated census data to a map and exhibits format for comparison with the original Master Plan.



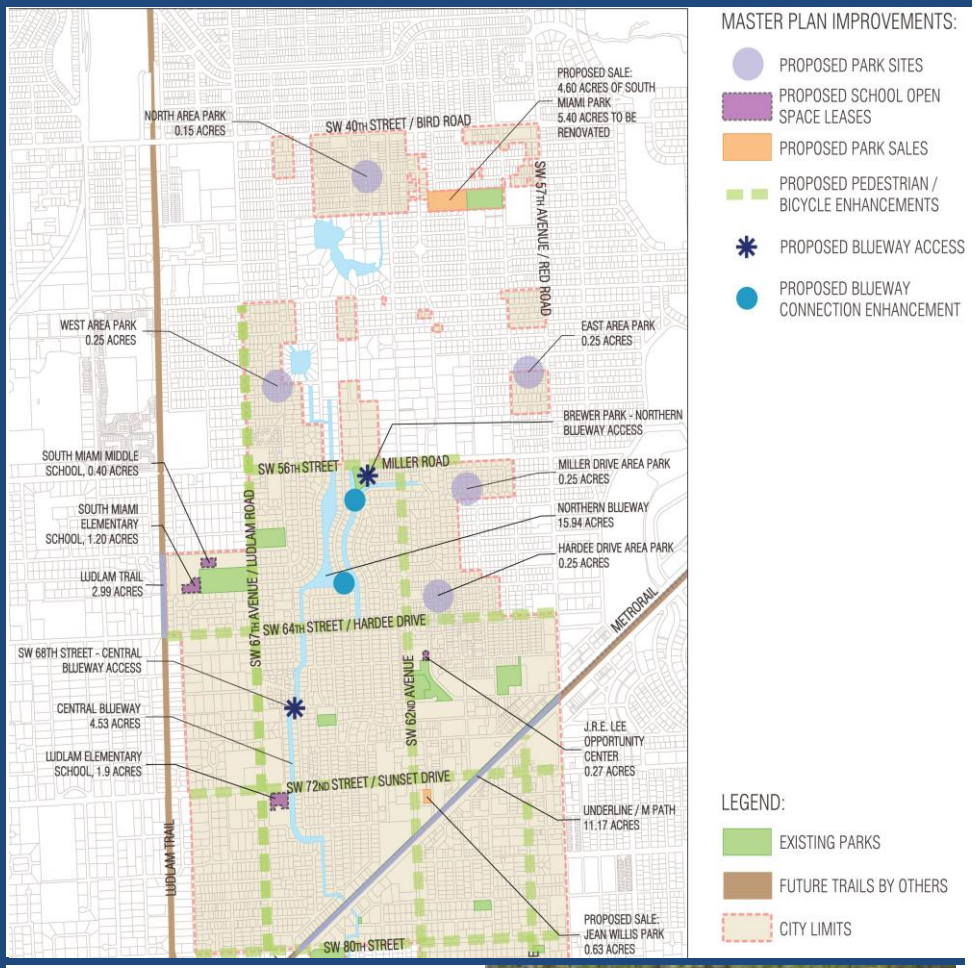
Client Reference:
Mr. Chris Casale, CPRP
City of Oakland Park
3650 NE 12th Avenue
Oakland Park, FL 33334
(954) 630-4500
Christopher.casale@oaklandparkfl.gov

City of South Miami Parks and Recreation Master Plan

South Miami, Florida

Miller Legg prepared the first City of South Miami Parks and Recreation Master Plan. The professional services for this Master Plan included comprehensive planning, recreation planning, significant maintenance planning, landscape architecture, and public outreach services. To develop programming, budget, and operational needs for a 10-year horizon, our team researched existing facilities and recreation opportunities, and needs analyses specific to South Miami demographics. Public outreach services included a public online survey, multiple public presentations and workshops.

Client Reference:
Mr. Quentin Pough
City of South Miami
6130 Sunset Drive
South Miami, FL 33143
(305) 663-6338
QPough@southmiamifl.gov



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City of Tamarac East Side Parks Feasibility Study

Tamarac, Florida

The Miller Legg Team is conducting a needs assessment and feasibility study to address potential new recreation facilities in the eastern portion of the City of Tamarac. The scope includes comprehensive recreation planning based on research of existing facilities and programs, recreation opportunities and a needs assessment specific to the study area demographics in order to develop programming, budget and operational needs for the proposed improvements. Community input will be gathered via various survey platforms and City staff and public workshops scheduled to refine recreation needs and desires. The final deliverable will be a Feasibility Study which will contain a 10-year Capital Improvement Plan for the implementation of the proposed improvements and acquisitions, an analysis of funding opportunities and a narrative report to outline the process and results.

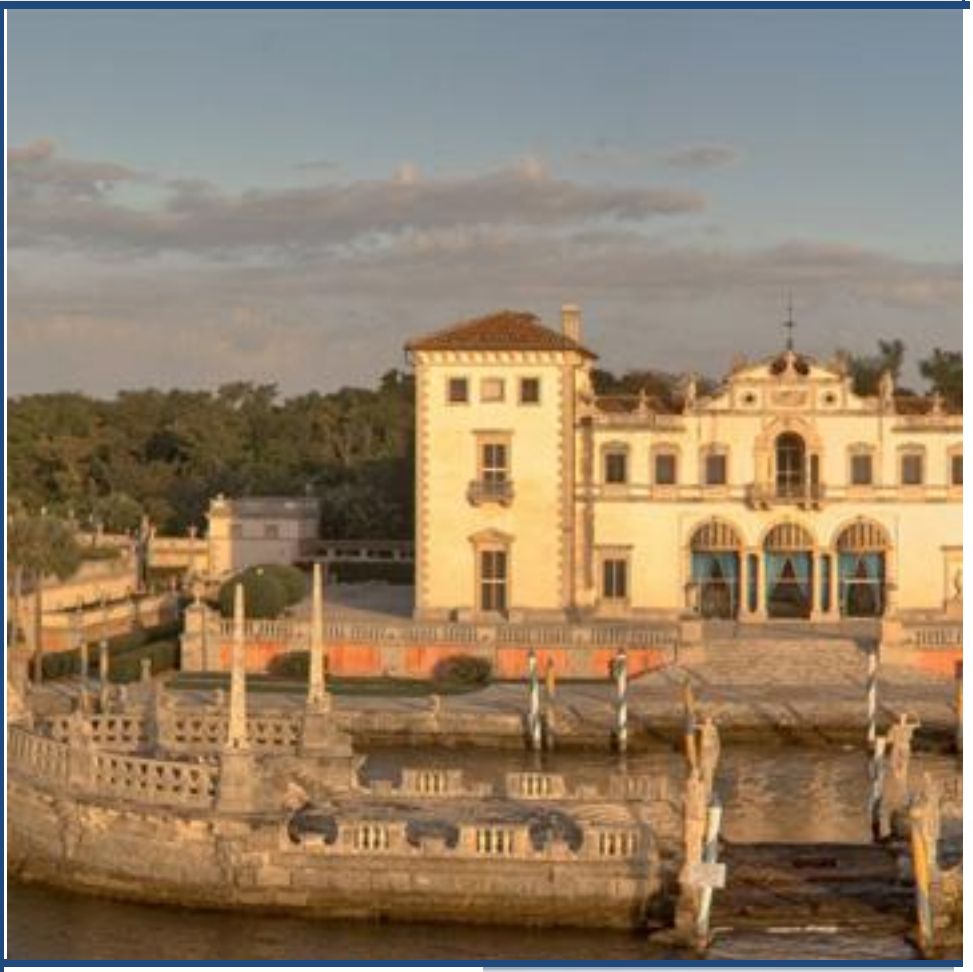
Client Reference:
Ms. Linda Probert
City of Tamarac
6001 Nob Hill Road
Tamarac, FL 33321-6200
(954) 597-3632
Linda.Probert@tamarac.org

Vizcaya Museum & Gardens Master Plan Refinement

Coral Gables, Florida

Located on Biscayne Bay in Miami, Florida, Vizcaya is the 50-acre historical Villa and gardens of industrialist James Deering and is designated as a National Historic Landmark. Miller Legg was the landscape architect and traffic/ transportation consultant for the Vizcaya Museum and Gardens Master Plan refinement. The Master Plan refinement focused on the entire Vizcaya property, especially the integration of the Vizcaya village into the educational and historical guest experience at Vizcaya. Miller Legg collaborated with Quinn Evans Architects and MC Harry Architects on this historical restoration project for Miami-Dade County and the Vizcaya Museum and Gardens Trust.

Client Reference:
Mr. Craig Aquart, AIA
MC Harry Associates, Inc.
2780 SW Douglas Road, Suite 302
Miami, FL 33133
(305) 445-3765
caquart@mcharry.com



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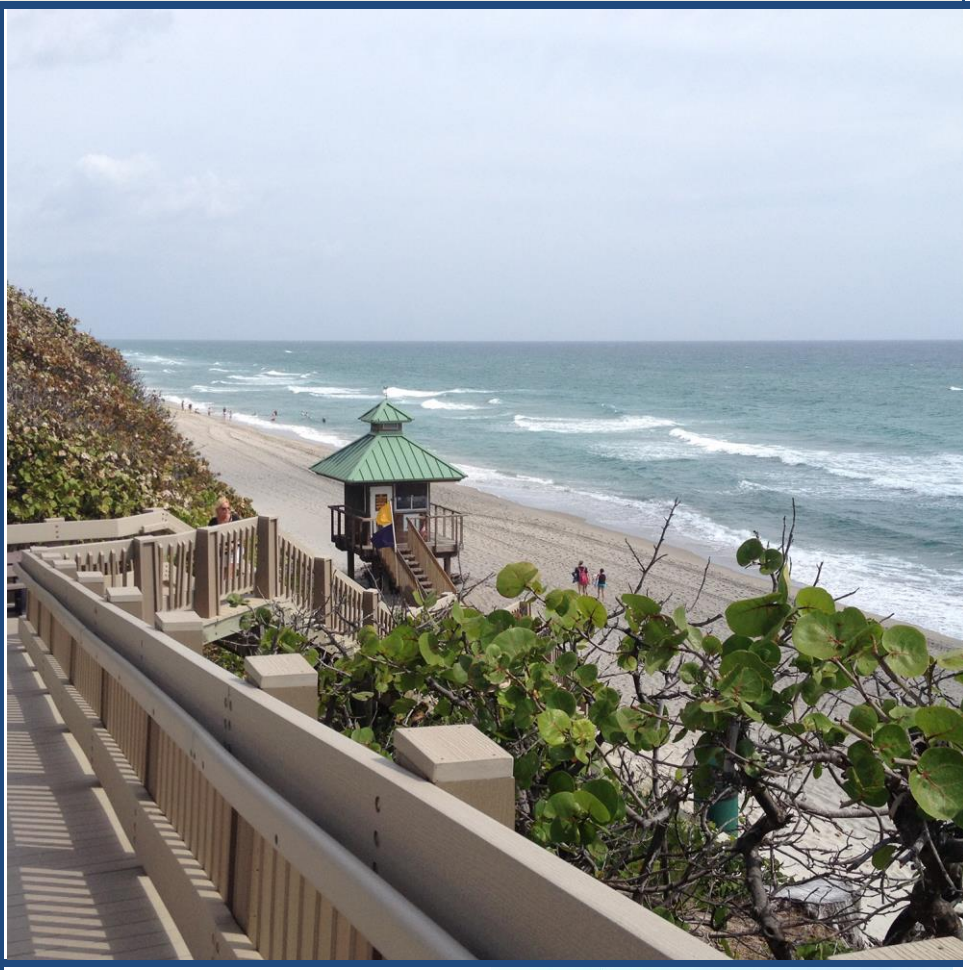
Boca Raton Red Reef Park Master Plan Update

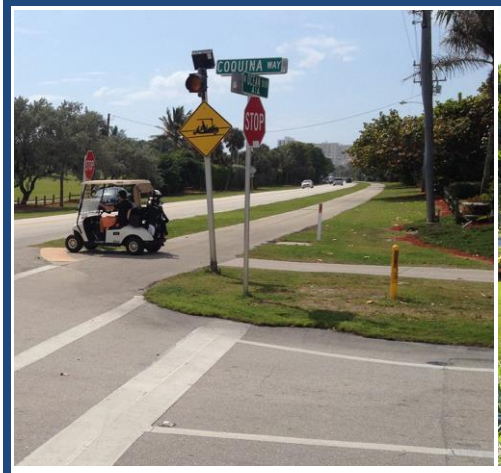
Boca Raton, Florida

Miller Legg prepared a revised Master Plan, Report and Recommendations for Red Reef Park, which included the unique Gumbo Limbo Nature Center. The Master Plan addressed the Park's 67 acres of existing facilities, structures, uses and demands, as well as operation and maintenance procedures, and recommended suitable modifications, improvements, enhancements and additional potential uses. In addition, the Master Plan included opinions of probable costs for recommended capital improvements, modifications, repairs, renovations and operational maintenance recommendations.

Some tasks were required due to normal deterioration, while others were the result of aesthetic considerations or requirements to maintain existing levels of service. Both interior and exterior building features were considered as well as reviews and recommendations of potential new buildings and facilities to accommodate existing and future demands of the uses of each element of Red Reef Park. Miller Legg reviewed and evaluated comments, suggestions and directions from the City of Boca Raton staff and public service groups such as the Friends of Gumbo Limbo.

Client Reference:
Ms. Briann Harms
Greater Boca Raton Beach & Park District
300 South Military Trail
Boca Raton, FL 33486
(561) 417-4599
bharms@mybocaparks.org





Representative Project Summaries

MAITLAND, FLORIDA
PARKS AND RECREATION MASTER PLAN

Reference:

Jay Conn, Director
1776 Independence Lane, Maitland, FL 32751
407.539.6268 | jconn@itsmymaitland.com

Project: The Maitland City Council authorized the update of the 2001 Parks and Recreation Master Plan. The purpose of the update is to evaluate, assess, and make recommendations regarding parks, recreation, and open space needs for the City of Maitland for 2014 - 2024. The goal of the plan was to put in place a clear, logical, and precise guideline that can be used for future development and growth. The plan was coordinated through the Leisure Services Department, with input and data from other City Departments, as well as the community at large. Citizen participation was critical in formulating the plan both through public meetings and input from City Council, as well as the Parks and Recreation Advisory Board. The project included public process, including a statistically valid survey, facility inventory and analysis, component based level of service analysis, needs analysis, facilities analysis, open space assessment, greenway plan analysis, and development of an implementation plan. *Team members included Tindale Oliver Design and RRC Associates.*

MAITLAND Parks & Rec

Representative Project Summaries

WEST PALM BEACH, FLORIDA
RECREATION DEPARTMENT MASTER PLAN

Reference:

Leah Rockwell, Director
401 Clemetis St.
West Palm Beach, FL 33402
(561) 804-4904 | lrockwell@wpb.org
Completed: 2015

Our team created a Department Master Plan for the City of West Palm Beach Recreation Department. The Department was interested in developing a plan that would provide a clear vision for the future as well as the goals and strategies necessary to achieve it. To meet these goals, our team engaged the community to determine current and desired level of service, how well the system was meeting its needs, and potential programs and services that were no longer desired. Our team also conducted an inventory and analysis of natural preserves, parks, playgrounds, greenways, beaches, open spaces, and other recreational facilities. Focus groups, stakeholder interviews and a statistically-valid survey were also conducted, along with an organizational analysis. The team used this information to assist the Department in coming to consensus on its mission and vision, and to develop implementable and realistic goals and an action plan. *Team members included Chen Moore Associates, Atkins, and RRC Associates.*

Representative Project Summaries

MARTIN COUNTY, FLORIDA
COUNTYWIDE PARKS AND RECREATION MASTER PLAN

Reference

Kevin Abbate, Parks and Recreation Director
2401 SE Monterey Road
Stuart, FL 34996
(772) 221-1418 | kabbate@martin.fl.us
Completed: 2016

Project: Martin County is home to over 150,000 residents and attracts over 200,000 tourists per year. The Martin County Parks and Recreation Department provides many diverse services and programs to these people, comprising 75 varying parks and facilities, which include 9 miles of public beaches. To effectively manage these facilities and services in a cost effective manner while still satisfying public needs, the Department retained the GreenPlay team to develop a Countywide Parks and Recreation Master Plan. The project consisted of community wide public engagement, including focus groups and stakeholder interviews, as well as a MindMixer online engagement site. The team conducted an inventory and level of service analysis, trends and demographics analysis, and a programming and maintenance analysis. Resulting information was compiled and analyzed to produce an action and implementation plan that would assist the Department in provision of services with short, mid, and long-term goals. *Team members included Chen Moore Associates and Atkins.*

Las Olas Corridor of Improvements (Las Olas Beach Park)

Client
SKANSKA

Owner
City of Fort Lauderdale

Point of Contact
Vincent Collins
vincent.collins@skanska.com
954-605-7688

Project Cost
$51 Million

Start Date
2017

Completion Date
2019

Project Description

The $51 Million Las Olas Corridor Improvements (Las Olas Beach Park Project) consisted of the design and construction of a state-of-the-art parking garage facility, along with two new waterfront parks on Fort Lauderdale Beach, a tree lined promenade, landscape and streetscape enhancements and pedestrian connections in Fort Lauderdale, FL. The Las Olas project was uniquely appointed with a diverse group of stakeholders including businesses, residents in condos and high-end homes, and marina users. The impact of the garage, parks, and street improvements have revamped this important roadway.

Scope of Work

GSI was tasked with providing support for Construction Manager, Skanska, in various capacities including, public outreach, project administrative support, and document control. GSI executed the following approach:

- Created the communications material for the project.
- Addressed resident concerns.
- Coordinated public communication notifications.
- Provided reporting and other general support services.

Methods Used

- Dedicated Hotline & Email
- Onsite Community Outreach Office
- Door to Door Outreach
- Monthly Newsletters
- Signage
- HOA Meeting Attendance
- Construction Alerts
- Community Events
- Stakeholder Updates
- Collateral Materials

Results

With the help of GSI, SKANSKA was able to create an effective line of communication between the Construction Management team and the Las Olas stakeholders.

Broward County Public Schools - General Obligation Bond Capital Improvement

Client
AECOM

Owner
Broward County Public Schools

Point of Contact
Frank Girardi
fgirardi@browardschools.com
954-249-4213

Project Cost
$800 Million

Start Date
2015

Completion Date
Present

Project Description

The SMART Bond Program is a $800 Million General Obligation Bond referendum that provides critically needed funding for 232 Broward County Public Schools. This invested capital funding is to enhance students' learning environments by focusing on Safety, Music and Art, Athletics, Renovation and Technology (S.M.A.R.T.) improvements.

Scope of Work

GSI was brought on to the Program Management team to create and implement a strategic communication and outreach program that informed the school community, businesses, staff, and advisory committees about the improvements being made on the 232 school campuses. GSI executed the following approach:

- Developed and deployed an extensive communications plan that provided monthly, quarterly, and yearly reports to diverse stakeholders utilizing community-focused materials to relay SMART Program projects' progress.
- Provided custom reports, newsletters, media alerts, presentations, and more at key project milestones as well as on demand.
- Worked strategically in collaboration with the BCPS Office of Communications to ensure that messaging, graphics, and communication materials are accurate, effective, and targeted while maintaining strict District branding guidelines.
- Augmented the BCPS program team with a full-time dedicated staff (including Project Managers, Procurement Specialists, Administrative and Document Control personnel) who are located on site throughout the project.
- Worked side by side with the School District facilities team and other program consultants to implement all aspects of planning, design, and construction management.
- Provided administrative support to Project Managers, assisting with the management process of several schools, maintaining a comprehensive database of documents, and supporting the procurement of District vendors.
- Compiled and produced a quarterly report that is submitted to a third-party Bond Oversight Committee.

Methods Used

- Communications Materials
- Meeting Facilitation
- Graphic Design
- Program Specific Website
- Stakeholder Meetings
- Collateral Materials
- Technical Reports
- Drone Footage
- Photo Documentation
- Contractor/Vendor Recruitment
- Email Marketing
- Social Media
- Digital Surveys
- Cross Departmental Coordination
- Virtual Meetings
- Construction Signage
- Stakeholder Outreach
- Public Involvement/Community Engagement
- Staff Augmentation

Broward County's Medical Examiner's OfficeandBSO's Crime Lab Combined Facilities

Client
Leo A. Daly

Owner
Broward County

Point of Contact
David Hawke
dhawke@broward.org
954-357-5638

Project Cost
$13,035,168

Start Date
2019

Completion Date
Present

Project Description

Leo A. Daly was hired by Broward County as the lead planning and architectural engineer for the planning phase of the Broward County Medical Examiner's Office and BSO Crime Lab. The Broward County Forensic Science Center was designed to be a combination facility used primarily by the two major Forensic Science and Pathology institutes of Broward County. The intention behind the construction of the building was to provide advanced technological and scientific tools to forensic experts.

Scope of Work

GSI was hired as a subconsultant to Leo A. Daly to develop and execute a comprehensive engagement plan. GSI executed the following approach:

- Defined target audiences.
- Coordinated outreach to direct stakeholders of the project including, four public officials, 10 HOAs, four schools, five churches, and 11 businesses.
- Selected appropriate methods of communication.
- Proceeded with comprehensive direct outreach to relevant stakeholder groups including Broward County staff, public officials, facility user groups, regulatory agencies and impacted individuals, residents, and businesses and organizations in adjacent communities.
- Developed key messaging to be included on the Medical Examiner's Office and BSO's Crime Lab website.
- Produced communications materials for the project.

Methods Used

- Website Content Development
- Collateral Materials
- Stakeholder Meetings
- Canvassing

City of St. Petersburg Vision 2050 Plan or StePete2050

Client
Vanessa Hangen and Brustlin, Inc. (VHB)

Owner
City of St. Petersburg

Point of Contact
Neale Stralow
nstralow@vhb.com
813-327-5448

Project Cost
$500,000

Start Date
2019

Completion Date
2020

Project Description
VHB was tasked with starting an inclusive, citywide dialogue about the future of St. Petersburg with the aim of crafting a vision plan for the city through 2050. VHB wanted the conversation about St. Petersburg's path to 2050 to occur through a variety of channels, mediums, and activities – all strategically timed and targeted to encourage active and meaningful public engagement.

Scope of Work
GSI was hired as the lead public outreach consultant on the project, tasked with developing and implementing a comprehensive, citizen-driven public engagement and communications plan that would give community members the opportunity to provide their input on the future of St. Petersburg. GSI executed the following approach:

- Crafted the project's messaging and branding elements including, press releases, advertising, and marketing materials.
- Facilitated online engagement through the project website and social media.
- Hosted community workshops in different parts of the city to encourage diverse participation.
- Organized participation at local events to engage residents who would not typically attend public meetings.
- Targeted youth outreach through the City's Parks & Rec after school program and the Great American Teach-in.
- Created online community surveys to reach stakeholders who were unable to attend events or unaware of the project.
- Spearheaded interactive feedback elements such as the StPete2050 feedback wall and pub crawls.

Methods Used
- Community Meetings
- Website Content Development
- Stakeholder Engagement
- Events
- Collateral Materials

Results
Through GSI's execution of non-traditional engagement methods, the project amassed 7,800 points of engagement that included over 4,000 survey responses, over 3,300 participants at various events, and over 500 comments on the project website.

Conceptual Streetscape Design for Las Olas Boulevard

Client
The Corradino Group

Owner
City of Fort Lauderdale

Point of Contact
Edward Ng
eng@corradino.com
305-594-0735 ext. 1022

Project Cost
$765,644

Start Date
2020

Completion Date
2021

Project Description

The Corradino Group was tasked with developing a conceptual streetscape design for the future of the iconic Las Olas Boulevard. The study area is Las Olas Boulevard between the New River and Broward Boulevard, and between Andrews Avenue and Fort Lauderdale Beach Boulevard. The study intends to identify opportunities and challenges, to provide key components that will ground the future development of the area.

Scope of Work

GSI was hired as a subconsultant to The Corradino Group to provide public engagement and communications services. GSI executed the following approach:

- Implemented a dynamic public engagement program to assist the design team in taking a multifaceted approach to public engagement.
- Utilized a combination of stakeholder meetings, public workshops, surveys, interactive digital communication tools and other mediums to share information and obtain feedback.
- Planned a virtual walking tour of the Las Olas corridor.

Methods Used

- Stakeholder Outreach
- HOA Meeting Attendance
- Graphic Design
- Social Media
- Photographic Documentation
- Video Presentations
- Stakeholder Meetings
- Collateral Materials
- Virtual Tours

Results

With the help of GSI, The Corradino Group was able to effectively identify and communicate with key stakeholder groups to build consensus and deliver proposed conceptual design for the Las Olas corridor.

With the Covid-19 pandemic coming into play at a critical point of the project, GSI pivoted seamlessly into a digital execution of the public engagement activities to include a virtual walking tour of the Las Olas corridor among other methods.

St. Cloud Florida Parks and Recreation Master Plan Survey

The City of St. Cloud Parks and Recreation Department partnered with RRC Associates to conduct a resident survey on parks, facilities, and program preferences and satisfaction among residents of St. Cloud, FL in the fall of 2018. Residents were randomly sampled to participate in a mail survey or password protected online survey to share their opinions. An open link survey was provided to all residents who did not receive a mailed survey. Results were used to assess where facilities needed improvement, how important priorities were for the future of the Parks and Recreation Department, and how frequently residents used specific facilities. This information provided a baseline to the St. Cloud Parks and Recreation Department to continue to monitor and improve for years to come.

Client:
Stephanie Holtkamp, CPRP, CPSI, AFO
City of St. Cloud
Director, Parks and Recreation

RRC Staff:
Michael Simone, Senior Associate
Jake Jorgenson, Senior Research Analyst

Orlando, FL Families, Parks, and Recreation (FPR) Master Plan Survey

RRC Associates is currently engaged with the Orlando Families, Parks, and Recreation Department in conducting a statistically valid survey to be used as a key component of a parks and recreation master plan. Questions asked on the survey include a full range of issues impacting the success of the parks and recreation master plan, including usage and satisfaction with parks, trails and facilities; needs and priorities for parks, trails and facilities; marketing efforts used and preferred for the future; participation, satisfaction and most important components of programs; barriers to usage of parks, facilities and programs; support and priorities for special facilities and other improvements to the parks and recreation system; and support for future financial investments.

RRC is in the process of administering the random sampling survey by mail and on-line to resident households in the City of Orlando, with results to be reported by each of the 6 Commission Districts for the City of Orlando later in 2019. Doorhanger surveys and targeted intercept surveys will also take place to further augment the statistically valid survey effort in order to boost response, more broadly reach members of the community, and to reach residents in cases were adequate or representative response is determined to be a challenge. All survey instruments are translated into Spanish along with English versions.

Client:
Denise J. Riccio, RLA
FPR Planner and Grants Manager
City of Orlando Families, Parks & Recreation Department

RRC Staff:
Michael Simone, Senior Associate
Sandy Holt, Senior Research Analyst

Irvine, CA Resident Recreation Activity and Programs Survey

The City of Irvine, CA partnered with RRC Associates in late 2018/early 2019 to conduct a resident survey on resident opinions of recreation programs, program locations, and the future of programming. Residents were randomly sampled to participate in a mail survey or password protected online survey to share their opinions. The online survey was translated into five languages for residents to participate (Spanish, Mandarin, Korean, Vietnamese, and Farsi). This approach allowed for a wide range of participation from a variety of different users across Irvine. In addition, an open link survey was provided to all residents who did not receive a mailed survey. Results have been used to assess which program areas are most in need of improvement. Further, Irvine can use the results to assess which program typologies need to be expanded in the future. Both user and non-user opinions on programs are critical to continue building and serving the public.

Client:
Chris Dropinski, CPRE
Senior Principal
GreenPlay, LLC.

RRC Staff:
Chris Cares, Managing Director
Jake Jorgenson, Senior Research Analyst

RFP NO. 21-0630100

COMPREHENSIVE PARKS AND RECREATION MASTER PLAN

PROPOSER QUALIFICATIONS

The Proposer, as a result of this proposal, MUST hold a County and/or Municipal Contractor's Occupational License in the area of their fixed business location. The following information MUST be completed and submitted with the proposal to be considered:

1. Legal Name and Address:

   Name: Miller Legg

   Address: 5747 N. Andrews Way

   City, State, Zip: Ft. Lauderdale, FL 33309 Phone/Fax: 954-436-7000

2. Check One: Corporation (x) Partnership ( ) Individual ( )

3. If Corporation, state:
   Date of Incorporation: 4/1/1965 State in which Incorporated: Florida

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization:_____

5. **Name and Title of Principal Officers** **Date Elected:**

Michael Kroll, President	10/5/2015
Dylan Larson, Secretary	10/5/2015
Leslie Hernandez, Treasurer	01/31/2007
Joaquin Mojica, Asst. Secretary	07/11/2017
Martin Rossi, Asst. Treasurer	07/28/2016

6. The length of time in business: 56 years

7. The length of time (continuous) in business as a service organization in Florida:
   56 years

8. Provide a list of at least three commercial or government references that the bidder has supplied service/commodities meeting the requirements of the City of Opa-locka specification, during the last twenty-four months. See Tab 5. Experience and Tab 8. References

9. A copy of County and/or Municipal Occupational License(s) See Attached

Note: *Information requested herein and submitted by the proposers will be analyzed by the City of Opa-locka and will be a factor considered in awarding any resulting contract. The purpose is to insure that the Contractors, in the sole opinion of the City of Opa-locka, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract. If there are any terms and/or conditions that are in conflict, the most stringent requirement shall apply.*

CITY OF OPA-LOCKA

CERTIFICATION REGARDING DEBARMENT, SUSPENSION PROPOSED DEBARMENT AND OTHER MATTERS OF RESPONSIBILITY

1. The Proposer certifies, to the best of its knowledge and belief, that the Proposer and/or any of its Principals:

A. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.

B. Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph 1-B of this provision.

2. The Proposer has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any City, State or Federal agency.

A. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions). This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

B. The Proposer shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

C. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Proposer's responsibility. Failure of the Proposer to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Proposer non-responsive.

D. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Proposer is not required to exceed

that which is normally possessed by a prudent person in the ordinary course of business dealings.

E. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature Leslie Hernandez

Printed Name Leslie Hernandez

CITY OF OPA-LOCKA
RFP NO. 21-0630100

DRUG-FREE WORKPLACE CERTIFICATION FORM

Whenever two (2) or more bids/proposals, which are equal with respect to price, quality, and service, are received by the CITY OF OPA-LOCKA for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. 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 controlled substances is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

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

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

4. In the statement specified in number (1), notify the employees that as a condition for working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction on or plea of guilty or no contest to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular 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 Section 287.087, Florida Statutes.

This Certification is submitted by Leslie Hernandez (Name) the CFO (Title/Position) of Miller Legg (Company)

who does hereby certify that said Company has implemented a drug-free workplace program, which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

6/28/2021 (Date)

Leslie Hernandez (Signature)

CITY OF OPA-LOCKA
NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA - COUNTY OF MIAMI DADE

Leslie Hernandez **being first duly sworn, deposes and says that:**

(1) He/She/They is/are the CFO (Owner, Partner, Officer, Representative or Agent) of Miller Legg the PROPONENT that has submitted the attached proposal;

(2) He/She/They is/are fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

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

(4) Neither the said PROPONENT 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 PROPONENT, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from Proposing in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any PROPONENT, firm, or person to fix any overhead, profit, or cost elements of the Proposal or of any other PROPONENT, or to fix any overhead, profit, or cost elements of the Proposed Price or the Proposed Price of any other PROPONENT, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;

(5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the PROPONENT or any other of its agents, representatives, owners, employees or parties of interest, including this affiant.

Signed, sealed and delivered in the presence of:

Witness

Witness

By: Leslie Hernandez
Signature

Leslie Hernandez, CFO
Print Name and Title

NON-DISCRIMINATION AFFIDAVIT

I, the undersigned, hereby duly sworn, depose and say that the organization, business or entity represented herein shall not discriminate against any person in its operations, activities or delivery of services under any agreement it enters into with the City of Opa-locka. The same shall affirmatively comply with all applicable provisions of federal, state and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for service delivery.

By: Leslie Hernandez

Title: CFO

Sworn and subscribed before this

28 day of June, 20 21

Notary Public, State of Florida

Dana Martin
COMMISSION # GG297870
EXPIRES: February 4, 2023
Bonded Thru Aaron Notary

Dana Martin
(Printed Name)

My commission expires: 2/4/2023

E-VERIFY

Effective January 1, 2021, public and private employers, contractors and subcontractors will be required to register with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and

a) All persons (including sub-vendors/sub-consultants/sub-contractors) assigned by Vendor /Consultant/ Contractor to perform work pursuant to the contract with the Department. The Vendor /Consultant/ Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the City; and

By entering into a Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. If t contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination. The Contractor acknowledges it is liable to the City for any additional costs as a result of termination of the contract due to Contractor's failure to comply with the provisions herein.

E-VERIFY FORM

Definitions:

"Contractor" means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration.

"Subcontractor" means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

Effective January 1, 2021, public and private employers, contractors and subcontractors will begin required registration with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and

b) All persons (including sub-vendors/subconsultants/subcontractors) assigned by Vendor/Consultant/Contractor to perform work pursuant to the contract with the Department. The Vendor/Consultant/Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the City of Opa-locka; and

Should vendor become successful Contractor awarded for the above-named project, by entering into this Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.

Company Name: Miller Legg

Authorized Signature: Leslie Hernandez

Print Name: Leslie Hernandez

Title: CFO

Date: 6/28/2021

W-9 FORM

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

► Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above
Miller Legg

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
5747 N. Andrews Way

Requester's name and address (optional)

6 City, state, and ZIP code
Fort Lauderdale, FL 33309

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
			–			–				

or

Employer identification number
6	5	–	0	5	6	3	4	6	7

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ► Leslie Hernandez Date ► 6/28/2021

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

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 CITY OF HOMESTEAD, FLORIDA

   by: Leslie Hernandez, CPA, CFO

   (print individual's name and title)

   for: Miller Legg & Associates, Inc.

   (print name of entity submitting sworn statement)

   whose business address is: 1845 NW 112th Avenue, Suite 211, Miami, FL 33172-1840

   and (if applicable) its Federal Employer Identification Number (FEIN) is: 65-0563467.

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

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

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

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
   1. A predecessor or successor of a person convicted of a public entity crime; or
   2. 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 a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

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

6. Based on information and belief, the statement, which I have marked below, is true in relations to the entity submitting this sworn statement. (Indicate which statement applies).

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

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

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

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

_____
Signature

STATE OF FLORIDA)
COUNTY OF MIAMI-DADE)

The foregoing instrument was acknowledged before me by means of ____ physical presence or __x__ online notarization, this 29 day of June, 2021, by Leslie Hernandez as CFO
(Name of person acknowledging) *(Title)*
for Miller Legg.
(Company name)

Personally known to me __x__ or has produced Identification _____, type of identification produced_____.

_____
(NOTARY SEAL HERE) SIGNATURE OF NOTARY PUBLIC

Dana Martin
COMMISSION # GG297870
EXPIRES: February 4, 2023
Bonded Thru Aaron Notary

State of Florida
Department of State

I certify from the records of this office that MILLER, LEGG & ASSOCIATES, INC. is a corporation organized under the laws of the State of Florida, filed on March 15, 1995.

The document number of this corporation is P95000021117.

I further certify that said corporation has paid all fees due this office through December 31, 2021, that its most recent annual report/uniform business report was filed on January 8, 2021, 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 Eighth day of January, 2021

Secretary of State

Tracking Number: 9088682250CC

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

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

Ron DeSantis, Governor — Halsey Beshears, Secretary — dbpr

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF LANDSCAPE ARCHITECTURE
THE LANDSCAPE ARCHITECT BUSINESS HEREIN HAS REGISTERED UNDER THE PROVISIONS OF CHAPTER 481, FLORIDA STATUTES

MILLER LEGG & ASSOCIATES INC
5747 N ANDREWS WAY
FORT LAUDERDALE FL 33309

LICENSE NUMBER: LC0000337
EXPIRATION DATE: NOVEMBER 30, 2021
Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.
This is your license. It is unlawful for anyone other than the licensee to use this document.

Ron DeSantis, Governor — Halsey Beshears, Secretary — dbpr

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF LANDSCAPE ARCHITECTURE
THE LANDSCAPE ARCHITECT HEREIN HAS REGISTERED UNDER THE PROVISIONS OF CHAPTER 481, FLORIDA STATUTES

KROLL, MICHAEL D
1297 TERRY STONE COURT
WESTON FL 33326

LICENSE NUMBER: LA0001336
EXPIRATION DATE: NOVEMBER 30, 2021
Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.
This is your license. It is unlawful for anyone other than the licensee to use this document.

000103

Local Business Tax Receipt
Miami-Dade County, State of Florida
-THIS IS NOT A BILL - DO NOT PAY

LBT

7188889

BUSINESS NAME/LOCATION
MILLER LEGG & ASSOCIATES INC - LANDSCAPE ARCHITECT BUSINESS
1845 NW 112TH AVE STE 211
MIAMI FL 33172

RECEIPT NO.
RENEWAL
7470089

EXPIRES
SEPTEMBER 30, 2021
Must be displayed at place of business
Pursuant to County Code
Chapter 8A - Art. 9 & 10

OWNER
MILLER LEGG & ASSOCIATES INC
C/O LESLIE HERNANDEZ

SEC. TYPE OF BUSINESS
212 P.A./CORP/PARTNERSHIP/FIRM
LC0000337

PAYMENT RECEIVED BY TAX COLLECTOR
$49.50 05/04/2021
INT-21-301396

Employee(s) 10

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

000102

Local Business Tax Receipt
Miami-Dade County, State of Florida
-THIS IS NOT A BILL - DO NOT PAY

LBT

7188884

BUSINESS NAME/LOCATION
MILLER LEGG & ASSOCIATES INC - ENGINEERING BUSINESS
1845 NW 112TH AVE STE 211
MIAMI FL 33172

RECEIPT NO.
RENEWAL
7470084

EXPIRES
SEPTEMBER 30, 2021
Must be displayed at place of business
Pursuant to County Code
Chapter 8A - Art. 9 & 10

OWNER
MILLER LEGG & ASSOCIATES INC

SEC. TYPE OF BUSINESS
212 P.A./CORP/PARTNERSHIP/FIRM
EB7318

PAYMENT RECEIVED BY TAX COLLECTOR
$49.50 05/04/2021
INT-21-301298

Employee(s) 10

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

000014

Local Business Tax Receipt
Miami-Dade County, State of Florida
-THIS IS NOT A BILL - DO NOT PAY

LBT

1429828

BUSINESS NAME/LOCATION
MILLER LEGG & ASSOCIATES INC - LAND SURVEYOR BUSINESS
1845 NW 112TH AVE UNIT 211
MIAMI FL 33172

RECEIPT NO.
RENEWAL
1429828

EXPIRES
SEPTEMBER 30, 2021
Must be displayed at place of business
Pursuant to County Code
Chapter 8A - Art. 9 & 10

OWNER
MILLER LEGG & ASSOCIATES INC

SEC. TYPE OF BUSINESS
212 P.A./CORP/PARTNERSHIP/FIRM
LB6680

PAYMENT RECEIVED BY TAX COLLECTOR
$49.50 05/04/2021
INT-21-301301

Employee(s) 1

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

Ron DeSantis, Governor — FBPE

STATE OF FLORIDA
BOARD OF PROFESSIONAL ENGINEERS
THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

MOJICA, JOAQUIN ALEJANDRO
817 SE 2ND AVE.
APT. 612
FT. LAUDERDALE FL 33316

LICENSE NUMBER: PE60488
EXPIRATION DATE: FEBRUARY 28, 2021
Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.
This is your license. It is unlawful for anyone other than the licensee to use this document.

FAU

FLORIDA ATLANTIC UNIVERSITY

College for Design and Social Inquiry

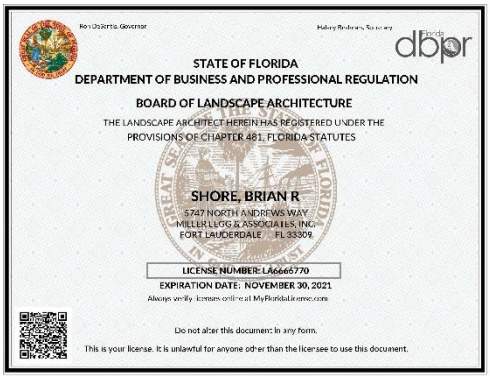
Liudmila Fuentes

has been awarded this certificate after completing the 40-hour CPTED Practitioner Seminar:

Crime Prevention Through Environmental Design

Given in the City of Fort Lauderdale in the State of Florida

August 26, 2013 - December 13, 2013



STATE OF FLORIDA

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF LANDSCAPE ARCHITECTURE

THE LANDSCAPE ARCHITECT HEREIN HAS REGISTERED UNDER THE PROVISIONS OF CHAPTER 481, FLORIDA STATUTES

SHORE, BRIAN R

5747 NORTH ANDREWS WAY
MILLER LEFG & ASSOCIATES, INC
FORT LAUDERDALE FL 33309

LICENSE NUMBER: LA6666770

EXPIRATION DATE: NOVEMBER 30, 2021

Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

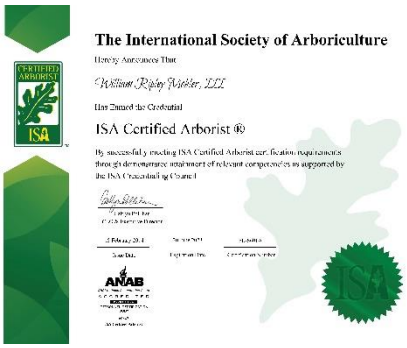
QUALIFIED
STORMWATER MANAGEMENT
INSPECTOR

The undersigned hereby acknowledges that

Jennifer Shipley

has successfully met all requirements necessary to be fully qualified through the Florida Department of Environmental Protection Stormwater Erosion and Sedimentation Control Inspector Training Program

May 04, 2011
Inspector Number 25680



The International Society of Arboriculture

Hereby Announces That

William Ripley Mohler, III

Has Earned the Credential

ISA Certified Arborist ®

By successfully meeting ISA Certified Arborist certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

QUALIFIED
STORMWATER MANAGEMENT
INSPECTOR

The undersigned hereby acknowledges that

William R. MohlerIII

has successfully met all requirements necessary to be fully qualified through the Florida Department of Environmental Protection Stormwater Erosion and Sedimentation Control Inspector Training Program

May 04, 2011
Inspector Number 25674

This certifies that

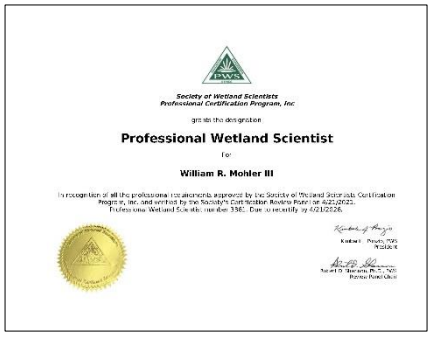
William R. Mohler III

Having shown to possess the necessary qualifications and having complied with the requirements of the

Landscape Inspectors Association of Florida

was by an order of this body recognized as competent in capacity of the duties of a

Landscape Inspector



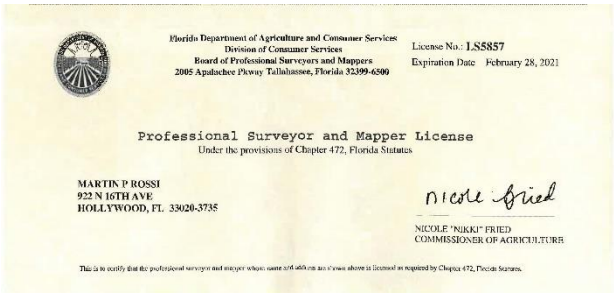
Society of Wetland Scientists
Professional Certification Program, Inc

grants the designation

Professional Wetland Scientist

for

William R. Mohler III



Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkway Tallahassee, Florida 32399-6500

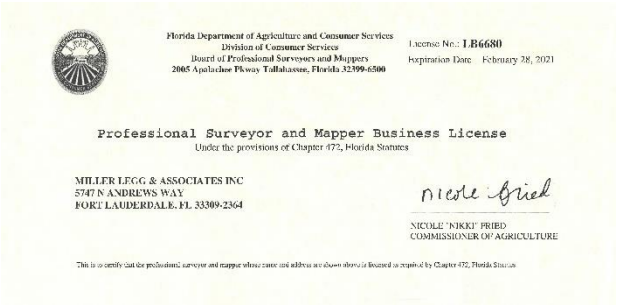
License No.: LS5857
Expiration Date: February 28, 2021

Professional Surveyor and Mapper License
Under the provisions of Chapter 472, Florida Statutes

MARTIN P ROSSI
922 N 16TH AVE
HOLLYWOOD, FL 33020-3735

Nicole Fried
NICOLE "NIKKI" FRIED
COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.



Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkway Tallahassee, Florida 32399-6500

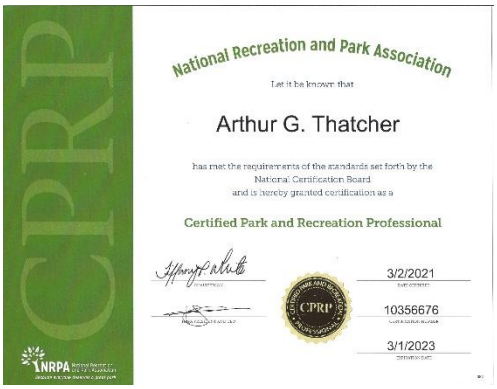
License No.: LB6680
Expiration Date: February 28, 2021

Professional Surveyor and Mapper Business License
Under the provisions of Chapter 472, Florida Statutes

MILLER LEGG & ASSOCIATES INC
5747 N ANDREWS WAY
FORT LAUDERDALE, FL 33309-2364

Nicole Fried
NICOLE "NIKKI" FRIED
COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.



National Recreation and Park Association

Let it be known that

Arthur G. Thatcher

has met the requirements of the standards set forth by the National Certification Board and is hereby granted certification as a

Certified Park and Recreation Professional

3/2/2021

10356676

3/1/2023

National Recreation and Park Association

Let it be known that

Lisa A. Wolff

has met the requirements of the standards set forth by the National Certification Board and is hereby granted certification as a

Certified Park and Recreation Professional

3/2/2019

10360266

ACORD®

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DATE (MM/DD/YYYY): 4/23/2021

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PRODUCER Risk Strategies 12801 North Central Expy. Suite 1710 Dallas, TX 75243	CONTACT NAME: Brian R Hadar PHONE (A/C, No, Ext): (214) 323-4602 FAX (A/C, No): (214) 503-8899 E-MAIL ADDRESS: certificatedallas@risk-strategies.com
INSURED Miller, Legg & Associates, Inc. 5747 N. Andrews Way Fort Lauderdale FL 33309	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : Travelers Casualty and Surety Co America — 31194 INSURER B : Charter Oak Fire Insurance Company — 25615 INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** 61336777 **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
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:						EACH OCCURRENCE $ DAMAGE TO RENTED PREMISES (Ea occurrence) $ MED EXP (Any one person) $ PERSONAL & ADV INJURY $ GENERAL AGGREGATE $ PRODUCTS - COMP/OP AGG $ $
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) $ BODILY INJURY (Per person) $ BODILY INJURY (Per accident) $ PROPERTY DAMAGE (Per accident) $ $
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION $						EACH OCCURRENCE $ AGGREGATE $ $
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [N] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	✓	UB6N223779	5/1/2021	5/1/2022	✓ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT $ 1,000,000 E.L. DISEASE - EA EMPLOYEE $ 1,000,000 E.L. DISEASE - POLICY LIMIT $ 1,000,000
A	Professional Liability		✓	107222698	2/21/2021	2/21/2022	Per Claim/Annual Aggregate $2,000,000

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

The claims made professional liability coverage is the total aggregate limit for all claims presented within the annual policy period and is subject to a deductible. Thirty (30) day notice of cancellation in favor of the certificate holder on all policies.

CERTIFICATE HOLDER

For Proposal Purposes

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

Brian Hadar

Brian R. Hadar

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61336777 | 21/22 WC/PL | Patra | 4/23/2021 6:14:27 AM (EDT) | Page 1 of 1

Client#: 64012 MILLLEGG

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DATE (MM/DD/YYYY) 10/25/2020

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IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or 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 any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Trudy Henry
Greyling Ins. Brokerage/EPIC 3780 Mansell Rd. Suite 370 Alpharetta, GA 30022	PHONE (A/C, No, Ext): 770.552.4225 FAX (A/C, No): 866.550.4082 E-MAIL ADDRESS: trudy.henry@greyling.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Hartford Accident & Indemnity Company	22357
INSURER B : Sentinel Insurance Company	11000
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Miller Legg
5747 N. Andrews Way
Fort Lauderdale, FL 33309

COVERAGES **CERTIFICATE NUMBER: 20-21** **REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			20SBUBU0728	11/01/2020	11/01/2021	EACH OCCURRENCE	$1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$1,000,000
							MED EXP (Any one person)	$10,000
							PERSONAL & ADV INJURY	$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$2,000,000
	POLICY X PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$2,000,000
	OTHER:							$
B	AUTOMOBILE LIABILITY			20UEGNM2047	11/01/2020	11/01/2021	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB X OCCUR			20SBUBU0728	11/01/2020	11/01/2021	EACH OCCURRENCE	$5,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$5,000,000
	DED X RETENTION $10000							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N / A						E.L. EACH ACCIDENT	$
	(Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	$

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

CERTIFICATE HOLDER

Miller,Legg & Associates, Inc.
5747 N. Andrews Way
Ft. Lauderdale, FL 33309

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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MILLER LEGG

Statement of Financial Stability

Financial stability is achieved by applying successful strategies over time and being adaptable to changing markets and economies. Miller Legg has been in operation for 55 years. Miller Legg's Current Ratio, a common measure of a company's financial health, is 4.4: 1 which means that it has 4.4 times the current assets required to cover its current liabilities. Miller Legg has depth and expertise in various market sectors and a diverse client base in both the private and public sector. It continues to invest in human and technical resources for growth and longevity to ensure the company's continued financial stability in the future.

Certified and Attested to by:

Leslie N. Hernandez, CPA
Chief Financial Officer

MILLER LEGG
IMPROVING COMMUNITIES. CREATING ENVIRONMENTS.

Contact:
Michael Kroll, RLA, FASLA, President
1845 NW 112th Avenue, #211, Miami, FL 33172
305-599-6381
mkroll@millerlegg.com

GREENPLAY LLC
The Leading Edge In Parks, Recreation, And Open Space Consulting

GarthSolutions

RRC ASSOCIATES

BerryDunn

Kimley»Horn

ETC INSTITUTE

PROPOSAL

Comprehensive Parks and Recreation Master Plan for the City of Opa-locka, Florida

Submitted on June 30, 2021 in response to RFP No. 21-0630100-0-2021/SL

Chad Snow | Principal
Barbara Heller | Engagement Manager
Elsa Fischer | Project Manager

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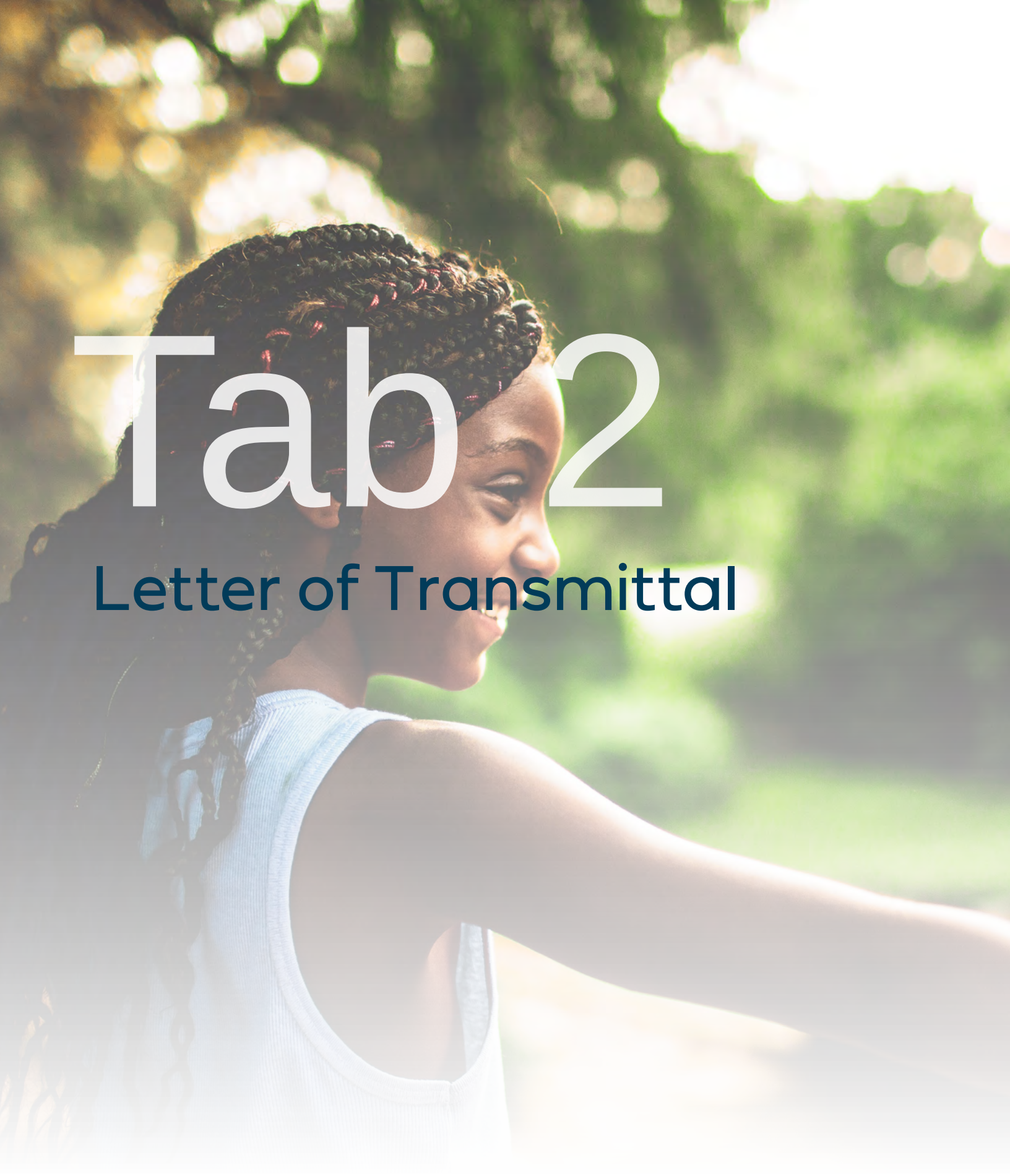


Tab 2

Letter of Transmittal

June 30, 2021

City of Opa-locka
Office of the City Clerk
780 Fisherman Street, 4th Floor
Opa-locka, FL 33054

To the Opa-locka Evaluation Team:

On behalf of the Berry Dunn McNeil & Parker, LLC (BerryDunn)-led team and our partners, I would like to thank you for the opportunity to submit this proposal in response to the City of Opa-locka's (City's) Request for Proposals (RFP) No. 21-0630100-0-2021/SL for a Comprehensive Parks and Recreation Master Plan (Master Plan).

This plan will assist the City of Opa-locka Parks and Recreation Department (COOL Parks) in advancing its commitment to maintaining and developing facilities and programs to provide a well-rounded, wholesome program of leisure time activities, while meeting the recreational and cultural needs of City residents.

Key Contacts

Chad Snow | BerryDunn Principal
csnow@berrydunn.com
207-541-2294

Barbara Heller | BerryDunn Engagement Manager
bheller@berrydunn.com
207-842-8177

Elsa Fischer| BerryDunn Project Manager
efischer@berrydunn.com
207-842-8006

Why We Want to Work With You

When our team began exploring the City's history and goals behind this project, we were introduced to a resilient community that, despite the hardships and challenges brought on by the pandemic, is optimistic and confident in its plans for the future. In his 2021 State of the City address, Mayor Matthew Pigat pointed to parks and recreation and the upcoming Master Plan as a key example of the City's commitment to improving quality of life for City residents: "We are not just talking about what we want to do to engage our community," he asserted, "We are investing to make it a reality."

We developed our proposal to the City knowing the following goals for this initiative:

- The final Master Plan will guide the use of the $1.6 million in funding that is allocated for parks and recreation in the City's five-year recovery plan.
- The foundation of the planning process should reflect the City's goals for improvement, and be rooted in robust and comprehensive engagement with community members through traditional and non-traditional ways to ensure large-scale and diverse resident representation.
- Planning efforts will significantly contribute to the City's commitment to beautification and public relations, as well as compliment and support efforts in public safety, downtown revitalization, economic growth and a walkable city.

We are thrilled to propose a team, both Florida-based and placed nationally, who offer the City **deep expertise in all areas of local government such as community engagement, financial analysis and planning, recreation program development, park and facility growth, public safety analysis, mobility considerations, and visioning.** You can depend on our team to demonstrate the same spirit of innovation and eye for opportunity that will redefine what it means to live, work, and play in Opa-locka.

About Our Team

BerryDunn is an independent consulting firm with a Parks and Recreation Practice that focuses on helping municipal parks and recreation agencies across the country develop master plans that guide growth and improved services, parks, and facilities for their communities. Florida-based parks and recreation departments, including those in the Cities of Lauderdale Lakes and Parkland, have entrusted their master planning projects to BerryDunn and our proposed partners, Kimley-Horn and ETC Institute.

It's no coincidence that we have consistently pursued work with these partners over the years. Common values, commitment to quality, and deep expertise in each discipline needed to work with clients on their master plans have allowed us to seamlessly provide services with a "one project, one team" mentality.

Over the last year, BerryDunn has observed challenges and opportunities arise as our clients and their communities responded to the COVID-19 pandemic. Recreation programs and facilities especially have been profoundly affected. As communities around the country open up and residents venture out into a changed world, the concepts of physical space, safety, and inclusion are inspiring new conversations of what defines a healthy, vibrant society.

During the City's project, we will conduct a robust engagement and planning process that acknowledges these changes. We will place emphasis on drawing honest opinions from the community on how Opa-locka's park and recreation services should evolve over the next 10 years. In addition to planned on-site engagement activities and a statistically valid survey, the initiative will have its own virtual engagement center and hub, allowing our team to reach the diverse groups of people that make up Opa-locka.

As a principal in BerryDunn's Local Government Practice Group, I am authorized to bind BerryDunn to the commitments made in this proposal. We appreciate the opportunity to propose a project team that can work together with the City to produce an actionable, ambitious Master Plan that reflects the values and goals of its community.

Thank you for the chance to submit our approach, qualifications, and methodology. Our team looks forward to working with you on this important initiative.

Sincerely,

Charles (Chad) Snow, Principal
2211 Congress Street, Portland, ME 04102
Tel/Fax: 207-541-2294 | Email: csnow@berrydunn.com

Tab 3

General Information

Firm Information

Name of Business

Berry Dunn McNeil & Parker, LLC (dba BerryDunn)

Mailing Address and Phone Number

2211 Congress Street
Portland, ME 04102
207-541-2200

Normal Business Hours

8:00 a.m. – 5:00 p.m. EST

State of Business

National, Limited Liability Corporation (LLC)

Date of Incorporation

Incorporated 9/30/1983 in the State of Maine

Off ce of Performance

This project will be led by staff working in BerryDunn's Portland, Maine, office and from their home offices in the states of Massachusetts, Illinois, and Colorado. BerryDunn's Portland office has 255 employees.

Business Disclosures

BerryDunn is not a parent or subsidiary in a group of firms or agencies.

Florida Licensure

BerryDunn is licensed to do business in the State of Florida. Our license is attached in Tab 9.

BerryDunn

BerryDunn is a well-established independent municipal government consulting and certified public accounting firm that has preserved our core values and reputation for excellence for 47 years. Providing consistent, high-quality services to our more than 300 government clients in all 50 states and in Canada has been a continued source of pride. We have sustained steady growth since our founding, consistently placing a strong focus on quality—both for our clients and staff.

Our strong history of providing management consulting, tax, and audit services to local governments nation-wide includes a practice focused on parks and recreation projects, including engagements related to planning, design, technology, financial analysis, and organizational development.

BerryDunn's Local Government Practice Group focuses exclusively on supporting local public sector entities across the nation as they solve some of their biggest challenges. We believe in a holistic approach, bringing our consultants' well-rounded perspective of government operations and community needs to every project.

We work across all public sector service areas, including:

- Assurance, Audit, and Tax services
- Financial Services
- Fleet and Facilities
- Health and Community Services
- Human Resources
- Information Technology
- Justice and Public Safety
- K-12 Education
- Land Use and Development
- Management and Administration
- **Parks and Recreation**
- Transportation
- Utility Operations

In a world where local and regional agencies have to be exceptionally efficient and responsive amidst demands for modernization and transparency, our mission is defined by our commitment to keeping what's important to our clients front and center: their communities.

Introducing Our Partners

Kimley»Horn

Expect More. Experience Better.

Since opening its first Florida office in Palm Beach County in 1968, Kimley-Horn has been dedicated to improving the downtown, neighborhoods, and infrastructure throughout Florida. Kimley-Horn finds local projects exceptionally rewarding as they allow team members to see the positive effects of their work in their own communities. The firm takes special pride in having the opportunity to successfully bring these projects and the amenities they provide to the areas where many employees live and work. Kimley-Horn understand the City's dynamics and your staff's expectations, and is committed to providing you with responsive service by professional and highly experienced staff.

Kimley-Horn Parks and Recreation Planning and Design Services

- System master planning and needs assessments
- Parks, open space, and greenway planning and design
- Site-specific master planning and design
- Public participation programs
- Environmental planning, design, and permitting
- Roadway, utility, and drainage design
- Construction documentation, bid evaluation, and observation

Kimley-Horn currently is working on several significant park projects and facilities in South Florida and throughout the country that include passive recreation, athletic facilities, and greenway and trail systems. Its broad portfolio of public projects that include hundreds of built parks and trails across Florida and the country is folded into preparing realistic implementation plans for system master plans.

ETC Institute specializes in the design and administration of market research for governmental organizations. The firm's major areas of emphasis include resident satisfaction surveys, parks and recreation surveys, community planning surveys, business surveys, transportation surveys, employee surveys, voter opinion surveys, focus groups, and stakeholder interviews. Since 1982, ETC has completed research projects for organizations in 49 states and has designed and administered more than 4,000 statistically valid surveys. During the past 10 years alone, ETC has administered surveys in more than 900 cities and counties across the United States. ETC has conducted research for more major U.S. cities and counties than any other firm.

Our Team's Commitment to Florida

BerryDunn has gained an understanding of the public sector landscape in Florida, including the Miami-Dade County and nearby Broward County, through recent and ongoing consulting engagements with clients like the Village of Pinecrest (as a subcontractor to Kimley-Horn) and the Cities of Parkland and Lauderdale Lakes. Additionally, our partner, Kimley-Horn, is well-placed to help support the City's project via offices within a one or two-hour drive from their regional offices, which are indicated in the map below.

Below, we have illustrated BerryDunn's experience working across the region's public sector, as well as the location of our partners' nearby offices.

BerryDunn regional clients
(noted in blue):

- City of Boca Raton
- City of Cooper City
- City of Coral Springs
- City of Fernandina Beach
- City of Fort Lauderdale (as a subcontractor)
- City of Gainesville
- City of Homestead
- City of Lauderdale Lakes
- City of Ormond Beach
- City of Parkland
- City of Port Orange
- City of Tampa
- Collier County
- Hillsborough County
- Manatee County
- Monroe County
- Pasco County
- Tampa Port Authority
- Town of Longboat Key
- Village of Pinecrest (as a subcontractor to Kimley-Horn)

Kimley-Horn regional offices
(noted in red)

- Boca-Delray
- Fort Lauderdale
- Fort Myers
- Gainesville
- Jacksonville
- Lakeland
- Miami
- Ocala
- Orlando
- Panama City Beach
- Sarasota
- Saint Petersburg
- Tallahassee
- Tampa
- Vero Beach
- West Palm Beach

Tab 4

Project Approach

Overview of Our Approach

We developed our approach to the City's Comprehensive Parks and Recreation Master Plan knowing that the final product should complement the visible and exciting efforts already under way in the City. Areas of improvement include focusing on public safety, reaching at-risk youth, health and wellness, building a safe and walkable City, public engagement, beautification, and activation of public spaces in ways that contribute to crime reduction.

As advocates for accessible community recreation and open spaces, our team will work with the City to:

- Create a clear vision that is compelling and prepares the City for the future. We will recommend a schedule of updates to help ensure the Master Plan stays fresh with changing times.
- Engage in a robust community-driven process, with attention to the City's stated desire to provide a variety of opportunities and points for engagement, including community briefings, surveys, and focus groups.
- Leverage local resources and work collaboratively with the City's team, key stakeholders, and community residents to help ensure diverse needs and priorities will be included.
- Use a team-based approach that builds off our team members' successful experience working together on previous engagements in Florida.
- Apply our team's national perspective and knowledge of industry trends and best practices to identify innovative opportunities that help ensure the City's parks and recreation infrastructure facilitates the types of uses and activities desired by current and potential users.

Engaging the Community

We believe a successful process is grounded in collaboration and commitment to diversity, equity, and inclusion.

Community engagement is the foundation of all our planning projects—robust participation from City residents will not only accomplish the goal of acquiring public sentiment, but also foster a continued sense of community, empowerment, wellness, and safety. Our project team is comprised of experienced facilitators who are seasoned in eliciting information from diverse stakeholder groups regarding strengths and challenges in the current environment, while simultaneously making the process interactive and engaging.

As objective consultants, our stakeholder engagement approach will serve as an important vehicle to build awareness. By involving residents, particularly non-users of the recreation system, in a meaningful way throughout the project, we have seen a greater level of support for recommendations and the changes that may result.

We understand that the City envisions an engaging, thorough, and customized public engagement process for this master planning project. As thought leaders within the Parks and Recreation industry, our team is continually brainstorming ways to creatively engage the communities in which we work.

This focus on finding innovative methods has enabled our team to support clients' planning goals even as the COVID-19 pandemic challenged everything we previously understood about socializing and group interactions.

In response to the City's stated desire for traditional and non-traditional user engagement methodology, we will work with you to confirm the various opportunities City residents and partners will have to provide input. Our team intends to include the community **throughout the entire planning process,** as experience has shown us that this approach helps to foster a culture of continuous engagement even after the Master Plan is completed—we believe successful implementations go hand-in-hand with established and healthy communication channels with the public.

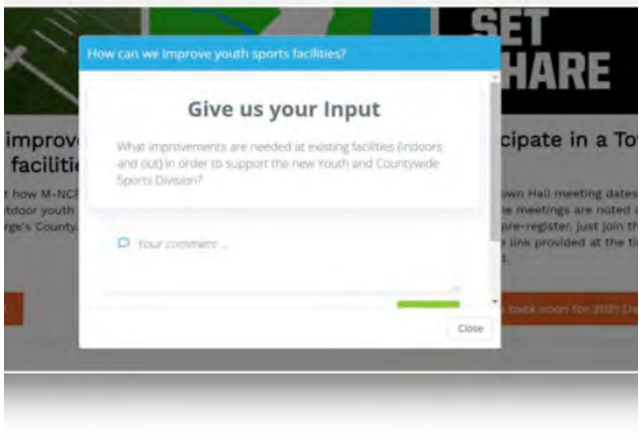
We place great emphasis on a comprehensive approach, which helps our team measure community reactions to current City challenges and projects, like public safety, downtown revitalization, economic growth, and walkability.

Face-to-Face or Virtual Engagement?

As with many master planning projects, we expect that engaging the City's community in a comprehensive and equitable way will take dedicated effort and time.

We also expect that your residents have become used to having accessible, virtual alternatives to events and initiatives. As a result, BerryDunn has developed highly interactive community input methods to support our efforts, both in-person and on-screen. These methods include facilitating pop-up meetings, holding meetings in non-traditional sites like local businesses or markets, and using online community engagement software, such as **Social Pinpoint,** to inspire virtual engagement and create a place for community members to check in throughout the project.

In combination with virtual options, our variety of engagement methods are intended to reach the entire community—including youth, low-income households, renters, businesses, non-profits, strategic partners, ethnic groups, senior citizens, and those with disabilities. In the end, we will overlay the input from these multiple source points to determine common themes and goals to meaningfully guide the recommendations and strategies of our work.



Managing Communication and Project Resources

The primary lines of communication for this project will be between the BerryDunn Project Manager, COOL Parks leadership team, and City leadership, where appropriate. Through active and continuing telephone, email, virtual (our firm uses Zoom and Microsoft Teams), and face-to-face contact as applicable, we will provide an open, ongoing dialogue that is critical to engagement performance and client satisfaction.

City personnel and contract employees will be involved as needed, with clear communication around their roles and responsibilities to make the best use of your time. Our aim is to minimize impact to their daily responsibilities as much as possible. As part of the Project Work Plan, we will identify the communication and awareness needs of each stakeholder, and the method and frequency of communication to meet those needs. Our Project Manager and key personnel will make themselves readily available to the City, responding to questions and requests within one business day or less.

Each project requires a tailored approach to effective organization and management, both during planning, development, and implementation of the Project Work Plan. Below, we provide examples of best practices we find contribute to long-term success.

- **We leverage proven public engagement methods to safeguard groups or individuals from derailing community meetings.** For community meetings, rather than having a static meeting of a presentation and a question and answer period, we facilitate open houses.
- **We work to get as much in-depth knowledge of the community as possible to understand politics and relationship difficulties.** We pride ourselves in our ability to gain credibility with the community, and we create an open, relatable environment with staff, helping to mitigate uncertainty during leadership transitions.
- **We intentionally provide agencies with tools and techniques to help ensure a successful implementation.** Furthermore, we follow up with clients six months and one year after the plan's adoption to help ensure the client is making sound progress.

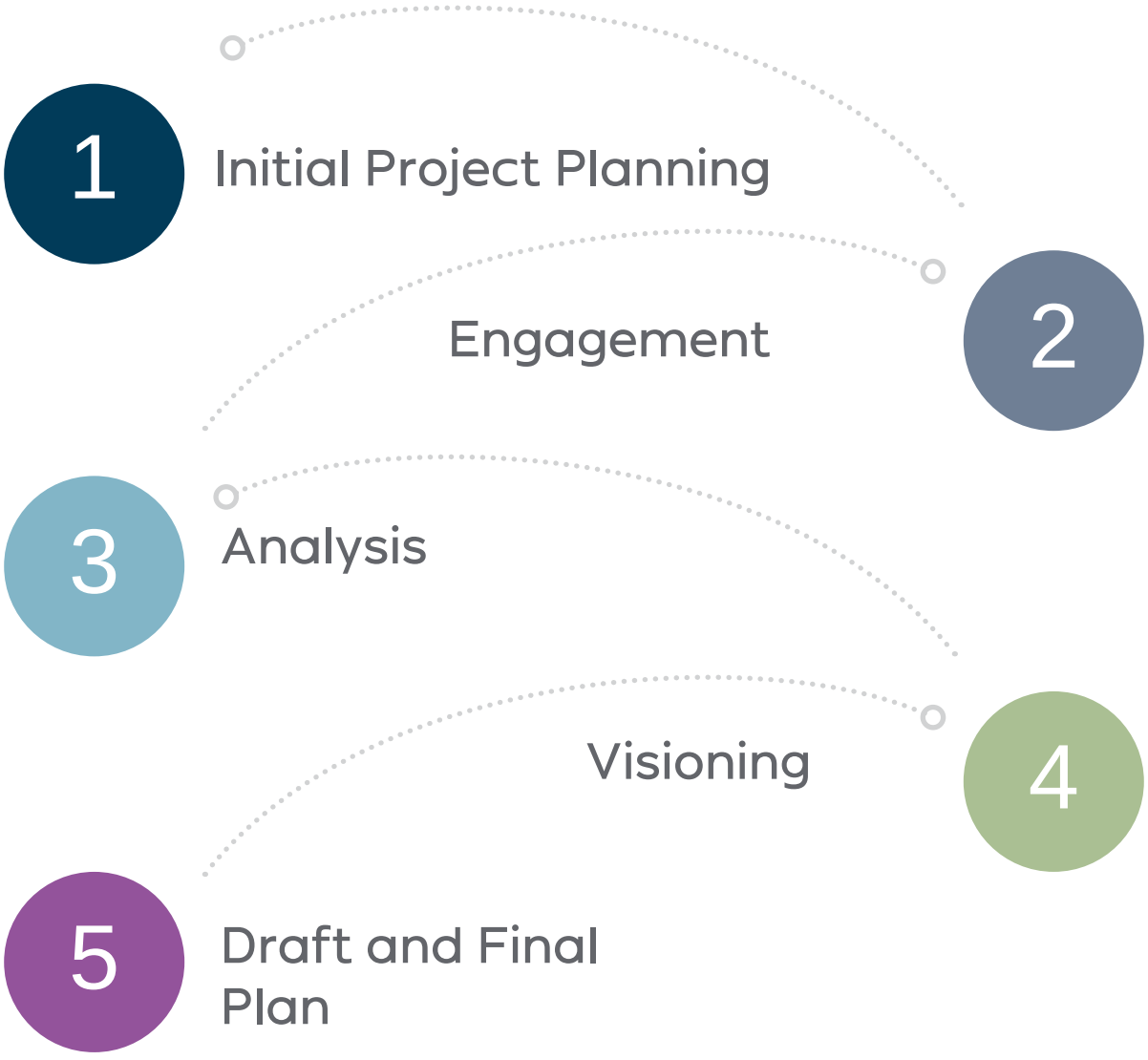
Detailed Work Plan

BerryDunn strives to be flexible when it comes to development and execution of an effective project work plan. Each master plan we help develop reflects the unique culture and goals of the client and community. Our past clients have appreciated our willingness to adapt to their needs when charting the project's course and timeline. This mindset plays a foundational role in how we measure the success of our portfolio of similar projects.

Our approach will provide the City the following benefits:

- A community-centric, inclusive, interactive, and engaging public involvement process
- An extensive series of analyses designed to balance community feedback, staff insight, and expert perspective with each of the proposed recreation facilities, services, and programming recommendations
- The facilitation of an objective visioning process focused on creating a realistic, achievable plan
- Quality assurance processes that incorporate written City review and approval of all deliverables and key milestones

Our team proposes a five-phase process to complete the City's requested tasks, illustrated below. On the following pages, we have described our planned tasks at each step.



1 Initial Project Planning

1.1 INITIAL PLANNING CALL WITH THE CITY

(BerryDunn lead)

Preceding a larger, team-wide kickoff, we will meet with the City's Project Team via teleconference to review and confirm the scope of services, engagement outline and schedule, project goals, timeline, and expectations.

Deliverable 1 – Project Work Plan and Schedule

1.2 DATA REVIEW

(BerryDunn lead)

One of the most important elements of planning includes our team's ability to acquire a breadth of knowledge about the community in order to collaboratively work with you in the creation of robust strategies. As a result, we will dedicate time toward a review of key data from previous and existing documents. These may include, but not be limited to:

- Sustainable Opa-locka – 2030 Comprehensive Development Master Plan
- Opa-locka Freight Implementation Plan
- Miami-Dade County Comprehensive Development Master Plan

Additionally, we will plan to review policies such as group use policy, existing fee schedules, user experience satisfaction surveys, calendar of events, staffing, governance, etc. The City will be responsible for providing all financial information for review and agreed-upon assumptions pertaining to budget and actual revenue and expense data.

1.3 ON-SITE KICKOFF MEETING AND TOUR

(BerryDunn and Kimley-Horn lead)

Our team will facilitate a project kickoff with City and COOL Parks stakeholders. This kickoff meeting will serve as an opportunity to introduce our project team members, discuss goals, present our approach and methodology, review key project dates, and answer questions.

As part of the kickoff, we would ask that the City Project Sponsor participates and speaks to the goals and objectives of the initiative, which helps to establish internal support and readiness to participate in the project. We will also discuss the public and staff engagement process to determine if any updates should be made to the prepared strategy.

After the kickoff, we would also appreciate an opportunity to tour the City's recreation facilities, as deemed appropriate. Examples could include:

- Sherbondy Park
- Ingram Park
- Segal Park
- Freeman Collins Raymon Britton Senior Citizen Facility
- Sports facilities and courts (tennis, basketball, baseball, etc.)
- Downtown Opa-locka (and other key areas of economic development)
- Opa-locka Trail Station (and other important transit amenities)

1.4 MARKET DEMOGRAPHICS ANALYSIS

(BerryDunn lead)

Our team will also complete an analysis of demographics, based on 2020 U.S. Census data, current City population estimates, and projected population for the next 5 – 10 years. We will use Esri's population projections, along with US Census data to complete this task. Esri is the largest research and development organization dedicated to geographical information systems and specializing in population projections and market trends.

Demographic characteristics analyzed and reported on will include population, age and gender distribution, minority population, number of households, and income characteristics. This analysis will provide an understanding of the demographic environment for the future, which will significantly influence the City's services.

Deliverable 2 – Demographics Report

1.5 ONGOING PROJECT MANAGEMENT AND QUALITY ASSURANCE ACTIVITIES

(BerryDunn lead)

To support communication of project progress, discussion of questions, continuous awareness of next steps, and connectivity of the group, we will facilitate bimonthly meetings with appropriate City and COOL Parks stakeholders to review progress and provide feedback throughout the process. For each status check-in, our team will produce a meeting summary.

Deliverable 3 – Bimonthly Project Status Updates

2 Engagement

2.1 COMPREHENSIVE ENGAGEMENT STRATEGY

(BerryDunn lead)

As noted previously, the City desires significant public engagement on this project. Our team has been actively monitoring and responding to official guidance around in-person and group events, and working with our clients to design activities that prioritize both safety and community reach. In the current climate, we have proposed a hybrid approach for the City's Master Plan engagement. We chose this approach for the following reasons:

- An interactive, virtual project site can give residents a "home base" to give opinions and check on ongoing events. This consistent access to project communication will support our stated goal to engage the community throughout the engagement.
- In-person events will play a key role in reaching disconnected community groups, or groups with limited access to technology.
- Multiple channels of engagement will support efforts to include users and non-users within the City's system.

As we develop a Comprehensive Engagement Strategy with the City Project Team, we will discuss both virtual and in-person options, identify and describe methods of community involvement, identify key stakeholders, create a schedule for public input events and surveys, develop a schedule for the promotion and coordination of stakeholder input events, and identify specific stakeholder interview and focus group questions. The Comprehensive Engagement Strategy will also be developed with City and COOL Parks culture and identity in mind.

Deliverable 4 – Comprehensive Engagement Strategy

Social Pinpoint: A Virtual Home Base

We are well-versed in the use of both the Zoom and Microsoft Teams platforms to conduct interviews, focus groups, and/or community meetings. We will also incorporate the electronic engagement platform Social Pinpoint into engagement activities. We have found that the use of an online platform greatly improves community engagement outcomes and helps to increase equitable access to engagement opportunities.

Social Pinpoint is a customizable web-based community engagement platform used to facilitate public input. It has a broad range of capabilities, including community forums, mapping, ideas wall, surveys, and other tools, which have delivered results on thousands of community engagement projects. Additionally, Social Pinpoint can easily be translated into every language to accommodate everyone in the community. This will prove to be especially important when engaging a diverse population.

2.2 ONLINE ENGAGEMENT PLATFORM DEVELOPMENT AND ADMINISTRATION

(BerryDunn lead)

We will work with City staff to create a project Social Pinpoint site that will keep the community informed of the project and provide citizens a means to share valuable input. Using this interactive online tool can strengthen the City's relationship with its constituents and stakeholders, resulting in a diverse collection of feedback that will inform better planning outcomes.

We will collaboratively determine which Social Pinpoint tools will best serve the desired outreach outcomes. We anticipate that the City will see value in utilizing Social Pinpoint's survey, mapping, forums, and ideas wall, and look forward to discussing and customizing the City's landing page to reflect its needs and desires, goals and objectives, and community culture.

2.3 INTERNAL ENGAGEMENT ACTIVITIES

(BerryDunn lead)

Internal engagement with the City will include interviews and focus groups with leadership, management, and staff to conduct fact-finding activities, focusing on recreation programs, services, and facility operations. Our team has planned for the following meetings:

Two engagement meetings with:

- City Commission and Community Relations
- Recreation and Activities Board

Three engagement meetings with:

- Internal City-wide Leadership
- COOL Parks staff
- COOL Parks leadership and management
- Other City department heads as identified

We also recommend that a Steering Committee is formed to help ensure ongoing communication and efforts can be directed appropriately. This committee should include City management staff and representative stakeholders from City departments that interact with COOL Parks.

Internal stakeholders will have an opportunity to provide their input regarding the future direction of the City's park, recreation facility, amenity, and programming improvements and needs. Employees' perspectives are extremely important, and our approach intentionally involves staff throughout the entire process, as they will have responsibility for implementing the recommendations.

2.4 PUBLIC OUTREACH

(BerryDunn lead with Kimley-Horn support)

Our team will facilitate focus groups, public meetings, and other events to collect input from key community stakeholders to support the City's stated goal to use a mix of traditional and non-traditional user engagement activities. We will seek input from businesses, non-profits, public agencies, and volunteer partners, as well as neighborhood associations and representatives. Furthermore, we will routinely reach out to representatives of identified under-represented population groups and engage them in the assessment and recommendations development process, helping to ensure an inclusive and equitable engagement process.

Below, we have outlined the key milestones we propose to form the public outreach schedule. **The assigned groups, community activities, and locations are suggestions**— we anticipate working with the City to identify which groups and individuals will participate in engagement activities. Additionally, public community meetings and/or town halls will take place, with the specific dates confirmed during our planning phase and engagement strategy development.

- *Focus group #1:* May include stakeholders from groups like Boys & Girls Clubs of Miami-Dade or PEARLS Program participants
- *Focus group #2:* May include stakeholders from groups like neighborhood associations and senior groups
- *Community meeting/event #1:* Evening town hall at Opa-locka Branch Library featuring interactive maps, project handouts, and voting boxes
- *Community meeting/event #2:* Weekend pop-up booth outside Opa-locka Hialeah Flea Market
- *Community meeting/event #3:* Weekend town hall at Sherbondy Village Community Center

We have chosen not to identify specific in-person community events, as we expect to seek out creative, innovative, and fun ways to engage the community and connect with residents in coordination with the City. The layout and makeup of each client with which we work has informed the types of activities that are best suited to the residents involved in the planning process. Examples include, but are not limited to:

- Ball games
- Pop-up booths with interactive elements at:
  - Social events, such as concerts or family movie events
  - Regular gatherings, such as public markets
  - Widely accessed sites, such as the Opa-locka Branch Library and City parks
- Neighborhood walks

Deliverable 5 – Engagement Feedback Summary

Accessibility

Our team aims to anticipate obstacles to participation, which might include technology barriers, special needs, childcare, language barriers, and work schedules. During our strategy development, we will work with the City to organize events that are kid-friendly; physically accessible for those with hearing, vision, or mobility challenges; and scheduled at a variety of times to widen attendance. Additionally, we will leverage Social Pinpoint's language feature to provide multiple language options on the project site.

2.5 STATISTICALLY VALID SURVEY

(ETC Institute Lead)

Survey Design Development

Although ETC Institute will tailor the survey to the City's needs, it will also provide sample questions from other communities to make the development of the survey instrument efficient. It is anticipated that three to four drafts of the survey will be prepared before the survey is approved by the City. The survey will be up to six pages in length. A pilot test of the survey will take place to help ensure the questions are understood by residents. Based on the results of the pilot test, ETC Institute will recommend changes (if needed) to the survey.

Survey Administration

ETC Institute will mail the survey and a cover letter (on City letterhead) to a random sample of City households; only one survey per household will be sent. Postage-paid envelopes will be provided by ETC Institute for each respondent. The cover letter will contain a link to an online version of the survey. Residents who receive the survey will have the option of returning the printed survey by mail or completing online.

Approximately 7 – 10 days after the surveys are mailed, ETC Institute will follow-up via email and text message with households that received a mailed survey. ETC Institute will continue following up with households until reaching a minimum number of completed surveys.

Based on the City's population we proposed the following size option:

A sample of 300 – 350 completed surveys will provide results that have a margin of error of +/-5.6% at the 95% level of confidence at the City level. The results would be statistically valid Citywide. The results could be analyzed by up to three sub-groups.

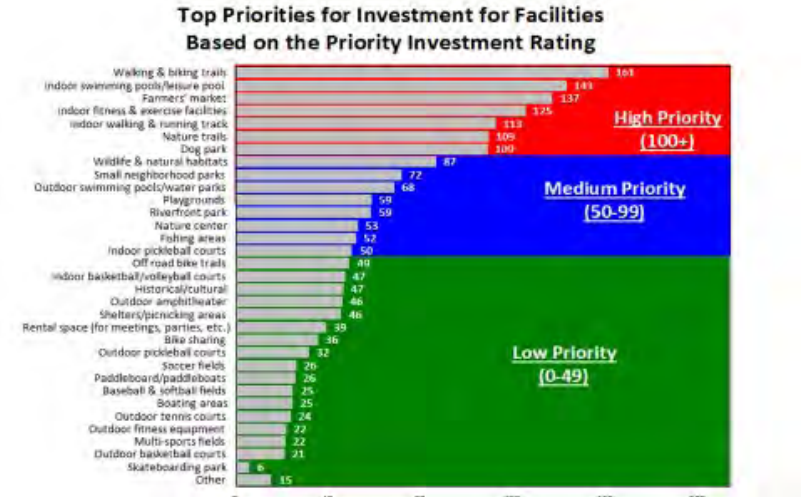
ETC Institute will monitor the distribution of the sample to ensure that the sample reasonably reflects the demographic composition of the City with regard to age, geographic dispersion, gender, race/ethnicity and other factors.

Analysis

The formal report, which will include an executive summary of the survey methodology and a description of major findings, will include:

- Charts and graphs that show the overall results of each survey question
- Benchmarking analysis showing how the City compares to other communities
- Priority Investment Ratings (PIR) that will identify the parks and recreation facilities, amenities, and programs that will have the greatest impact on the largest number of households
- Tabular data that shows the results for each question on the survey, including open ended questions
- A copy of the survey instrument

Deliverable 6 – Statistically Valid Survey



3 Analysis

3.1 PARKS AND FACILITIES EVALUATION AND INVENTORY

(Kimley Horn lead)

Kimley-Horn will conduct a series of site evaluations to observe City owned and managed park and trail sites. Using criteria adapted from Project for Public Spaces (PPS) methodology for evaluating the effectiveness and performance of the public space, the criteria focuses on elements that promote placemaking and high-quality lifestyles for communities. The specific criteria used for the City will be developed with input from City staff. Elements may include:

- Design and Materials: Includes observations of the quality of design, materials, use of standards and incorporation of current codes or requirements, safety compliance, capacity, and the durability of a space.
- Use: Includes the observation of users or evidence of users of a space, range of offerings, programs availability and usage, balance of activities and contextual consistency.
- Maintenance: Includes observations of the quality of upkeep of a space, general condition and life-cycle, evidence of pride of users and maintenance, and presence of deferred improvements.
- Comfort: Includes observation of a space's first impression, comfort of users, visual attractiveness, and perception of safety.
- Access and Connectivity: Includes observation of universal accessibility barriers, multi-modal connectivity, dominance of the space by a transportation use other than pedestrian and bicycles and ease of access from surrounding areas.
- Sustainability: As a three-part category, observations focus on social interactions and connections to surrounding neighborhoods, environmental considerations and promotion that result in net positive contributions, and economic viability and contributions.

The inventory will include review and confirmation of the following:

- Park/Facility locations
- Park type/classification and functionality
- Acreage
- Inventory of amenities

The evaluation will use observational-based information collected to rate the performance of each park or trail, providing summaries of key successes, and opportunities for improvements. Existing conditions of park amenities will be identified and combined with observations to outline recommended capital and operational improvements tied to documented needs and community priorities.

Inventory data will include the identification of other existing public parks or recreation facilities available to residents of Opa-Locka.

NOTE: This evaluation is not intended to be an engineering review of the viability, integrity, or structural condition of existing facilities.

Deliverable 7 – Parks and Facilities Evaluation and Inventory

3.2 BASE MAP AND LEVEL OF SERVICE ANALYSIS

(Kimley Horn lead)

Kimley-Horn will work with City staff to verify existing access standards in coordination with adopted Sustainable Opa-Locka 20/30 Comprehensive Plan standards. Existing Level of Service (LOS) access analysis will be expanded from the comprehensive plan to include true access/equity analysis for recreation activities and facilities. As part of this task, Kimley-Horn will create a base map for the project which will extend the limits of the study area up to one mile from city limits.

This analysis enhances previously identified standards to include equitable access for residents to recreation activities, therefore identifying areas of need for access to activities and potential facility or park amenity development. Kimley-Horn will utilize GIS-based Network Analyst to map resident access to a set of core recreation activities, such as playing basketball, playing on a playground, accessing a trail, etc. The purpose of this analysis is for recreation activity needs and priorities of residents to guide the provision of facilities instead of facilities being the basis for which recreation activities and programs are provided.

Kimley-Horn's unique process expands upon the Trust for Public Land's (TPL) Park Score access analysis to identify specific points of entry and access to each park/facility and physical barriers such as lack of crossings or presence of a major arterial roadway or highway. A walk/bikeshed for each activity will be identified to document gaps in existing access. Additional alternative LOS standards will be researched, and recommendations will be provided for potential future changes to LOS standards based on development patterns, partnerships, and other means to develop standards that reflect community needs and desires for recreation programing and facilities.

Deliverable 8 – Base Map and Level of Service Analysis

3.3 FACILITY LEVEL OF SERVICE (LOS) BENCHMARK ANALYSIS

(Kimley-Horn lead)

Kimley-Horn will benchmark results for a facility LOS with peer communities selected in coordination with input from City staff. Using demographic projections provided by the Florida Office of Economic and Demographic Research, Kimley-Horn will prepare projected park acreage and facilities needs for 5-, 10- and 15-year increments based on target level of service goals and population projections.

Deliverable 9 – Facility Level of Service Benchmark Analysis

3.4 ANALYSIS OF PROGRAMS AND SERVICES

(BerryDunn lead)

The intended outcome of this analysis will be to develop a strategic vision for program delivery, identify any gaps, and make recommendations for strengthening program and service delivery.

BerryDunn will lead an analysis of COOL Parks' current programs and services. The process will begin with an interactive workshop with City staff and the COOL Parks team to review issues, challenges, strengths, and weaknesses of programs and services. The workshop can provide insight as to the internal program management process. Learning how the team plans for programs, the extent to which innovation is fostered, and the process by which programs are executed can reveal improvement and/or efficiency opportunities.

We will develop an inventory of existing programs and subsequently compare the inventory to survey results and public input from Phase 2. This comparison will help ensure program offerings are aligned appropriately with community needs. The program and services inventory will be matched up to the Parks and Facilities Evaluation and Inventory to help ensure there are appropriate program spaces for the future program menu. We will also compare current program offerings with identified community needs expressed in the engagement process.

Program enrollment and participation data will be reviewed to determine the relative success of programs. The inventory of core programs will be analyzed according to an age segment analysis and distribution across program areas. These analyses help establish the level of equitable distribution of programs as well as alignment with community need. Programming trends within offerings as well as regional and national trends will also be reviewed.

Additional areas of review will include:

- Life cycle analysis
- Marketing approaches
- Identifying program and services gaps
- Staffing to support programs
- Historical trends of participation
- Nationwide best practices
- Recommendations for future positioning of programs

After completing an analysis of agency-sponsored programs and services, we will conduct a review of the other public, non-profit, and private entities providing recreation services to the community, seeking particularly to identify any gaps and/or deficiencies as related to equity and access. The subsequent findings will inform the strategic vision for recreation program delivery throughout the City.

Deliverable 10 – Analysis of Programs and Services

3.5 USER FEE ANALYSIS FOR FACILITIES, PROGRAMS, AND SERVICES

(BerryDunn lead)

Personnel services analysis

Our internal engagement activities in Task 2.4 will inform our understanding of the general program delivery process and steps necessary to provide each service, and to determine the approximate staff level of effort necessary. We will work with select COOL Parks staff to determine estimated time spent on all phases of fee-applicable service delivery. This information will help us begin assessing the financial impact of personnel costs on COOL Parks services.

Full service costs

As a starting point, we will use data and insight gained from conducting the personnel services analysis, reviewing the operating and capital budgets during our data review in Phase 1, and reviewing all other applicable information and data identified in previous tasks. Using this data and insight, we will develop and prepare a comprehensive cost analysis that identifies, organizes, calculates, totals, and distributes allowable direct and indirect costs to all user services provided by COOL Parks.

In order to accurately and reasonably do so, the analysis will, at a minimum, identify and calculate:

- Total expenditures: Using information provided by the City (most likely from the City's financial system), we will identify and assign total funds budgeted or expended to provide facilities, programs, and services.
- Unallowable and excluded costs: Building off the analyses undertaken by determining total expenditures in the previous bullet point, we will identify all unallowable costs, excluded costs, and any other distorting items, and remove them from the model's calculations.
- Direct costs: We will determine all costs that can be tied specifically to a COOL Parks service and therefore may be assigned as an expense.
- Indirect costs: We will determine all costs incurred for a common or joint purpose benefiting more than one department's programs or service.

We will reconcile all identified costs from the previous analyses to select City financial statements, working with staff to develop explanations for material variances. We will then work with the City to solicit and review any additional financial information necessary to calculate direct costs, and identify allowable citywide indirect costs.

Deliverable 11 – User Fee Analysis for Facilities, Programs, and Services

3.6 TRENDS REPORT

(BerryDunn lead)

Building upon the previous Demographics Review in Phase 1, a narrative of parks and recreation trends will be compiled. Our team maintains a database of up to date industry trends related to parks, recreation and trails, from design and amenities, to recreation programming and the use of technology. Team members have presented at multiple conferences about innovation and existing trends. Combined, BerryDunn project team members have implemented trend-setting services in park and recreation organizations throughout the country (in over 35 states).

3.7 MAINTENANCE MANAGEMENT ANALYSIS

(BerryDunn lead)

Among the key activities of an effective parks master planning process is the intentional effort to analyze COOL Parks' maintenance methods and activities. We will assess the City's maintenance capacity, synergies, efficiencies, growth areas, and other important characteristics that can be enhanced or improved. This will help our team to identify opportunities for strengthening future service development and delivery and, ultimately, quality of service and community impact.

As part of the process, we will want to meet with Departmental leadership to determine specific areas of emphasis. In addition, our team recognizes the importance of employee involvement in this task. As a result, we will want to meet with a variety of staff who are involved in maintenance activities to identify operational strengths and areas of needed improvement.

We will review staffing structure and levels, workflow, and systems to identify opportunities for improvement, as well as strengths on which to capitalize. Specific areas of focus will include regular and preventative maintenance schedules, equipment management systems, work request processes, staff training and scheduling, maintenance management processes, and use of technology.

Woven through the assessment will be the utilization of technology and opportunities to better-leverage technological advances, including the use of GIS, robotics, drones, and mobile applications. The results will help guide future service levels and inform future fiscal needs.

Deliverable 12 – Maintenance Management Analysis

4 Visioning

While not required in the City's RFP, we have proposed a visioning phase, as we have found that it is the most thought-provoking and creative phase during the master planning process. Its purpose is to develop the most appropriate response to the identified needs and priorities of the community based on all of the previous technical aspects of the process in collaboration with City leaders.

4.1 VISIONING WORKSHOP

(BerryDunn lead)

Our team will facilitate a visioning workshop, whose participants may include COOL Parks staff, City staff, the Steering Committee (if formed), and elected officials. We will confirm the list of attendees with the City to help ensure we have the appropriate people attending the session. The agenda for the workshop will be collaboratively developed.

During the workshop, we will review the findings and recommendations from all of the technical reports resulting from Phases 1 – 3, as well as community engagement feedback. Specific capital improvements, maintenance needs, operational changes, and potential recreation program systems will be reviewed in relation to their alignment with the City's primary goals and vision.

To effectively engage participants in developing a long-range vision, we will frame the review and conversation around topics like:

- How can the capital improvement project list best meet the identified parks' and facilities' needs?
- What are the desired service targets in which the City is most comfortable?
- What is the overall future vision of parks and recreation services?
- What are the major themes that frame the future direction of the agency?
- How do we best measure the plan's progress and how do we continue to engage the community?
- What is the City's desired future relationship with other local park and recreation providers?
- To what extent does the City want to engage in providing recreation programs?
- Which recommended changes to operational, maintenance, and/or organizational structure are realistic, achievable, and desired by the City? Which are not?
- How does this Master Plan and efforts from the City's Parks and Recreation Department help accomplish Citywide goals?
- How can facilities and programming service delivery be improved?
- Additional City-driven questions, as determined at the beginning of the project

4.2 DEVELOP ACTION PLAN AND PRIORITIZE RECOMMENDATIONS

(BerryDunn lead, KimleyHorn support)

In developing the Action Plan to identify recommendations for changes to policies and investment prioritization, we will vet and rank a preliminary recommendations list, bearing in mind existing organizational initiatives, fiscal realities, organizational culture, and other variables. The resulting goals and objectives will drive a Master Plan that represents the values of the community, as well as a prioritized action plan to successfully chart out the roadmap for implementation.

As part of this Action Plan, the following may be provided:

- Priority projects criterion based upon public needs and priorities.
- Prioritized list of new park and recreation facility projects based on established goals and community input for the parks and recreation Capital Improvement Program (CIP) including suggested timelines through the year 2032. Projects will meet a recommended criterion for inclusion in the CIP.
- Recommendations of future park land for possible new recreation facilities; search areas to meet future needs and potential acquisition strategies and partners to include potential needs for pocket parks, playgrounds, and/or dog parks.
- LOS standards recommendations
- Funding priorities and timeframes for capital development recommendations (1 – 5 years and 6 – 10+ years)
- Sustainable Opa-locka 20/30 Comprehensive Plan recommended updates and policies amendments for the Recreation and Open Space Element

Deliverable 13 – Action Plan and Timeline

5 Draft and Final Plan

5.1 DEVELOP DRAFT MASTER PLAN

(BerryDunn lead, Kimley-Horn support)

We will submit a draft Master Plan to the City's Project Team for review and comment. The draft plan will incorporate data, findings, and recommendations from the reports and analyses completed in the previous phases as well as the prioritized Action Plan with near-term and long-term timeline designations. It will also include an Executive Summary outlining key sections and recommendations, as well as the Master Plans' background and development. We will incorporate feedback before presenting the Plan to the City Commission.

Deliverable 14 – Draft Master Plan

5.2 PRESENT DRAFT PLAN TO THE CITY COMMISSION

(BerryDunn lead)

Our team will present the Master Plan during a scheduled City Commission meeting, outlining the plan components, key findings, and recommendations for the future. This presentation will give City leadership the opportunity to ask questions and request final changes. We find that presenting the Master Plan to City leadership also helps to promote buy-in and ensure the long-term success of the plan.

Deliverable 15 – Presentation to the City Commission

5.3 FINALIZE MASTER PLAN

(BerryDunn lead)

We incorporate final feedback from the City Commission and City staff before submitting a final version of the Master Plan to the City.

Deliverable 16 – Final Master Plan

5.4 IMPLEMENTATION WORKSHOP

(BerryDunn lead)

Our team not only brings extensive master planning consulting experience, but also experience leading implementations through our work as practitioners with multiple parks and recreation agencies. We are extremely interested and experienced in working with COOL Parks staff to successfully implement your Master Plan. In fact, our standard practice is to include a section in the final Master Plan providing a detailed sequence of steps needed for successful implementation.

We propose facilitating an Implementation Workshop with staff, where we will review techniques to deploy the Master Plan effectively.

- Identification of a plan champion or team of champions
- Visual management techniques
- Ongoing employee engagement
- Reporting mechanisms and communication
- Internal marketing
- Institutionalizing the process by documenting the steps in the process and continuous improvement of the process
- Ongoing plan adjustments
- Connection to the community, City management and elected officials, and employees

To help ensure the recommended strategies are actionable, we will check in with the City six months and one year after the plan is adopted to discuss any issues, challenges, and successes of the implementation.

The final Master Plan will be placed on the City's website for public access, and we will encourage additional public announcement methodology as well as provide recommendations for tools to communicate with residents about ongoing implementation updates.

Deliverable 17 – Implementation Workshop

Tab 5

Experience and Qualifications

Our Parks and Recreation Practice

Our strong history of providing consulting services to local government agencies nationwide includes a **Parks and Recreation Practice** focused on supporting initiatives related to master and strategic planning, design, technology, financial analysis, and organizational development.

A key feature of this practice is its staff of former parks and recreation practitioners and experts, who use their backgrounds to provide grounded and actionable recommendations to clients like the City. BerryDunn's culture is centered on a deep understanding of our clients' commitment to serving the public.

We proudly tailor our projects to recognize the work our clients do every day. **We care about what we do, and we care about the people impacted by our work.**

All of the Parks and Recreation Practice's engagements are defined by supporting our clients' vision, focus, and continuous improvement by looking beyond the industry. We strive to assure quality by understanding your expectations up front, developing a reasonable and achievable project approach, gaining concurrence on project tasks and timing, and using appropriate staff for each engagement.

Parks and Recreation Practice Mission

To improve organizations, people, and processes through innovative strategies and solutions

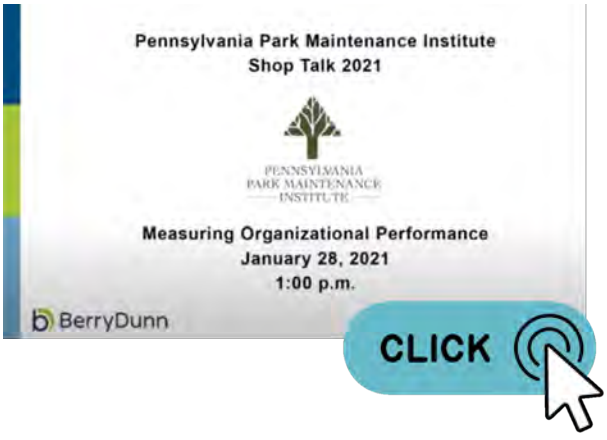
Visible Expertise in the Industry

Our Parks and Recreation team members regularly speak at industry conferences and events, including recently at the National Recreation and Parks Association (NRPA) Annual Conference. BerryDunn is an active participant in the NRPA, which enables us to stay apprised of trends and best practices to share with our clients.

Recent sessions include:

- *"How Parks and Recreation Can Support Mental Health Challenges"*
- *"Leading to Create Organizational Excellence"*
- *"Is Influencer Marketing Right for Your Agency?"*
- *"Engage the Silent Voices"*
- *"The Case of Cost Recovery: Why, How and Does It Work?"*
- *"Measuring Operational Performance"*
- *"Lemons into Lemonade: Innovating Through COVID Crisis"*
- *"A Racially Just Future: 2021 NCAA Basketball Final Four Talks"*

Follow the link below to view "Measuring Organizational Performance," led by proposed Engagement Manager, Barbara Heller, and Subject Matter Expert, Jesse Myott, as part of the Pennsylvania Park Maintenance Institute's Shop Talk series.



BerryDunn's Relevant Experience

BerryDunn's system-wide master planning processes have included robust community engagement components and featured demographic studies, park inventory and analyses, LOS standards, recreation program assessments, operations assessments, funding and revenue strategies, capital project plans, and well-defined action plans—created in collaboration with our clients.

Our team prioritizes and takes pride in applying our understanding of the programmatic process to our analyses, beyond what "looks good on paper." For example, we understand that a master plan with clear, chartable goals should be an invaluable tool for planning and budgeting purposes each year.
As a result, we will spend thoughtful time to give our clients the support they need to implement a meaningful plan for staff and the community at large.

Below, we include a representative list of public-sector clients for which our team has led or participated in (where indicated) master and strategic planning projects within the last five years.

As the lead firm

City of Iowa City, Iowa
Recreation Facilities and Programs Comprehensive Master Plan

City of Lauderdale Lakes, Florida (with support from Kimley-Horn and ETC Institute)
Parks and Recreation Master Plan

City of Parkland, Florida (with support from Kimley-Horn and ETC Institute)
Parks and Recreation Master Plan

City of Shawnee, Kansas
Parks and Recreation Master Plan
View plan outline here

Maryland National Capital Park and Planning Commission
Youth Sports Strategic Plan

Pottstown Area Regional Recreation Committee
Five-Year Strategic Plan

Town of Manchester, Connecticut
Parks and Facilities Master Plan

Town of Scarborough, Maine
Sport Facility Feasibility Study

Washington Township Recreation Department, Ohio
Strategic & Business Development Plan

As a subcontractor

City of Denver Colorado (team led by Livable Cities Studio)
Outdoor Adventure and Alternative Sports Master Plan

City of Ferguson, Missouri (team led by Vireo)
Parks and Recreation Master Plan

City of Fort Lauderdale, Florida (team led by AECOM)
Parks Bond and Parks Master Plan Design and Implementation

City of Jersey City, NJ (team led by AECOM and Agency Landscape and Planning)
Master Plan Update - Open Space, Recreation and Community Facilities

City of Lynchburg, Virginia (team led by Lose Design)
Parks and Recreation Needs Assessment and Master Plan

City of Norwalk, Connecticut (team led by Kimley-Horn)
Recreation and Parks Masterplan Update

City of Spring Hill, Kansas (team led by Vireo)
Parks and Recreation Master Plan

City of Tampa, Florida (team led by AECOM)
Parks and Recreation Master Plan

DeKalb County, Georgia (team led by Lose Design)
Parks and Recreation Master Plan

Howard County, Maryland (team led Agency Landscape and Planning)
Land Preservation, Parks, and Recreation Plan

Jackson County, Mississippi (team led by Lose Design)
Parks, Recreation, and Open Space Master Plan

Mecklenburg County, North Carolina (team led by Agency Landscape and Planning)
Parks and Recreation Master Plan

Valdosta Lowndes County, Georgia (team led by Barth Associates)
Parks Master Plan

Village of Pinecrest, FL (team led Kimley-Horn)
Comprehensive Parks and Recreation Master Plan

Kimley-Horn's Relevant Experience

Kimley-Horn has experience with many parks, greenways, shared-use trails, and irrigation projects involving planning; design; and final plans, specifications, and estimates. It has designed both passive parks and recreational parks, ranging in size from a 20,000+ acre park master plan to neighborhood amenity pocket parks. The firm's landscape architecture team offers expertise in open space design, recreational planning and design, feasibility studies, master planning, streetscape design, multi- and shared-use paths, hardscape design, and site planning.

Kimley-Horn's landscape architects emphasize the development of a functional, pleasing visual environment, meaningful themes, and strong connection to environment while being sensitive to budget and long-term maintenance. With strong local ties and parks and trails design experience, members of the landscape architecture team also bring to each project a national perspective from designing parks across the U.S. Kimley-Horn has provided similar services for many South Florida clients, including your neighbors in Cutler Bay, Miramar, and Doral, as well as for Miami-Dade County.

The Kimley-Horn team has been providing award-winning park and recreation planning services to communities throughout the country for over 20 years and have a long history of working with numerous communities in Miami-Dade County from our local office in Miami.

The list below demonstrates a selection of our proven track record in completing successful park and recreation master plans. All projects were completed by members of the proposed Kimley-Horn team as either Project Manager or lead Planner/Designer.

- City of Miami Recreation Master Plan *
- City of Doral Parks and Recreation Master Plan *
- City of Fort Lauderdale Parks and Recreation System Mater Plan *
- City of Lauderdale Lakes, FL Parks and Recreation Master Plan (Sub to BerryDunn)
- City of Coral Gables Community Recreation Plan *
- District of Columbia, Play DC | Parks and Recreation Master Plan*
- City of Tamarac Parks and Recreation Master Plan *
- City of Sunrise Parks and Recreation Needs Assessment *
- City of San Diego Parks Master Plan *
- City of Parkland, FL Park and Recreation Master Plan (Sub to BerryDunn)
- Miami-Dade County Open Space System Master Plan*
- Village of Wellington, FL Parks and Recreation Master Plan *
- City of Fort Myers Park and Recreation Master Plan *
- City of Wilton Manors Parks and Recreation Master Plan *
- Manatee County Parks, Recreation, and Open Spaces Master Plan
- Marion County Parks and Recreation Master Plan
- City of Norfolk Management Assessment, Recreation, Parks and Open Space Study (BerryDunn)
- City of Raleigh, NC Parks, Recreation and Cultural Resources System Plan*
- Rocky Mount, NC Parks and Recreation Master Plan*
- City of Dallas City-wide Aquatics Plan
- Howard County Recreation and Parkland Preservation, Parks and Recreation Plan (BerryDunn)
- Tennessee State Comprehensive Outdoor Recreation Plan (SCORP)
- Loudoun County, VA Parks and Recreation Master Plan
- Winston-Salem, NC Bicycle Master Plan*
- Miami-Dade County Trail Design Guidelines and Standards*

** Project led by team member prior to joining Kimley-Horn*

Introducing our Team

The City will be working with veteran parks and recreation professionals, introduced in the organizational chart on the next page. Our team members understand the environment in which you work and have the demonstrated parks and recreation experience to lead the City through a successful mater planning process.

Our team will work to exceed the City's expectations of the quality and timeliness of our communications, service delivery, and final work products. We strive to assure quality by understanding your expectations up front, developing a reasonable and achievable project approach, gaining concurrence on project tasks and timing, and using appropriate staff for each engagement.

Collaborative Experience

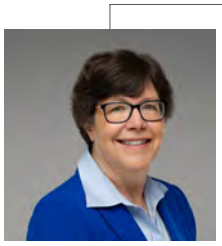
When developing our proposed team, we looked for partners with specialized knowledge to support the City's Master Plan effort. By teaming with Kimley-Horn and ETC Institute, we are able to provide the City the expert resources necessary to properly assess and support the City's services. **Another key factor in building our team was our experience working together on previous engagements**—we believe that project success is inextricably linked to a "one project, one team" mentality, and a commitment to consistent communication with our clients. This aligned philosophy helps our clients to receive clear messaging, recommendations, and guidance from each team member, regardless of firm.

Examples of projects showing our history of collaboration include:

- City of Parkland, Florida – Parks and Recreation Master Plan – BerryDunn, Kimley-Horn, ETC Institute
- City of Lauderdale Lakes Florida – Parks and Recreation Master Plan – BerryDunn, Kimley-Horn, ETC Institute
- City of Norwalk, Connecticut - Recreation Assessment (ongoing project) – Kimley-Horn, BerryDunn
- Village of Pinecrest, Florida – Comprehensive Parks and Recreation Master Plan (ongoing project) - Kimley-Horn, BerryDunn

ORGANIZATIONAL CHART

Chad Snow
Principal

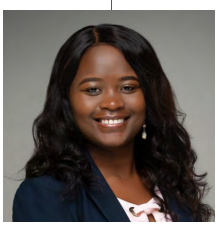


Barbara Heller
Engagement Manager

Elsa Fischer
Project Manager

Dannielle Wilson
Recreation Analyst

Jason Genck
Recreation Analyst



Charline Kirongozi
Recreation Analyst

Jesse Myott
Subject Matter Expert

Michele Weinzetl
Subject Matter Expert

Jonathan Haigh
Landscape Architect

Nick Kuhn
Landscape Architect

George Puig
Landscape Architect

Jason Morado
Survey Manager

We're a team of creative problem-solvers with a shared passion for what we do.

BerryDunn: Recreation, Engagement, and Visioning Team

Chad Snow, PMP®, CFE

Principal

Chad leads BerryDunn's Local Government Practice Group, which focuses on serving every level of the local public sector sphere. Chad has more than 27 years of experience working with local government agencies and has extensive experience assisting government clients with project management, technology planning, organizational development, business process improvement, system implementation and design, and enterprise system initiatives.

Chad will ensure our full commitment to the City during the engagement, and will review all deliverables for alignment with contract requirements and BerryDunn's standards for quality.

Barbara Heller, MPA

Engagement Manager

Barbara currently leads BerryDunn's Parks and Recreation Practice, and is prominent in the industry as a thought leader, innovative problem-solver, and engagement and visioning specialist. A former parks director for the Naperville and Elk Grove Park Districts in Illinois, her work has spanned over 40 years, during which she has worked in and with municipal and state parks and recreation entities to plan for transformed community need.

In the last two years alone, Barbara has been a project leader on BerryDunn engagements with the Cities of Shawnee, KS; Lauderdale Lakes, FL; Parkland, FL; and Philadelphia, PA; Washington Township Recreation Department, OH; Metro Parks Tacoma, WA.

Barbara will work with proposed Project Manager, Elsa Fischer, to monitor the progress of the project, track the initiation and completion of tasks and milestones, and oversee the work of our project team.

Elsa Fischer, CPRP

Project Manager

As a parks and recreation practitioner in Illinois for over 30 years, Elsa brings extensive background in facility management, recreation program oversight, fiscal management, creative collaboration techniques, and strategic planning initiatives. Before joining BerryDunn's Parks and Recreation Practice, she led operations and leisure services for Glenview Park District and Northbrook Park District, IL. She has participated in trainings with the Illinois Parks and Recreation Association (IPRA) Professional Development School and the National Recreation and Park Association (NRPA) Rocky Mountain Revenue Management School.

Elsa has played key roles during engagements with Metro Parks Tacoma, WA; the Cities of Lauderdale Lakes and Parkland, FL. She also served as project manager during BerryDunn's engagement with the Town of Manchester, CT, as it developed a park and facilities master plan.

Elsa will serve as BerryDunn's primary point of contact with the City, monitor the progress of the project, track the initiation and completion of tasks and milestones, organize the work of our project team, and maintain consistent communication with the City team regarding project status.

Jason Genck, MPA, CPRP

Recreation Analyst

Jason has nearly 30 years of experience in the parks and recreation industry, and is a sought-after thought leader in this space. Prior to joining BerryDunn's Parks and Recreation Practice in 2021, Jason was executive director of the three-time Gold Medal Award Winning Westminster, Colorado, Parks, Recreation, and Libraries Department, where he oversaw a staff of more than 1,000 and served a city of approximately 115,000 residents. Jason recently helped guide Westminster's $1 billion downtown development plan, transit oriented development plan, citywide COVID-19 social recovery efforts, the City's first ever Inclusivity Board, and focus area-specific plans in marketing and outreach, libraries, open space and cultural arts. Jason has extensive experience working with at-risk youth from his roots in south Chicago to serving the At-Risk Youth Division in the City of Phoenix, AZ.

Jason will leverage his decades of industry experience to contribute to overall project support, deliverable development, and recommendations development rooted in industry knowledge and best practices. He will also help lead engagement efforts with City Police and Fire staff around the issues of public safety in the context of recreation and community programming.

Dannielle Wilson, MS

Recreation Analyst

Dannielle (Dannie) has spent more than 15 years in positions of progressive responsibility for parks and recreation agencies or as a consultant to these agencies, including as superintendent of recreation for the West Chicago Park District, where she oversaw operations of a recreation center, outdoor water park, and preschool facility.

As a senior consultant in our Parks and Recreation Practice, Dannie has played key leadership roles during mastering planning engagements with the Cities of Shawnee, KS and Lauderdale Lakes, FL; and the Maryland National Capital Park and Planning Commission. She is currently kicking off work as the project manager with the City of Iowa City, IA as it develops a new recreation facilities and programs master plan.

Dannie will primarily support public engagement activities with the City's community during Phase 2.

Charline Kirongozi, MPA

Recreation Analyst

Charline joined BerryDunn with a public sector background and several years of experience supporting and conducting field research, data collection, organizational reporting, and gap analysis and recommendations. Her experience also includes organizing and leading groups through the adoption of new ideas and concepts, and promoting buy-in. She brings in-depth knowledge and involvement with strategic and master planning, change management, and relationship building through her strong communication, leadership, and project management skills.

Some of Charline's key clients include the Cities of Parkland and Lauderdale Lakes, FL; and Monroe County, FL.

Charline will primarily support public engagement efforts and deliverable development.

Jesse Myott, MA

Subject Matter Expert

Jesse brings nearly a decade of public sector experience, focusing on supporting municipalities with operating and capital improvement budget development and management; special fund accounting, revenue and expenditure forecasting; customer valuation; and cost of revenue analyses for town programs and services. His background as a financial and management leader for local government like the Cities of Daly City and South San Francisco, CA; and the City of Brookline, MA have given him broad exposure to the services similar to those provided by COOL Parks.

Jesse will lead activities relating to the user fee analysis for facilities, programs, and services.

Michele Weinzetl, Ed.D

Subject Matter Expert

Michele is a senior consultant in our Local Government Practice Group, and has 27 years of policing experience. She brings extensive experience instructing hundreds of police officers and police executives in the areas of supervision, leadership development, and a variety of policing skills. Her experience also includes projects focused on providing operational oversight of management studies, staffing studies, and other technical assistance engagements. Prior to working at BerryDunn, Michele was Chief of Police for three different Minnesota police departments for 17 of those years. She also served as a SME, consultant, and adjunct faculty member for the International Association of Chiefs of Police (IACP) Leading by Legacy program.

Michele will support specific engagement efforts with City Police and Fire staff around the issues of public safety in the context of recreation and community programming.

Kimley-Horn: Landscape Design and Park Analysis Team

Nick Kuhn, PLA, CPRP

Landscape Architect

Nick combines his passions to help public agencies create livable and sustainable communities through strategic planning and design of the public realm. He has extensive experience in providing planning services to numerous public agencies nationwide. He specializes in the planning and design of livable and sustainable communities through the strategic planning and design of the public realm. Nick regularly lectures and writes on topics ranging from open space needs assessments to active recreation and sustainable park design. He is a licensed Landscape Architect in multiple states and member of NRPA, APA, ASLA, and the City Parks Alliance.

Nick will provide oversight and expertise during activities related to park inventory and analysis, LOS, base map creation, and action plan development.

George Puig, PLA, ASLA

Landscape Architect

Based in Miami, George is Kimley-Horn's Landscape Architecture Practice Builder for Southeast Florida and the Caribbean. With over 31 years of experience, George has provided similar services to Florida clients like Miami-Dade County, Doral, Palmetto Bay, Coral Gables, and Miami.

George will provide expertise during activities related to park inventory and analysis, LOS, base map creation, and action plan development. He will also serve as a local resource for the City.

Jonathan Haigh, PLA, ASLA

Landscape Architect

Jonathan is a landscape architect based in South Florida with vast experience creating plans and designs that become reality. He has provided landscaping architecture services to multiple municipalities in Broward County, including the Cities of Boca Raton, Miramar, and Sunrise.

Jonathan will provide oversight and expertise during activities related to park inventory and analysis, LOS, base map creation, and action plan development. He will also serve as a local resource for the City.

ETC Institute – Community Survey Team

Jason Morado, MBA
Survey Manager

Jason has two decades of experience designing, administering, and analyzing community market research. He has served as the project manager on community survey research projects for over 600 local government organizations throughout the U.S., and he will lead and oversee ETC's involvement in this project. He will provide oversight for the development and implementation of the statistically valid survey.

Jason will manage the statistically valid survey implementation during Phase 2.

Chad Snow, PMP®, CFE | Project Principal

SPECIAL QUALIFICATIONS

Leads Local Government Practice Group

Project leadership for planning, selection, and implementation of a variety of public sector systems for dozens of clients

EDUCATION AND CERTIFICATIONS

BA, Criminology, University of Southern Maine

AS, Law Enforcement Technology, Southern Maine Technical College

Project Management Professional (PMP), Project Management Institute

Certified Fraud Examiner (CFE) Association of CFEs

Chad has more than 27 years of experience working with local government agencies and has extensive experience assisting government clients with project management, technology planning, business process improvement, system implementation and design, and enterprise systems. Prior to joining BerryDunn in 2006, Chad worked for a public sector system vendor, where he provided in-depth demonstrations on ERP, revenue, and public safety applications to prospective government clients in addition to providing project management and implementation support. He also served as a police officer in Maine for 10 years.

DEMONSTRATIONAL EXPERIENCE

Key Local Public Sector Clients (as Principal):

- City of Beaverton, OR
- City of Bloomington, MN
- City of Boca Raton, FL
- City of Boston, MA
- City of Broken Arrow, OK
- City of Cambridge, MA
- City of Greensboro, NC
- City of Lauderdale Lakes, FL
- City of Midland, TX
- City of Parkland, FL
- City of Philadelphia, PA
- City of Sioux Falls, SD
- City of Springfield, MA
- City of Wilmington, NC
- Goochland County, VA
- Loudoun County, VA
- Metro Parks Tacoma, WA
- Minnehaha County, SD
- Outagamie County, WI
- Somerset County Parks District, NJ
- Three Rivers Park District, MN
- Town of Greenwich, CT
- Town of Leesburg, VA
- Town of Wells, ME
- Town of Manchester, CT
- Washington Township, OH
- Village of Schaumburg, IL

Barbara Heller, MPA | Engagement Manager

PROFESSIONAL AFFILIATIONS

National Recreation and Parks Association

American Society for Quality

MA Recreation and Park Association

Lincoln Foundation for Business Excellence, based on Malcolm Baldrige National Quality Award

Faculty, National Recreation and Park Association Director's School

EDUCATION

American University Master of Public Administration

Pennsylvania State University

Bachelor of Science, Recreation and Parks

Barbara leads BerryDunn's Parks and Recreation Practice, bringing deep industry expertise built upon 40 years of experience working in and with agencies on strategic planning, needs analyses, master planning, financial analyses, cost recovery, and quality assessments. Barbara leverages this experience to help municipal and country parks and recreation departments achieve their management and planning goals.

DEMONSTRATIONAL EXPERIENCE

- Strategic and Business Development Plan, Washington Township Recreation Department, OH - Project Manager
- Strategic Operational Performance Assessment, Roseville Department of Parks, Recreation, and Libraries — Project Manager
- Organizational Assessment, Metro Parks Tacoma, WA — Project Manager
- Sport Facility Feasibility Study, Town of Scarborough, ME— Engagement Manager
- Five-Year Strategic Plan, Pottstown Area Regional Recreation Committee — Project Manager
- Parks and Recreation Master Plan, City of Parkland, Florida — Engagement Manager
- Parks and Recreation Master Plan, City of Lauderdale Lakes, Florida — Engagement Manager
- Parks and Recreation Master Plan, Town of Manchester, CT — Engagement Manager
- Parks and Recreation Master Plan, DeKalb County, GA — Recreation Consultant (Prime firm: Lose Design)
- Parks and Recreation Master Plan, City of Shawnee, KS — Project Manager
- Youth Sports Strategic Plan, Maryland National Capital Park and Planning Commission (M-NCPPC) – Engagement Manager

KEY FOCUS AREAS

Project Management and Leadership

Barbara is an established expert in the parks and recreation industry, having led dozens of master planning projects with her own firm Heller and Heller Consulting, with Sasaki Associates as Director of Parks Planning, and with PROS Consulting as a principal consultant. Her leadership style in every engagement—from master and strategic planning to operational and needs assessments—is defined by personal connection, humor, and attention to detail.

Parks and Recreation Direction

Barbara also spent decades in the public sector, working for organizations like Naperville Park District, IL; Elk Grove Park District, IL; Arlington Parks and Recreation Department, TX; and the Maryland National Capital Parks and Planning Commission.

BerryDunn

Elsa Fischer, CPRP | Project Manager

SPECIAL QUALIFICATIONS

Former director of recreation and superintendent of leisure services

32 years of experience in parks and recreation, with extensive facility management responsibilities

PROFESSIONAL AFFILIATIONS

IPRA Professional Development School

NRPA Rocky Mountain Revenue Management School

EDUCATION AND CREDENTIALS

MS, Recreation Administration, Aurora University

BS, Leisure Studies, University of Illinois, Champaign

Certified Park and Recreation Professional (CPRP)

Elsa is a senior consultant in BerryDunn's Parks & Recreation Practice. She brings more than 30 years of experience in parks and recreation, a majority of which was in senior leadership roles. Her comprehensive experience in recreation programming, facility management, fiscal management, collaboration, and capital project involvement infuses itself into all aspects of her consulting project work.

DEMONSTRATIONAL EXPERIENCE

- Parks and Recreation Master Plan, Town of Manchester, CT — Project Manager
- Recreation and Parks Masterplan Update, City of Norwalk, CT – Recreation Analyst (Prime firm: Kimley-Horn)
- Strategic and Business Development Plan, Washington Township Recreation Department, OH – Recreation Analyst
- Sport Facility Feasibility Study, Town of Scarborough, ME— Project Manager
- Five-Year Strategic Plan, Pottstown Area Regional Recreation Committee — Project Manager
- Parks and Recreation Master Plan, City of Parkland, Florida — Recreation Analyst
- Parks and Recreation Master Plan, City of Lauderdale Lakes, Florida — Recreation Analyst
- Parks and Recreation Master Plan, City of Tampa, FL – Recreation Analyst (Prime firm: AECOM)
- Parks, Recreation, and Open Space Master Plan, Jackson County, MS – Recreation Analyst (Prime firm: Lose Design)
- Parks and Recreation Needs Assessment and Master Plan, City of Lynchburg, VA — Recreation Analyst (Prime firm: Lose Design)

Glenview Park District: As superintendent of leisure services, Elsa was responsible for successful operations of the 169,000 square-foot Park Center (including fitness center, group exercise spaces, senior center, preschool wing, cultural arts wing, 3 gymnasiums and indoor pool), The Grove National Historic Landmark (includes Interpretive Center, the Kennicott Museum, Program Barn, Archives Building and the Redfield Estate), Wagner Farm, Schram Memorial Chapel, Air Station Prairie, and Roosevelt & Flick outdoor pools and respective concessions areas.

Northbrook Park District: As director of leisure services for over eight years, Elsa participated in planning and execution of Northbrook's $2 million capital improvement plan. She played a critical role with the 2014 Feasibility Study conducted during the evaluation and consideration of the Northbrook Park District's purchase of the Five Seasons Family Sports Club. She also oversaw operations of a 41,000 square-foot community center including a 278-seat theatre, an 89,000 square- foot ice arena, two outdoor pools, a dog park and a Velodrome.

BerryDunn

Jason Genck, MPA, CPRP | Recreation Analyst

SPECIAL QUALIFICATIONS

Certified Parks and Recreation Professional

Former Parks, Recreation, and Library Department Director

Certified Aquatic Facility Operator

PROFESSIONAL AFFILIATIONS

National Recreation and Park Association (NRPA)

American Park and Recreation Society

Colorado Park and Recreation Association

Illinois Park and Recreation Association

American Academy for Park and Recreation Administration Extern Program

EDUCATION AND CREDENTIALS

MPA, Arizona State University

BA, University of St. Francis

Certified Park and Recreation Professional (CPRP)

Jason has more than 26 years of experience in the parks, recreation, and libraries industry. He is an expert in the field and regularly speaks at conferences such as those hosted by NRPA and the Colorado, Illinois, and Oregon park associations.

DEMONSTRATIONAL EXPERIENCE

Parks, Recreation, and Library Leadership: Prior to joining BerryDunn, Jason was executive director of a parks, recreation, and library department that had a $22 million annual operating budget; 1,000+ staff members; 65 parks, two full-service libraries, five recreation centers, three aquatic facilities, multiple sports complexes, two golf courses, and 150 miles of recreation trails. That department served a city of approximately 115,000 residents.

Strategic Planning: Jason has overseen the development of numerous strategic plans, including a citywide strategic plan, libraries master plan, open space stewardship plan, arts and culture master plan, park and recreation district comprehensive plan and cost recovery models, organization restructure plans, and more. In particular, a recent libraries master plan became a source of tremendous pride for the staff and community.

Training and Coaching: Jason is a sought-after consultant, speaker, trainer, and facilitator. He is an active member of many national and statewide parks, recreation, and library professional groups. He leverages his 26 years of industry experience to provide thought leadership, organizational coaching, and teaching to organizations ranging from NRPA to the National Think Tank of Public Engagement. In addition, he often shares insights related to risk management and organizational leadership.

BerryDunn

Dannielle Wilson, MS, Prosci® CCP | Recreation Analyst

SPECIAL QUALIFICATIONS

Senior consultant for Parks and Recreation organizations

More than a decade of experience in the industry

PROFESSIONAL AFFILIATIONS

National Recreation and Parks Association

Illinois Parks and Recreation Association

Board Chair, Oswegoland Park District Foundation

NRPA Revenue Development and Management School Graduate

EDUCATION AND CREDENTIALS

MS, Recreation Administration, Indiana University

BS, Recreation and Leisure Studies, Winona State UniversityMA, History, San Francisco State University

Prosci® Certified Change Practitioner (CCP)

Dannielle (Dannie) has spent more than 15 years in positions of progressive responsibility in Parks and Recreation agencies, or as a consultant to these agencies nationwide. She currently focuses on providing consulting support for master planning, strategic planning, and recreation program assessments. Dannielle is a strategic thinker who encourages the utilization of technology and data to progress the field of parks and recreation.

DEMONSTRATIONAL EXPERIENCE

- Parks and Recreation Master Plan, City of Shawnee, KS — Project Manager
- Parks and Recreation Master Plan, City of Lauderdale Lakes, Florida —Lead Analyst
- Parks and Recreation Master Plan, DeKalb County, GA — Recreation Consultant (Prime firm: Lose Design)
- Recreation and Parks Masterplan Update, City of Norwalk, CT – Recreation Analyst (Prime firm: Kimley-Horn)
- Outdoor Adventure and Alternative Sports Master Plan, City of Denver, CO – Recreation Analyst (Prime firm: Livable Cities Studio)
- Parks and Recreation Needs Assessment and Master Plan, City of Lynchburg, VA — Recreation Analyst (Prime firm: Lose Design)

West Chicago Park District: During her tenure as Superintendent of Recreation, Dannielle ensured the recreation department's successful provision of programs and services through the leadership of 7 full time and 185 part time staff. Guided operations of a recreation center, outdoor water park, and preschool facility. Managed over $4 million budget; doubled recreation fund net revenue in first fiscal year. Implemented an electronic budgeting process whereby staff were educated and empowered to manage their own budget areas; restructured preschool program to increase capacity and financial potential; budgeted to reduced net loss of water park by nearly 50% in first year

Carol Steam Park District: Dannielle held progressively responsible positions including Service Team Supervisor, Service Team Superintendent, Strategic Initiatives Facilitator, Recreation Director, and Superintendent of Administrative Services. She led cross-departmental teams including those for strategic planning, recreation software conversion, recreation center launch team, and IAPD Distinguished Accreditation team.

KEY FOCUS AREAS

Project and Planning Management

Since joining BerryDunn, Dannie has managed multiple master and strategic planning engagements. This has allowed her to hone her intuitive approach and leverage deep experience as a practitioner. Key tasks include facilitating meetings with client personnel, leading community engagement activities, assessing recreation programming, and providing short- and long-term recommendations.

BerryDunn

Charline Kirongozi, MPA | Recreation Analyst

SPECIAL QUALIFICATIONS

In-depth knowledge and involvement with strategic planning, change management, and relationship building

Strong communication skills both through experience translating foreign languages (fluent in English, French, and Lingala) and through data collection, issue correspondence, and relaying project updates

Extensive experience organizing and leading groups through adopting new ideas and concepts, and promoting buy-in amongst the group

PROFESSIONAL AFFILIATIONS

Member, Government Finance Officers Association (GFOA)

EDUCATION AND CREDENTIALS

BA, Political Science, Clark University

Masters, Public Administration, Clark University

Charline is a consultant in BerryDunn's Local Government Practice Group and focuses on assisting public-sector clients with project support. She joined BerryDunn with two years of prior public-sector experience and several years of field experience supporting and conducting research, collecting data, supporting organizational reporting, performing gap analysis, and developing recommendations. Her experience also includes organizing and leading groups through the adoption of new ideas and concepts, and promoting buy-in. She brings in-depth knowledge and involvement with strategic planning, change management, and relationship-building through her strong communication, leadership, and project management skills.

DEMONSTRATIONAL EXPERIENCE

- Strategic and Business Development Plan, Washington Township Recreation Department, OH – Business Analyst
- Sport Facility Feasibility Study, Town of Scarborough, ME— Business Analyst
- Parks and Recreation Master Plan, DeKalb County, GA — Business Analyst (Prime firm: Lose Design)
- Strategic Technology Planning and Organizational Assessment, Metro Parks Tacoma, WA — Business Analyst
- Parks and Recreation Master Plan, City of Parkland, Florida — Business Analyst
- Parks and Recreation Master Plan, City of Lauderdale Lakes, Florida — Business Analyst

KEY FOCUS AREAS

Project and Planning Management

Charline has experience outside of her time at BerryDunn as an immigration paralegal, which heavily involved preparing, reviewing, and filing visa petitions; advocating and communicating on behalf of her clients; overseeing the flow of information and processes of the cases; and adhering to the policies set forth by immigration officials.

Business Process Improvement

Charline has in-depth experience with an international perspective conducting field research. This involved collecting data and developing reports, as well as identifying gaps in policies and processes. These gaps translated into developing ways to streamline processes and increase efficiencies.

Public Sector Research and Analysis

Charline worked on the behalf of the City of Worcester, MA to establish best practices for sustainability of the Worcester/Green Worcester Working Group (Group). Through this work, she led her team through the research of over 30 cities. She reported biweekly status reports/updates, presented findings, identified risks, and made recommendations to the Group. As a result of her efforts, Charline received an award from the Massachusetts Chapter of the American Society for Public Administration for best Capstone Project Presentation.

BerryDunn

Jesse Myott, MA | Subject Matter Expert

PROFESSIONAL AFFILIATIONS

California Society of Municipal Finance Officers (CSMFO)

Municipal Management Association of Northern California (MMANC)

EDUCATION AND CREDENTIALS

AS, Champlain College

BA, History, University of Rhode Island

MA, History, San Francisco State University

PRESENTATIONS

Massachusetts Recreation and Park Association (MRPA) Annual Conference Speaker 2015 – Cost Recovery Methods

Pennsylvania Park Maintenance Institute – Measuring Organizational Performance – January 2021

Government Finance Officers Association of Arizona – Municipal User Fee Studies – February 2021

Jesse brings nearly a decade of public sector experience, focusing on supporting municipalities with operating and capital improvement budget development and management; special fund accounting, revenue and expenditure forecasting; customer valuation; and cost of revenue analyses for municipal programs and services.

DEMONSTRATIONAL EXPERIENCE

- Recreation and Parks Masterplan Update, City of Norwalk, CT – Recreation Analyst (Prime firm: Kimley-Horn)
- Outdoor Adventure and Alternative Sports Master Plan, City of Denver, CO – Recreation Analyst (Prime firm: Livable Cities Studio)
- Parks and Recreation Needs Assessment and Master Plan, City of Lynchburg, VA — Recreation Analyst (Prime firm: Lose Design)
- Local Rapid Response Planning, Massachusetts Department of Housing and Community Development – Subject Matter Expert
- Golf Management System Selection Consulting, City of Boca Raton, FL — Business Analyst
- Parks and Recreation Master Plan, City of Tampa, FL – Recreation Analyst (Prime firm: AECOM)
- Building Fee Study, City of Gainesville, FL — Project Manager

KEY FOCUS AREAS

Process Analysis

Jesse is an experienced municipal finance and management professional with nearly a decade of experience serving in many areas of local government both as an analyst and in management roles. His municipal business process knowledge extends through city administration, public works, water delivery and waste collection services, solid waste collection, public safety, economic development and redevelopment, library and recreation services, human resources, capital improvement program development, facility planning, compensation and benefits analysis, and city-wide operating budget planning, monitoring and delivery.

Fee Studies

Jesse has authored highly complex and sensitive fee studies, created detailed subsidy analyses, developed cost recovery models, and water and sewer rate setting models for a number of municipalities in the San Francisco Bay Area, California and Boston, Massachusetts area.

BerryDunn

Michele Weinzetl, Ed.D | Subject Matter Expert

SPECIAL QUALIFICATIONS

Former Chief of Police for the Minnesota Police Department

Instructed hundreds of police officers and police executives in the areas of supervision, leadership development, and a variety of policing skills

Extensive experience for operational oversight of management studies, staffing studies and other technical assistance engagements

EDUCATION AND CREDENTIALS

Ed. D., Higher Education and Adult Learning, Walden University

MA, Organizational Management, Concordia University

BA, Organizational Management, Concordia University

AAS, Law Enforcement, North Hennepin Community College

Prosci® Certified Change Practitioner

Master Chief Law Enforcement Officer Certification

Michele has over 27 years of experience in the public sector, specifically with police. Her background includes more than 17 years as a Chief of Police for three different Minnesota Police Departments. Michele has extensive experience instructing hundreds of police officers and police executives in the areas of supervision, leadership development, and a variety of policing skills. Michele's experience also includes several years serving as a subject matter expert, consultant and adjunct faculty member for the International Association of Chiefs of Police (IACP) Leading by Legacy program.

DEMONSTRATIONAL EXPERIENCE

- **Police Department Organizational Assessment,** City of Duluth, MN — Project Manager
- **Workload Analysis Services for Police Department,** City of Charlotte, NC — Project Manager
- **Staffing and Operations Assessment,** City of Northglenn, CO Police Department — Project Manager
- **Police Staffing Study,** City of Newton, IA — Project Manager
- Police Department Operations Assessment, City of Albany, GA — Project Manager
- **Citywide Strategic Plan,** City of Westminster, CO — Subject Matter Expert

KEY FOCUS AREAS

Chief of Police

Michele's prior work includes more than 17 years as a Chief of Police for three different Minnesota Police Departments, and serving eight years with the Minnesota Chiefs of Police Association as a board member and as the Association President.

International Association of Chiefs of Police

Michele previously served as a senior project manager for the IACP, conducting several management study projects including: full operations and management; technical assistance; recruiting, hiring, and retention; and patrol and staffing.

IACP Leading by Legacy

Michele's background includes serving as a subject matter expert, consultant and adjunct faculty member for the IACP Leading by Legacy program for six years, instructing hundreds of police officers and police executives in the areas of supervision, leadership and development, and a variety of policing skills.

Publications

Michele's prior experiences include authoring a book on leadership, writing numerous journal articles, presenting at many conferences, including the IACP annual conference, and development of a collaborative police reform model.

BerryDunn

Nicholas Kuhn, PLA, CPRP| Landscape Architect

EDUCATION AND CREDENTIALS

Master of Landscape Architecture, North Carolina State University

Bachelor of Science in Landscape Architecture, The Ohio State University

Professional Landscape Architect Florida No. 6667065

Certified Park and Recreation Professional # 10360993

AWARDS

Florida APA Award of Merit, Amelia Earhart Park Program Plan, 2020

Federal Planning Division Outstanding Collaborative Planning Project Honor Award, National Capital Regional Paved Trail Plan, 2017

Florida ASLA Merit Award, St. Petersburg Downtown Waterfront MP, 2017

G. Herbet Stout Award for Visionary Use of GIS, Raleigh System Plan, Experience-Based Park Access Model, 2017

Nick combines his passions to help public agencies create livable and sustainable communities through strategic planning and design of the public realm. He has extensive experience in providing planning services to numerous public agencies nationwide. He specializes in the planning and design of livable and sustainable communities through the strategic planning and design of the public realm. Nick regularly lectures and writes on topics ranging from open space needs assessments to active recreation and sustainable park design. He is a licensed Landscape Architect in multiple states and member of NRPA, APA, ASLA, and the City Parks Alliance.

DEMONSTRATIONAL EXPERIENCE

- Village of Wellington, FL Parks and Recreation Master Plan*
- City of Coral Gables Community Recreation Master Plan*
- City of Fort Lauderdale Parks and Recreation System Master Plan*
- Miami-Dade County Parks, Recreation and Open Spaces System Master Plan*
- City of San Diego Parks Master Plan*
- City of Raleigh Park, Recreation and Cultural Resources System Plan*
- District of Columbia – PlayDC Parks and Recreation Master Plan*
- National Park Service – National Capital Regional Trail Network Study, Washington D.C.*
- Town of Silverthorne Colorado, Facilities Master Plan
- City of Lauderdale Lakes, FL Parks and Recreation Master Plan
- Babcock Ranch Parks System Planning, Charlotte County, FL
- NOMA Public Realm Design Plan - Washington, D.C.*
- Lee Highway Visioning: Open Space Planning – Arlington County, VA*
- Columbia Pike Land Use and Housing Study, Arlington County, VA*
- Downtown San Diego Needs Assessment, San Diego, CA*
- Winston-Salem Bicycle Master Plan*
- City of Miami Recreation Program Master Plan*
- Miami-Dade County Recreation Needs Assessment*
- City of Fort Myers Parks and Open Spaces Master Plan Update*
- City of Lenexa Parks and Recreation Master Plan, Lenexa, KS*
- Buckhead Atlanta BID Open Space Master Plan, Atlanta, GA*
- St. Petersburg, FL Downtown Waterfront Master Plan*
- National Park Service: River of Grass Greenway Feasibility Study and Master Plan Miami-Dade County to Collier County, FL*
- Downtown Boca Raton Streets Design Guidelines, Boca Raton, FL*
- Trail Benefits Study: Ludlam Trail Case Study, Miami-Dade County*
- Park Structure and Landscape Pattern Book - Miami-Dade County*
- City of Miami Pocket Parks (Shenandoah, Swannanoa, Silver Bluff and 27th Ave. Dog Park, City of Miami*
- Morningside Park, Miami, FL*
- Redland Fruit and Spice Park, Miami-Dade County, FL*
- Haulover Park, Miami-Dade County, FL*
- Crandon Park, Miami-Dade County, FL*
- Amelia Earhart Park, Miami-Dade County, FL*

- **Projects completed with prior firm*

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George Puig, PLA, ASLA | Landscape Architect

EDUCATION AND CREDENTIALS

Bachelor of Landscape Architecture, Landscape Architecture, University of Florida, 1989

Professional Landscape Architect in Florida, #0001706, November 30, 2000

Professional Landscape Architect in Puerto Rico, #41, August 12, 2008

Crime Prevention Through Environmental Design (CPTED) certification

Roadside Vegetation Management advanced training certification

American Society of Landscape

Architects (ASLA), Full Member

Urban Land Institute

Colegio de Arquitectos y Arquitectos Paisajistas de Puerto Rico (CAAPPR

Based in Miami, George is Kimley-Horn's Landscape Architecture Practice Builder for Southeast Florida and the Caribbean. With over 31 years of experience, George has provided similar services to Florida clients like Miami-Dade County, Doral, Palmetto Bay, Coral Gables, and Miami.

DEMONSTRATIONAL EXPERIENCE

- Black Creek Trail Segment A Construction Documents, Miami-Dade County, FL — Landscape Architect
- Broadway and 1st Avenue Park, Miami, FL — Project Manager
- City of Miami General Landscape Architectural Services Contract, Miami, FL — Project Manager
- Doral Legacy Park (NW 114th Avenue Park), Doral, FL — Project Manager
- Doral North Park, Doral, FL — Project Manager
- Doral Serene Park (aka Downtown Triangle Park), Doral, FL — Project Manager
- Fairway Park, Miami, FL — Project Manager
- General Landscape Architectural Services Contract, Village of Palmetto Bay, FL — Project Manager
- Ingraham and Tiziano Park Improvements, Coral Gables, FL — Project Manager
- JC Bermudez Park Sign, Doral, FL — Project Manager
- Miami A/E Services for Shenandoah Park and New Swimming Pool Facility, Miami, FL — Project Manager
- Miami River Development - Chetrit Riverfront - Phase 2/3, Miami, FL — Landscape Architect
- Miami River Greenway Design - Six Sites, Miami, FL — Landscape Architect

SPECIAL QUALIFICATIONS

More than 30 years of landscape architecture experience

Chair of the Miami-Dade County Waterfront Development Review Committee

Citizens for a Better South Florida Executive Board Member

Neat Streets Miami - Board Member

Team oriented with a unique blend of design knowledge and management experience

Critical involvement in recreational and streetscape type projects from concept through construction administration

Kimley»Horn

Expect More. Experience Better.

Jonathan Haigh, PLA, ASLA | Landscape Architect

EDUCATION AND CREDENTIALS

Bachelor of Landscape Architecture, University of Arkansas, 1995

Professional Landscape Architect in Florida, #6666795, May 25, 2005

American Society of Landscape Architects (ASLA), Past President

Florida Recreation and Parks Association

Jonathan is a landscape architect based in South Florida with vast experience creating plans and designs that become reality. He has provided landscaping architecture services to multiple municipalities in Broward County, including the Cities of Boca Raton, Miramar, and Sunrise.

DEMONSTRATIONAL EXPERIENCE

- 5th Avenue South Bikeway and Pedestrian Trail (aka The Royal Poinciana Trail at 5th Avenue South, Lake Worth, FL — Landscape Architect
- Broward College Campus-Wide Master Planning, Broward County, FL — Landscape Architect
- Broward College Infrastructure Master Planning (Mapping Portion), Fort Lauderdale, FL — Landscape Architect
- Broward College Infrastructure Master Planning Assistance (Kimley-Horn as sub), Broward County, FL — Landscape Architect
- Black Creek Trail Segment A Construction Documents, Miami-Dade County, FL — Landscape Architect
- City of Miramar Vizcaya Park, Miramar, FL — Landscape Architect
- City of Naples Baker Park, Naples, FL — Landscape Architect
- City of Oakland Park, Floranada Business Development Stormwater Improvements, Oakland Park, FL — Landscape Architect
- Civic Center Park Expansion, Miramar, FL — Landscape Architect
- Countess De Hoernle Park Value Engineering (VE) Services, Boca Raton, FL — Landscape Architect
- Cutler Bay Parks Master Plan, Cutler Bay, FL — Project Manager
- Delray Beach Robert P. Miller Park, Delray Beach, FL — Landscape Architect

SPECIAL QUALIFICATIONS

25 years of landscape architecture experience

Skilled designer with park-related project experience throughout the Southeast United States: eight community parks of 60 acres and greater, more than 20 passive parks of varying size, and more than 50 miles of dedicated greenways

Contributed, managed, and/or produced passive recreation, buffering, and trail master plans and directed the preparation of construction drawings, detailing, and specifications for implementation projects.

Directs the preparation of park-related construction drawings, detailing, and specifications

Experienced in applying a practical and budget-friendly, yet creative design approach to each project

Proficient in applying sustainable principles in project design and incorporating the design of Florida-friendly landscapes and water-efficient irrigation systems

Kimley»Horn

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Jason Morado, MBA | Survey Manager

EDUCATION AND CREDENTIALS

MBA, Webster University, 2009

BS, Business Administration – Marketing, Avila University 2000

Jason has 17 years of experience in the design, administration, and analysis of community market research. He has served as the project manager on community survey research projects for over 500 local governmental organizations throughout the U.S., and is experienced in all phases of managing market research studies, including survey design, sample plan development, quantitative/qualitative analysis, results interpretation, and presentation of findings. Areas of emphasis include citizen satisfaction, parks and recreation needs assessment, community planning, and business surveys.

DEMONSTRATIONAL EXPERIENCE

Jason has served as a project manager for over 200 parks and recreation surveys for local governmental organizations. Some of these organizations include:

- Albemarle County, VA
- Ankeny, IA
- Arlington County, VA
- Auburn, AL
- Brownsburg, IN
- Carmel-Clay, IN
- Casa Grande, AZ
- Chatham County, NC
- Chesterfield, MO
- Cincinnati, OH
- Corpus Christi, TX
- Culpepper County, VA
- Dania Beach, FL
- Davie County, NC
- Denver, CO
- Derby, KS
- Downers Grove Park District, IL
- Durango, CO
- Eau Claire, WI
- Edgewater, CO
- Elmhurst Park District, IL
- Fauquier County, VA
- Geneseo Park District, IL
- Glasgow, KY
- Greensboro, NC
- Hamilton County, OH
- Harnett County, NC
- Hoffman Estates Park District, IL
- Hunters Creek, FL
- Huron-Clinton Metroparks, OH
- Idaho Fall, ID
- Kent, WA
- Maryland Heights, MO
- Mecklenburg County, NC
- Merriam, KS
- Miami, FL
- Milton, GA
- Milwaukee County, WI
- Mobile, AL
- Montpelier, VT
- Montgomery County, MD
- Morrisville, NC
- Oakland County, MI
- Ozark, MO
- Pleasant Hill, CA
- Prince George County, MD
- Roanoke, VA
- Round Rock, TX
- Rowan County, NC
- Salina, KS
- San Diego, CA
- Sarasota, FL
- Sioux Falls, SD
- Streamwood Park District, IL
- St. Louis County, MO
- Tucker, GA
- Upper Arlington, OH
- Virginia Beach, VA
- Washtenaw County, MI
- Westerville, OH
- Westfield, NJ
- West Sacramento, CA
- Wayne County, M

ETC INSTITUTE

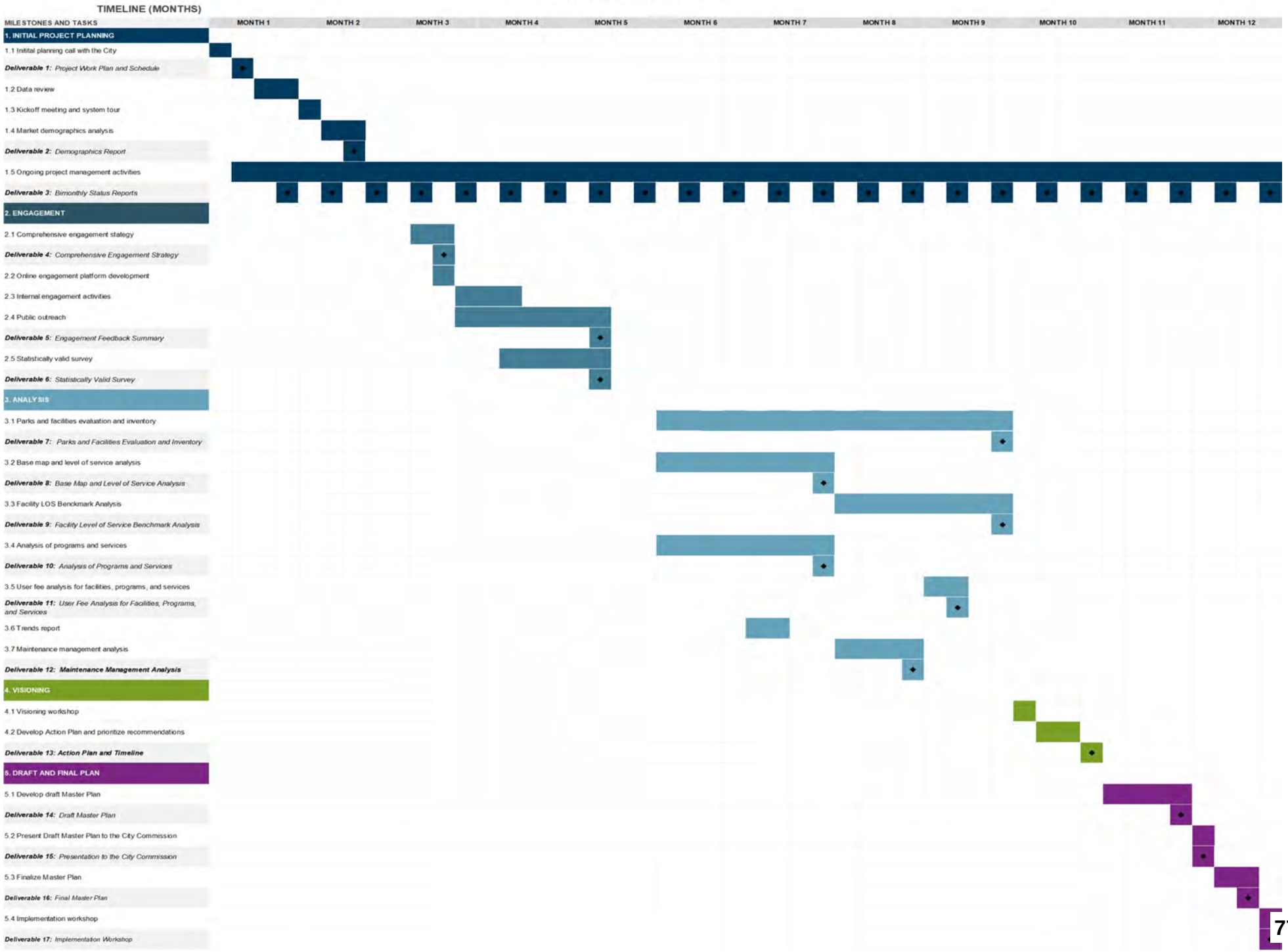
Tab 6

Schedule

City of Opa-locka, Florida

Comprehensive Parks and Recreation Master Plan

Proposed Project Schedule



Tab 7

Pricing of Services

RFP NO: 21-0630100

PRICE PROPOSAL FORM

COMPREHENSIVE PARKS AND RECREATION MASTER PLAN

PROPONENT understands and agrees that the Contract Price is the lump sum to furnish and install all of the Work complete in place. Vendor's price will not be adjusted unless the CITY changes the scope of the Project after the Contract Date.

As such, the Vendor shall furnish all labor, materials, equipment, tools, superintendence and services necessary to provide a complete, in place Project for the Proposed Price of:

LUMP SUM PRICE: $ 149,360

SUBMITTED THIS 30th DAY OF June 2021.

BID SUBMITTED BY:

Berry Dunn McNeil & Parker, LLC
Company

(207) 541-2294
Telephone Number

Charles Snow
Name of Person Authorized to Submit Bid

(207) 774-2375
Fax Number

Signature

csnow@berrydunn.com
Email Address

Principal
Title

Tab 8

References

City of Parkland, Florida
Parks and Recreation Master Plan

BerryDunn

BerryDunn led the master planning effort for the City of Parkland, Florida's Parks and Recreation Department, with Kimley-Horn as a strategic partner. Key project components included a statistically valid survey, inclusive community outreach and engagement efforts, demographics report, level of service assessment, organizational assessment, and recreation programs assessment. The unique factor in this project was the client's expressed desire for a fast-track process. The BerryDunn team successfully completed a final master plan aligned with the City's timeline in July 2020.

CONTACT

Christine Garcia, Director of Parks and Recreation
City of Parkland, FL
10559 Trails End
Parkland, FL 33076
954-757-4121
cgarcia@cityofparkland.org

Project Dates: September 2019 – July 2020

Team: BerryDunn with support from Kimley-Horn and ETC Institute

The BerryDunn team was professional, attentive, followed through with deadlines and understood the scope of our project. Their combined experience not just in master planning, but working in the parks and recreation field allowed for a clear understanding of expectations and a wealth of great ideas and recommendations.

Christine Garcia, Director of Parks and Recreation
City of Parkland, Florida

BerryDunn completed a Master Plan for Lauderdale Lakes Parks and Human Services Department, supported by Kimley-Horn.

CONTACT

Treasa Brown-Stubbs, Director of Parks & Human Services
City of Lauderdale Lakes
4300 NW 36th St.
Lauderdale Lakes, FL 33319
954-535-2785
treasab@lauderdalelakes.org

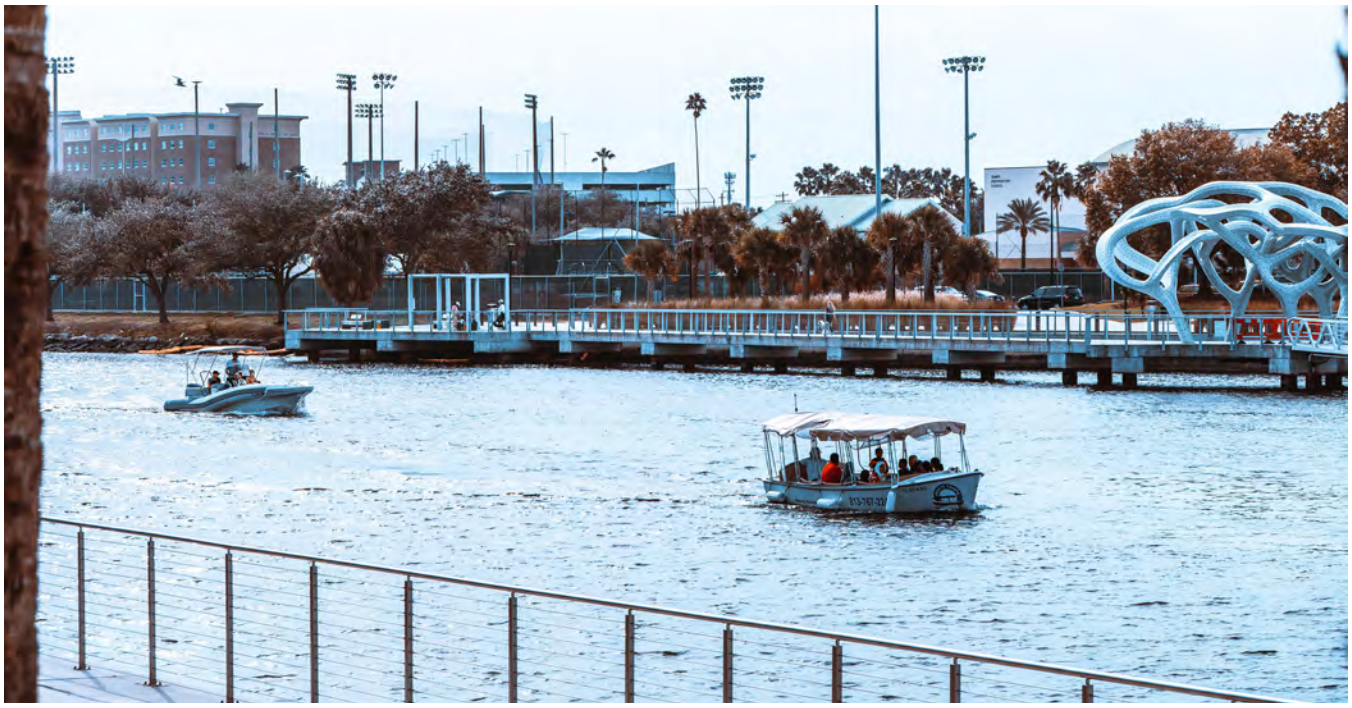
The City of Lauderdale Lakes is a diverse community of 32,000 residents adjacent to Fort Lauderdale and located in the heart of Broward County. Elements of the plan consisted of inventory and assessment of city parks and facilities, and recommendations with cost estimates for future planning, assessment of programming and recreational facilities, trends and benchmarking, and a detailed look at the supporting operation for the department. A comprehensive virtual stakeholder, staff, and community outreach process guided the plan's development throughout.

Project Dates: January 2020 – February 2021

Team: BerryDunn with support from Kimley-Horn and ETC Institute

City of Tampa, Florida
Parks and Recreation Master Plan

BerryDunn



In 2019, the City of Tampa, Florida, requested Parks and Recreation Master Plan services. The City desired recommendations for the provision of facilities, programs, and operations; park land acquisition for development and conservation; aquatic strategies for natural and man-made bodies of water; maintenance and operations guidance; and administrative and management best practices, policies, and objectives. The City requested that the plan align with its Comprehensive Plan and that its development be rooted in a robust community engagement process.

CONTACT

John (Drew) Crumpton, PLA, ASLA
Parks Planning and Design Studio Leader
AECOM Technical Services
919-256-6308
John.crumpton@aecom.com

Working as a sub-consultant to the engineering and infrastructure consulting firm AECOM, BerryDunn is responsible for the following scope tasks:

- Recreation Assessment
- Operations Assessment
- Financial Analysis
- Trends Report

Project Dates: March 2020 – present

Miami-Dade County Park Program, Florida

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CONTACT

Alissa Turtletaub – Senior Park Planner
275 NW 2nd Street, Miami, FL 33128
305-755-7952
Alissa@miamidade.gov

Nick Kuhn, while employed with AECOM, worked with Miami-Dade County for over 13 years as part of an effort to implement the County's 2008 Open Spaces Master Plan which he served as park planner. Over the last decade+, Nick has developed over 30 park general plan for park ranging in size from 3.5 acres to over 500 acres and representing over $300MM in capital improvements. Additionally, Nick has developed numerous nature lands management plans, trail feasibility studies, and other plans for the County. Nick as also served as project manager or/and lead planner for the following guiding documents for the County:

- Miami-Dade County Parks and Open Spaces System Master Plan
- Miami-Dade County Parks Structures and Landscape Pattern Book
- Miami-Dade County Trail Design Guidelines and Standards
- Miami-Dade County Trail Benefit Study
- Miami-Dade County Greenway and Trail Prioritization Plan
- Miami-Dade County Disability Services Master Plan
- Miami-Dade County Recreation Services Master Plan
- Miami-Dade County Recreation Needs Assessment
- Miami-Dade County Sea-Level Rise Analysis
- Miami-Dade County Wayfinding and Signage Standards
- Miami-Dade County Art and Public Spaces Master Plan

Miami-Dade County Park Program, Florida

Amelia Earhart Park

Kimley»Horn
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The following is a sample of an individual project with relevance to Opa-locka completed for Miami-Dade County:

CONTACT

Mark Heinicke, CLARB, Senior Park Planner
275 NW 2nd Street, 4th Floor, Miami, FL 33128-179
Phone: 305-755-7811 | Fax: 305-755-7864
mheinic@miamidade.gov

Nick Kuhn served as Project Manager and Lead Planner. Project included development of a new general plan for Amelia Earhart park. The purpose of this Park Planning Program Plan was to establish a master plan vision for Amelia Earhart Park with the objectives to improve visitors' experience; enhance existing and proposed sports and recreational facilities; enhance site infrastructure; delineate internal site circulation patterns; and identify revenue generation opportunities.

General improvements include design and construction of new pedestrian pathways and trails, roadway realignment, site grading, vehicular connections, paved and/or turf overflow parking lots, path lighting, new trees and shrubs, and site amenities such as picnic shelters, restrooms, benches, drinking fountains, cycle racks and trash receptacles. Improvement of the vehicular entries would involve enhancements of neighborhood pedestrian accesses including traffic calming measures such as pedestrian signals and crosswalks.

City of Fort Lauderdale, Florida

Parks and Recreation System Master Plan

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CONTACT

Phil Thornburg, Parks and Recreation Director
701 S Andrews Avenue, Fort Lauderdale, FL 33316
954-828-5348
pthornburg@fortlauderdale.gov

The Citywide Parks and Recreation System Master Plan was prepared by Nick Kuhn while he was employed at AECOM and analyzed the existing parks system, which reflects the City's heritage, and create a new vision for the City's future. Major components of the Plan include an analysis and assessment of previously developed studies and reports, a city-wide and neighborhood demographics analysis; existing system analysis; a needs and priorities assessment that includes public workshops, interviews with elected officials and key stakeholders, focus group interviews, a mail/telephone survey, a Level of Service evaluation, completion of an ADA Transition Plan, development of a marketing and branding plan, development of a public arts master plan, development of a new department mission, values and vision, a cost estimate, and implementation strategy. The System Master Plan was accepted by City Commission in September 2016, with a follow-up Commission workshop to discuss implementation strategies held in November 2016.

Nick Kuhn prepared a Long-Range Strategic Plan for the City of Fort Lauderdale in 2008. To date, the Strategic Plan has been implemented with a number of updated or new parks and facilities developed. As a continuation of efforts, Nick Kuhn was hired by the City once again in 2015 to complete a new comprehensive Parks and Recreation System Master Plan to include an ADA Transition Plan, Recreation Program Plan, Marketing and Branding Plan and an Arts in Public Spaces Plan. This latest update was completed in November 2016 with unanimous support of the City Commission and will serve as the basis for all park and recreation decision making for the next 10 years.

In March 2019, Fort Lauderdale residents overwhelmingly supported a $200M general obligation bond to fund the full recommendations of the Parks and Recreation System Master Plan. Nick Kuhn was selected for the design and implementation of the Master Plan totaling more than $250Min capital improvements while at AECOM.

Lead Consultant: AECOM (Nick's former employer)

Lead Presenter: Nick Kuhn

Completed: March 2017

Village of Wellington, Florida
Parks and Recreation Master Plan

Kimley»Horn
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This project consisted of an analysis of existing facilities and programs, community needs and priorities assessment, the development of a long-range vision for parks and recreation services for the next twenty years and an implementation plan that includes a one-year action plan, a five-year strategic plan and a twenty-year implementation framework plan.

CONTACT

Branden Miller, AICP, Village Planner and Project Manager
12300 Forest Hill Blvd., Wellington, FL 33414
561-791-4148
bmiller@wellingtonfl.gov

Project Dates: March 2019 – April 2020

Team: AECOM (Nick Kuhn was project manager while in employment with AECOM)

City of Miramar, Florida

Vizcaya Park Master Plan

Kimley»Horn
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This project consisted of master planning, landscape architecture, engineering design, permitting, and construction observation/administration services. This 20-acre park in Miramar provides both active and passive recreational opportunities. The first phases of the park included a soccer/multiuse field, two full-size basketball courts, and a 7,600-square-foot community center.

CONTACT

Salvador Zuniga, P.E., City Engineer | Engineering & Strategic Development
2200 Civic Center Place, Miramar FL 33025
954-602-3323
sezuniga@miramarfl.gov

The park's passive features include open picnic areas, a playground, and a jogging/fitness trail along the perimeter of the project site. Phase 3 of the project included the additions of a splash pad, pavilions, a second soccer field, park signage, and overflow parking; Phase 3 was completed in 2016. The community center was the first LEED® (Leadership in Energy and Environmental Design) Certified building in the City, achieving Gold Certification. Kimley-Horn provided master planning, landscape architecture, engineering design, permitting, and construction observation/administration services.

City of Hallendale Beach, Florida

OB Johnson Park Plan

Kimley»Horn
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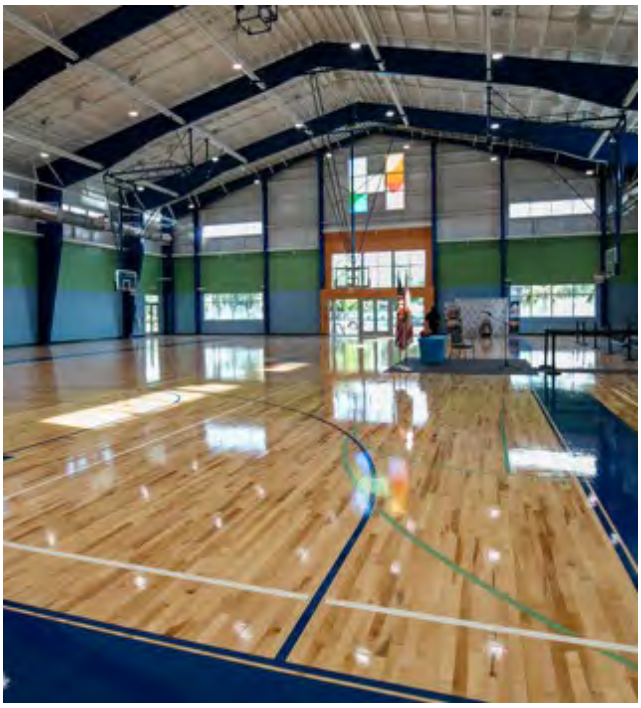

This 6.4-acre park in Hallandale Beach Park was part of the City-wide park master plan that set forth a program to enhance 13 of the City's parks and recreation areas in support of community-wide goals and neighborhood needs. As part of the development, the park included a 42,000 square foot multigenerational facility that included a teen center, indoor basketball courts, after school and senior programming, exercise room, administrative offices, and other accessory uses for computer and dance classes, food distribution, and other programming for all ages. The exterior park amenities included a walking trail, playground, tennis courts, a field house, and a football/soccer field. Additionally, the park improvements included a centrally located surface parking lot, site infrastructure, and landscaping.

CONTACT

Cathie Schanz, CPRE, Director of Parks and Recreation
202 SE 5th Street Hallandale Beach, FL 33309
954-457-1452
cschanz@cohb.org

Tab 9

Additional Forms and Licenses

This section includes the City's required forms and documents, in the following order:

1. Proposer Qualifications
2. Certification Regarding Debarment and Suspension
3. Drug Free Workplace Certification
4. Non-Collusion Affidavit
5. Non-Discrimination Affidavit
6. E-Verify Form
7. Florida Business License

Additional documents, including our firm W-9, Insurance Certificates, and Statement on Public Entity Crimes, have been submitted on the City's procurement portal.

RFP NO. 21-0630100

COMPREHENSIVE PARKS AND RECREATION MASTER PLAN

PROPOSER QUALIFICATIONS

The Proposer, as a result of this proposal, MUST hold a County and/or Municipal Contractor's Occupational License in the area of their fixed business location. The following information MUST be completed and submitted with the proposal to be considered:

1. Legal Name and Address:

   Name: Berry Dunn McNeil & Parker, LLC

   Address: 2211 Congress Street

   City, State, Zip: Portland, ME 04102 Phone/Fax: (207) 541-2294

2. Check One: Corporation ( ) Partnership (X) Individual ( )

3. If Corporation, state:
   Date of Incorporation: 9/30/1983 State in which Incorporated: Maine

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization: 07/10/2003

5. **Name and Title of Principal Officers** **Date Elected:**

   See Attached Listing _____

   _____ _____

   _____ _____

   _____ _____

6. The length of time in business: 47 years

7. The length of time (continuous) in business as a service organization in Florida:
   18 years

8. Provide a list of at least three commercial or government references that the bidder has supplied service/commodities meeting the requirements of the City of Opa-locka specification, during the last twenty-four months.

9. A copy of County and/or Municipal Occupational License(s)

Note: *Information requested herein and submitted by the proposers will be analyzed by the City of Opa-locka and will be a factor considered in awarding any resulting contract. The purpose is to insure that the Contractors, in the sole opinion of the City of Opa-locka, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract. If there are any terms and/or conditions that are in conflict, the most stringent requirement shall apply.*

Directors:

- John M. Chandler
- David A. Erb
- Charles K. Leadbetter
- Timothy Masse
- Tammy Michaud

Officers:

- John M. Chandler, President
- Timothy Masse, Vice President
- Tammy Michaud, Vice President
- Charles K. Leadbetter, Vice President
- David A. Erb, Vice President, Treasurer and Secretary
- Michael Quinlan, Clerk

Note - Michael Quinlan is not a firm employee; he serves as the firm's attorney and clerk.

Firm Owners (each shareholder holds one share):

Sarah L. Belliveau
Sno L. Barry
Renee Bishop
William H. Brown
Tammy J. Brunetti
Michel T. Caouette
John M. Chandler
Eduardo G. Daranyi
Clinton E. Davies
David A. Erb
Tracy W. Harding
Seth D. Hedstrom
James P. Highland
Mary E. Jalbert
Michael F. Jurnak
Janice D. Latulippe
Charles K. Leadbetter
Timothy F. Masse
Tammy P. Michaud
Connie J. Ouellette
Kathy L. Parker
William A. Richardson
Linda L. Roberts
Steven P. Rodman
Charles D. Snow
Jeffrey D. Walla

Total Owners: 26

CITY OF OPA-LOCKA

CERTIFICATION REGARDING DEBARMENT, SUSPENSION PROPOSED DEBARMENT AND OTHER MATTERS OF RESPONSIBILITY

1. The Proposer certifies, to the best of its knowledge and belief, that the Proposer and/or any of its Principals:

A. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.

B. Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph 1-B of this provision.

2. The Proposer has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any City, State or Federal agency.

A. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions). This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

B. The Proposer shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

C. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Proposer's responsibility. Failure of the Proposer to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Proposer non-responsive.

D. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Proposer is not required to exceed

that which is normally possessed by a prudent person in the ordinary course of business dealings.

E. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature

Printed Name Charles Snow

CITY OF OPA-LOCKA
RFP NO. 21-0630100

DRUG-FREE WORKPLACE CERTIFICATION FORM

Whenever two (2) or more bids/proposals, which are equal with respect to price, quality, and service, are received by the CITY OF OPA-LOCKA for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. 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 controlled substances is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

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

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

4. In the statement specified in number (1), notify the employees that as a condition for working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction on or plea of guilty or no contest to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular 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 Section 287.087, Florida Statutes.

This Certification is submitted by Charles Snow (Name) the Principal (Title/Position) of Berry Dunn McNeil & Parker, LLC (Company)

who does hereby certify that said Company has implemented a drug-free workplace program, which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

June 30, 2021
Date

Signature

CITY OF OPA-LOCKA
NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA - COUNTY OF MIAMI DADE

Charles Snow **being first duly sworn, deposes and says that:**

(1) He/She/They is/are the Principal (Owner, Partner, Officer, Representative or Agent) of Berry Dunn McNeil & Parker, LLC the PROPONENT that has submitted the attached proposal;

(2) He/She/They is/are fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

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

(4) Neither the said PROPONENT 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 PROPONENT, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from Proposing in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any PROPONENT, firm, or person to fix any overhead, profit, or cost elements of the Proposal or of any other PROPONENT, or to fix any overhead, profit, or cost elements of the Proposed Price or the Proposed Price of any other PROPONENT, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;

(5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the PROPONENT or any other of its agents, representatives, owners, employees or parties of interest, including this affiant.

Signed, sealed and delivered in the presence of:

Witness

MICHAEL J SEED
NOTARY PUBLIC
State of Maine
My Commission Expires
May 3, 2027

Michael Seed
Witness

By: _____
Signature

Charles Snow, Principal
Print Name and Title

NON-DISCRIMINATION AFFIDAVIT

I, the undersigned, hereby duly sworn, depose and say that the organization, business or entity represented herein shall not discriminate against any person in its operations, activities or delivery of services under any agreement it enters into with the City of Opa-locka. The same shall affirmatively comply with all applicable provisions of federal, state and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for service delivery.

By:_____

Title: Charles Snow, Principal

Sworn and subscribed before this

30th day of June, 2021

_____
Notary Public, State of Florida

Michael Seed
(Printed Name)

My commission expires: MICHAEL J SEED NOTARY PUBLIC State of Maine My Commission Expires May 3, 2027

E-VERIFY FORM

Definitions:

"Contractor" means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration.

"Subcontractor" means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

Effective January 1, 2021, public and private employers, contractors and subcontractors will begin required registration with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and

b) All persons (including sub-vendors/subconsultants/subcontractors) assigned by Vendor/Consultant/Contractor to perform work pursuant to the contract with the Department. The Vendor/Consultant/Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the City of Opa-locka; and

Should vendor become successful Contractor awarded for the above-named project, by entering into this Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.

Company Name: Berry Dunn McNeil & Parker, LLC

Authorized Signature: _____

Print Name: Charles Snow

Title: Principal

Date: June 30, 2021

Detail by Entity Name

Foreign Limited Liability Company
BERRY, DUNN, MCNEIL & PARKER LLC

Filing Information

Document Number	M03000002254
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Last Event	CANCEL ADM DISS/REV
Event Date Filed	07/05/2005
Event Effective Date	NONE

Principal Address

2211 CONGRESS STREET
PORTLAND, ME 04102

Changed: 04/18/2021

Mailing Address

2211 CONGRESS STREET
PORTLAND, ME 04102

Changed: 04/18/2021

Registered Agent Name & Address

CORPORATION SERVICE COMPANY
1201 HAYS STREET
TALLAHASSEE, FL 32301

Name Changed: 01/25/2007

Address Changed: 01/25/2007

Authorized Person(s) Detail

Name & Address

Title Manager

CHANDLER, C.P.A., JOHN M
2211 CONGRESS STREET
PORTLAND, ME 04102

Title Manager

ERB, C.P.A., DAVID A
2211 CONGRESS STREET
PORTLAND, ME 04102

Title Manager

LEADBETTER, CHARLES K, III
2211 CONGRESS STREET
PORTLAND, ME 04102

Title Manager

MICHAUD, C.P.A., TAMMY P
2211 CONGRESS STREET
PORTLAND, ME 04102

Title Manager

MASSE, TIMOTHY F
2211 CONGRESS STREET
PORTLAND, ME 04102

Annual Reports

Report Year	Filed Date
2019	01/30/2019
2020	01/31/2020
2021	04/18/2021

Document Images

04/18/2021 -- ANNUAL REPORT	View image in PDF format
01/31/2020 -- ANNUAL REPORT	View image in PDF format
01/30/2019 -- ANNUAL REPORT	View image in PDF format
01/02/2018 -- ANNUAL REPORT	View image in PDF format
04/25/2017 -- ANNUAL REPORT	View image in PDF format
04/15/2016 -- ANNUAL REPORT	View image in PDF format
04/17/2015 -- ANNUAL REPORT	View image in PDF format
04/18/2014 -- ANNUAL REPORT	View image in PDF format
03/26/2013 -- ANNUAL REPORT	View image in PDF format
04/16/2012 -- ANNUAL REPORT	View image in PDF format
03/11/2011 -- ANNUAL REPORT	View image in PDF format
04/27/2010 -- ANNUAL REPORT	View image in PDF format
04/28/2009 -- ANNUAL REPORT	View image in PDF format
01/11/2008 -- ANNUAL REPORT	View image in PDF format
01/25/2007 -- ANNUAL REPORT	View image in PDF format
01/23/2006 -- ANNUAL REPORT	View image in PDF format
07/05/2005 -- REINSTATEMENT	View image in PDF format

07/10/2003 -- Foreign Limited	View image in PDF format

Florida Department of State, Division of Corporations

Sponsored By: City Manager

RESOLUTION NO. 21-

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE APPROPRIATE CITY OFFICIAL TO SUBMIT A GRANT APPLICATION TO THE REBUILD FLORIDA MITIGATION GENERAL INFRASTRUCTURE PROGRAM FOR SEVEN MILLION DOLLARS ($7,000,000.00), TO BE USED TO DREDGE THE 127TH STREET CANAL; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the State of Florida annually provides a grant program, the *Rebuild Florida Mitigation General Infrastructure Program*, to fund large scale and high impact local, multi-jurisdictional and regional investments that include upgrading water, sewer, solid waste, communications, energy, transportation, health, and medical and other public infrastructure projects that will reduce hazard risks; and

WHEREAS, the 127th Canal, passing through the City of Opa-Locka, has become extremely shallow due to sediment and other debris, significantly hindering its effectiveness in managing stormwater run-off; and

WHEREAS, the City has engaged its Grant Writing Firm, RMPK Funding, Inc. ("RMPK Funding") to assist the City's staff in the preparation and submission of grant applications; and

WHEREAS, RMPK Funding has recommended that the City apply for a *Rebuild Florida Mitigation General Infrastructure Program* for Seven Million Dollars ($7,000,000.00) to dredge the 127th Street Canal and has assisted City staff in preparing a grant application, due by September 17, 2021.

NOW, THEREFORE, BE IT DULY RESOLVED BY THE CITY COMMISSION OF THE CITY OF OPA- LOCKA, FLORIDA:

SECTION 1. The recitals to the preamble herein are incorporated by reference.

SECTION 2. AUTHORIZATION

The City Commission of the City of Opa-Locka, Florida hereby authorizes the City Manager to submit a grant application for Seven Million Dollars ($7,000,000.00) to the *Rebuild Florida Mitigation General Infrastructure Program*, by September 17, 2021, to be used to dredge the 127th Street Canal in the City of Opa-Locka.

SECTION 3. SCRIVENER'S ERRORS

Sections of this Resolution may be renumbered or re-lettered and corrections of typographical errors, which do not affect the intent of this Resolution may be authorized by the City Manager, or the City Manager's designee, without need of public hearing, by filing a corrected copy of same with the City Clerk.

SECTION 4. EFFECTIVE DATE

This Resolution shall take effect upon the adoption and is subject to the approval of the Governor or Governor's Designee.

PASSED and **ADOPTED** this 8th day of September, 2021.

_____
Matthew A. Pigatt, Mayor

ATTEST:

_____
Joanna Flores, City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

_____
Burnadette Norris-Weeks, P.A.

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Bass	_____
Commissioner Davis	_____
Commissioner Taylor	_____
Vice-Mayor Williams	_____
Mayor Pigatt	_____

City of Opa-locka
Agenda Cover Memo

Department Director:	Airia Austin			**Department Director Signature:**				
City Manager:	John E. Pate			**CM Signature:**				
Commission Meeting Date:	*09/08/2021*		**Item Type:** *(Enter X in box)*	**Resolution**	**Ordinance**		**Other**	
				X				
Fiscal Impact: *(Enter X in box)*	**Yes**	**No**	**Ordinance Reading:** *(Enter X in box)*		**1st Reading**		**2nd Reading**	
	X		**Public Hearing:** *(Enter X in box)*		**Yes**	**No**	**Yes**	**No**
						X		X
Funding Source: *Account#* **:**	*(Enter Fund & Dept.)* Ex: See Financial Impact Section		**Advertising Requirement:** *(Enter X in box)*		**Yes**		**No**	
							X	
Contract/P.O. Required: *(Enter X in box)*	**Yes**	**No**	**RFP/RFQ/Bid#:**					
	X							
Strategic Plan Related *(Enter X in box)*	**Yes**	**No**	**Strategic Plan Priority Area:** **Enhance Organizational** ■ **Bus. & Economic Dev** □ **Public Safety** ■ **Quality of Education** □ **Qual. of Life & City Image** ■ **Communication** □		**Strategic Plan Obj./Strategy:** *(list the specific objective/strategy this item will address)*			
	X							
Sponsor Name	City Manager		**Department:**		City Manager			

Short Title:

Rebuilding Florida Grant Submission To Dredge 127th Street Canal

Staff Summary:

Issue / Recommendation – Staff recommends the City Commission approve the submission of a grant to dredge the 127th Street Canal.

History – Due to the accumulation of sediment and debris, the 127th Street Canal has become extremely shallow over time with an average depth now in the range of a foot and a half. This significantly hinders its effectiveness in handling storm run-off.

Current Activity – Staff has been working extensively with the City's grant writing firm, RMPK Funding, approved by the Commission in January, 2021. Consequently, there are a series of proposed grant applications in the pipeline, including one to dredge the 127th Street Canal. The grant application is to be submitted on September 17, 2021 under the annual Rebuild Florida Mitigation General Infrastructure Program which is

designed to fund large projects. In April, twenty counties and cities were awarded $150 million from the FY 20 program, including $14.7 million for the City of Miami and $17.7 million for the City of North Miami Beach. To fund this project, a grant application for $7.0 million is being submitted. There is no match requirement. All design activity undertaken after the grant has been awarded and all construction costs will be covered by the grant. Notification as to whether the City has been awarded this grant is anticipated to be around April, 2022.

Financial Impact

The only expense associated with this grant application is for the grant writing services. The contract for these services involved establishing a $25,000 budget in the Non-Department Division, Other Professional Services. Results have been excellent so far with the one grant application prepared and submitted so far, at a cost of $3,000, has resulted in receipt of a grant for up to $150,000 for improvement of the Ingram Park trail, with the City required to fund 20% of the project cost.

Account	Description	Available	Project	Remaining Balance
19-519312	Other Professional Services	*	$3,5000	NA

* This account has a budget of $144,350, including $25,000 for grant writing services, of which $3,000 has been used thus far. However, other unanticipated pressing needs arose which were approved by the State and charged to this account, but for which there hasn't been time yet to submit a budget amendment to cover these additional needs. Consequently, currently there are insufficient available funds in this account for this expense. This will be corrected in the forthcoming Budget Amendment #4.

Proposed Action:

Staff recommends the City Commission authorize the City Manager to submit a grant application to the Rebuild Florida Mitigation General Infrastructure Program for $7.0 million to dredge the 127th Street Canal.

Attachment:

1. Resolution

Sponsored By: City Manager

RESOLUTION NO. 21-

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE APPROPRIATE CITY OFFICIAL TO SUBMIT A GRANT APPLICATION TO THE REBUILD FLORIDA MITIGATION GENERAL INFRASTRUCTURE PROGRAM FOR SIXTEEN MILLION DOLLARS ($16,000,000.00) TO BE USED TO IMPROVE THE STORMWATER DRAINAGE INFRASTRUCTURE FOR THE COMMERCE NORTH SECTION OF THE CITY OF OPA-LOCKA; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the State of Florida annually provides a grant program, the *Rebuild Florida Mitigation General Infrastructure Program*, to fund large scale and high impact local, multi-jurisdictional and regional investments that include upgrading water, sewer, solid waste, communications, energy, transportation, health, and medical and other public infrastructure projects that will reduce hazard risks; and

WHEREAS, the City of Opa-Locka ("City") has a history of significant storm-related flooding due to an inadequate stormwater drainage system; and

WHEREAS, the City has engaged a consulting firm to develop a stormwater master plan for the City; and

WHEREAS, as the result of the nearly completed stormwater master plan, the Commerce North section of the City has been prioritized as the area for the initial investment in the improvement of the City's stormwater infrastructure at an estimated cost of $16.0 million; and

WHEREAS, the City has engaged its Grant Writing Firm, RMPK Funding, Inc. ("RMPK Funding") to assist the City's staff in the preparation and submission of grant applications; and

WHEREAS, RMPK Funding has recommended that the City apply for a *Rebuild Florida Mitigation General Infrastructure Program* for Sixteen Million Dollars ($16,000,000.00) to address City stormwater issues and has assisted City staff in preparing a grant application, due by September 17, 2021.

NOW, THEREFORE, BE IT DULY RESOLVED BY THE CITY COMMISSION OF THE CITY OF OPA- LOCKA, FLORIDA:

SECTION 1. The recitals to the preamble herein are incorporated by reference.

SECTION 2. AUTHORIZATION

The City Commission of the City of Opa-Locka, Florida hereby authorizes the City Manager to submit a grant application for Sixteen Million Dollars ($16,000,000.00) to the *Rebuild Florida Mitigation General Infrastructure Program* by September 17, 2021 to be used to enhance the stormwater drainage infrastructure in the Commerce North section of the City of Opa-Locka.

SECTION 3. SCRIVENER'S ERRORS

Sections of this Resolution may be renumbered or re-lettered and corrections of typographical errors, which do not affect the intent of this Resolution may be authorized by the City Manager, or the City Manager's designee, without need of public hearing, by filing a corrected copy of same with the City Clerk.

SECTION 4. EFFECTIVE DATE

This Resolution shall take effect upon the adoption and is subject to the approval of the Governor or Governor's Designee.

PASSED and **ADOPTED** this 8th day of September, 2021.

_____
Matthew A. Pigatt, Mayor

ATTEST:

_____
Joanna Flores, City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

_____
Burnadette Norris-Weeks, P.A.

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Bass _____
Commissioner Davis _____
Commissioner Taylor _____
Vice-Mayor Williams _____
Mayor Pigatt _____

City of Opa-locka
Agenda Cover Memo

Department Director:	Airia Austin			**Department Director Signature:**				
City Manager:	John E. Pate			**CM Signature:**				
Commission Meeting Date:	*09/08/2021*		**Item Type:** *(Enter X in box)*	**Resolution**	**Ordinance**		**Other**	
				X				
Fiscal Impact: *(Enter X in box)*	**Yes**	**No**	**Ordinance Reading:** *(Enter X in box)*		**1st Reading**		**2nd Reading**	
	X		**Public Hearing:** *(Enter X in box)*		**Yes**	**No**	**Yes**	**No**
						X		X
Funding Source: *Account#* **:**	*(Enter Fund & Dept.)* Ex: See Financial Impact Section		**Advertising Requirement:** *(Enter X in box)*		**Yes**		**No**	
							X	
Contract/P.O. Required: *(Enter X in box)*	**Yes**	**No**	**RFP/RFQ/Bid#:**					
	X							
Strategic Plan Related *(Enter X in box)*	**Yes**	**No**	**Strategic Plan Priority Area:**		**Strategic Plan Obj./Strategy:** *(list the specific objective/strategy this item will address)*			
	X		**Enhance Organizational** ■ **Bus. & Economic Dev** □ **Public Safety** ■ **Quality of Education** □ **Qual. of Life & City Image** ■ **Communication** □					
Sponsor Name	City Manager		**Department:**		City Manager			

Short Title:

Rebuilding Florida Grant Submission To Improve the Stormwater Drainage Infrastructure in the Commerce North Section of the City of Opa-locka

Staff Summary:

Issue / Recommendation – Staff recommends the City Commission approve the submission of a grant to enhance the stormwater drainage infrastructure in the Commerce North section of the City.

History – The City has had a history of significant flooding due to an inadequate stormwater drainage infrastructure. Consequently, the City has commissioned development of a stormwater master plan which is nearing completion. An area of the City that has been prioritized as the initial area for drainage system improvement is the Commerce North section of the City.

Current Activity – Staff has been working extensively with the City's grant writing firm, RMPK Funding, approved by the Commission in January 2021. Consequently, there are a series of proposed grant applications

in the pipeline, including one to enhance the drainage infrastructure for the Commerce North section of the City. The grant application is to be submitted on September 17, 2021, under the annual Rebuild Florida Mitigation General Infrastructure Program which is designed to fund large projects. In April, twenty counties and cities were awarded $150 million from the FY 20 program, including $14.7 million for the City of Miami and $17.7 million for the City of North Miami Beach.

To fund this project, a grant application for $16.0 million is to be submitted. There is no match requirement. All design activity undertaken after the grant has been awarded and all construction costs will be covered by the grant. Notification as to whether the City has been awarded this grant is anticipated to be around April, 2022.

Financial Impact

The only expense associated with this grant application is for the grant writing services. The contract for these services involved establishing a $25,000 budget in the Non-Department Division, Other Professional Services. Results have been excellent so far with the one grant application prepared and submitted so far, at a cost of $3,000, has resulted in receipt of a grant for up to $150,000 for improvement of the Ingram Park trail, with the City required to fund 20% of the project cost.

Account	Description	Available	Project	Remaining Balance
19-519312	Other Professional Services	*	$3,5000	NA

* This account has a budget of $144,350, including $25,000 for grant writing services, of which $3,000 has been used thus far. However, other unanticipated pressing needs arose which were approved by the State and charged to this account, but for which there hasn't been time yet to submit a budget amendment to cover these additional needs. Consequently, currently there are insufficient available funds in this account for this expense. This will be corrected in the forthcoming Budget Amendment #4.

Proposed Action:

Staff recommends the City Commission authorize the City Manager to submit a grant application to the Rebuild Florida Mitigation General Infrastructure Program for $16.0 million to improve the drainage infrastructure in the Commerce North section of the City.

Attachment:

1. Resolution

Sponsored by: City Manager

RESOLUTION NO. XX-XXXX

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY ATTORNEY TO FILE A LEGAL ACTION PERTAINING TO THE VACATION OF AN ARBITRATION AWARD; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, The City of Opa-Locka defended the city against a grievance filed by Officer Jamesha McKinney during an arbitration held on January 15, 2021 before Arbitrator Jerome Wolfson; and

WHEREAS, Mr. Wolfson, a permanent panelist for the Miami-Dade County Police Benevolent Association, rendered an award in favor of the grievant, Officer Jamesha McKinney, siding with the Miami-Dade County Police Benevolent Association; and

WHEREAS, subsequent to the rendering of the arbitration award, the City Attorney's Office became aware that Mr. Wolfson's law firm, Wolfson Law Firm, LLP, had previously initiated a lawsuit against the City of Opa-Locka ("City") and was in the process of filing an additional lawsuit against the City; and

WHEREAS, the conflict pertaining to Mr. Wolfson was not immediately known because the cases against the City of Opa-Locka filed by the Wolfson Law Firm, LLP, were being handled by the City's insurance provider. Additionally, the responsibility for disclosure of conflict of interest belonged to Mr. Wolfson; and

WHEREAS, upon discovery that Wolfson Law Firm, LLP had filed these lawsuits against the City, the City Attorney immediately reached out to the American Arbitration Association to dispute the award; and

WHEREAS, after delayed responses from AAA and refusal to vacate, the City is left with no option than to pursue a Motion to Vacate the Arbitration Award in a court of law; and

WHEREAS, pursuant to Fla. Stat. § 682.13 (1) *"Upon motion of a party to an arbitration proceeding, the court shall vacate an arbitration award if: (a) The award was procured by corruption, fraud, or other undue means; -or- (b) There was: 1. Evident partiality by an arbitrator appointed as a neutral arbitrator; 2. Corruption by an arbitrator; or 3. Misconduct by an arbitrator prejudicing the rights of a party to the arbitration proceeding";* and

WHEREAS, the Arbitrator was initially believed by all parties to be a neutral arbitrator and the City Manager desires to pursue this matter in a Court of law; and

WHEREAS, action in the matter needs to be taken no later than September 16, 2021 and Commission approval is needed in order to pursue this action in a Court of law.

NOW, THEREFORE, BE IT DULY RESOLVED BY THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA:

Section 1. Adoption of Representations. The above recitals are true and correct and are incorporated into this Resolution by reference.

Section 2. Authorizing City Attorney to Represent the City

The City Commission authorizes the City Attorney, Burnadette Norris-Weeks, P.A., to represent the City of Opa-Locka in a legal action to Vacate an Arbitration Award, or other appropriate action, designed to legally protect and defend the City of Opa-Locka in the case pertaining to Officer Jamesha McKinney.

Section 3. Scrivener's Errors.

Sections of this Resolution may be renumbered or re-lettered and corrections of typographical errors which do not affect the intent may be authorized by the City Manager, or the City Manager's designee, after approval of the City Attorney, without need of public hearing, by filing a corrected copy of same with the City Clerk.

Section 4. Effective Date.

This Resolution shall take effect immediately upon adoption by the City Commission of the City of Opa-Locka and is subject to the approval of the Governor or Governor's Designee.

PASSED AND ADOPTED this 8th day of September, 2021.

_____
Matthew A. Pigatt, Mayor

ATTEST:

_____
Joanna Flores, City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

_____
Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Taylor	_____ (Yes)	_____ (No)
Commissioner Bass	_____ (Yes)	_____ (No)
Commissioner Davis	_____ (Yes)	_____ (No)
Vice-Mayor Williams	_____ (Yes)	_____ (No)
Mayor Pigatt	_____ (Yes)	_____ (No)

Sponsored by: City Manager

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO PAY A PORTION OF THE FUNERAL EXPENSES FOR THE LATE COMMISSIONER ALVIN BURKE, IN AN AMOUNT OF TWELVE THOUSAND, FIVE HUNDRED DOLLARS ($12,500.00); PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Commissioner Alvin Burke was elected to the City Commission in November 2018. He was passionate and dedicated to the well-being of the residents and business owners of the City of Opa-Locka; and

WHEREAS, on August 4, 2021, Commissioner Burke passed away after losing a long-standing battle with health issues; and

WHEREAS, based on the funeral services selected by the Burke family, the total cost was Twenty Thousand, Two Hundred Dollars ($20,200.00), attached hereto as Exhibit "A". In light of all of the very significant beneficial things Commissioner Burke has done for the City, both as Commissioner and as a private citizen, the City Manager finds it appropriate to honor his legacy by having the City pay $12,500 towards the cost of funeral services for the deceased commissioner; and

WHEREAS, the City Commission finds that it is in the best interest of the City and its residents to reimburse funds to the spouse of Commissioner Burke in order to cover a portion of the funeral expenses for the late City Commissioner Alvin Burke, in an amount of Twelve Thousand, Five Hundred Dollars ($12,500.00).

NOW THEREFORE BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA:

Section 1. The recitals to the preamble herein are incorporated by reference.

Section 2. The City Commission of the City of Opa-Locka hereby authorizes the City Manager to pay reimbursement to Ramona Burke, the spouse of the late Commissioner Alvin Burke, to cover a portion of the funeral expenses, in an amount of Twelve Thousand, Five Hundred Dollars ($12,500.00).

Section 3. Sections of this Resolution may be renumbered or re-lettered and corrections of typographical errors which do not affect the intent may be authorized by the City Manager or the City Manager's designee, without the need of a public hearing, by filing a corrected copy of same with the City Clerk.

Section 4. This Resolution shall take effect immediately upon adoption, and is subject to the review of the State of Florida Financial Oversight Board for the City of Opa-Locka, FL.

PASSED AND ADOPTED this 8th day of September, 2021.

_____
Matthew A. Pigatt, Mayor

ATTEST:

_____
Joanna Flores, City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

_____
Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Taylor	(Yes) _____	(No) _____
Commissioner Bass	(Yes) _____	(No) _____
Commissioner Davis	(Yes) _____	(No) _____
Vice-Mayor Williams	(Yes) _____	(No) _____
Mayor Pigatt	(Yes) _____	(No) _____

City of Opa-locka
Agenda Cover Memo

Department Director:				**Department Director Signature:**			
City Manager:	John E. Pate			**CM Signature:**			
Commission Meeting Date:	*09.08.2021*		**Item Type:** *(Enter X in box)*	**Resolution**	**Ordinance**	**Other**	
				X			
Fiscal Impact: *(Enter X in box)*	**Yes**	**No**	**Ordinance Reading:** *(Enter X in box)*		**1st Reading**		**2nd Reading**	
	X		**Public Hearing:** *(Enter X in box)*		**Yes**	**No**	**Yes**	**No**
						X		
Funding Source: *Account#* **:** See Financial Impact	*(Enter Fund & Dept)* Ex:		**Advertising Requirement:** *(Enter X in box)*		**Yes**		**No**	
							X	
Contract/P.O. Required: *(Enter X in box)*	**Yes**	**No**	**RFP/RFQ/Bi#:**					
		X						
Strategic Plan Related *(Enter X in box)*	**Yes**	**No**	**Strategic Plan Priority Area:** **Enhance Organizational** ☐ **Bus. & Economic Dev** ☐ **Public Safety** ☐ **Quality of Education** ☐ **Qual. of Life & City Image** ☐ **Communication** ☐		**Strategic Plan Obj./Strategy:** *(list the specific objective/strategy this item will address)*			
		X						
Sponsor Name	City Manager		**Department:**		City Manager			

Short Title:

A resolution authorizing the City Manager to reimburse the spouse of the late Commissioner Alvin Burke in the amount of $12,500 to cover a portion of the funeral expenses.

Staff Summary:

Commissioner Alvin Burke was elected to the City Commission in November 2018. He was passionate and dedicated to the well-being of the residents and business owners of the City of Opa-locka. On August 4, 2021 Commissioner Burke passed away after losing a long-standing battle with health issues. Based on the funeral services selected by the Burke family, the total cost was $20,200. In view of all of the very significant beneficial things Commissioner Burke did for the City, both as Commissioner and as a private citizen, the City Manager is seeking approval to pay a portion of the funeral expenses to honor his legacy.

Financial Impact:
This expense will be charged to Non-Department, Other Professional Services.

Account	Description	Available	Cost	Remaining Balance
19-519340	Other Professional Services	$12,370.54	$12,500.00	($129.46)

The budget shortfall is being addressed in the forthcoming Budget Amendment #4

Proposed Action:

Staff recommends approval of this resolution.

Attachment:

Wright & Young Funeral Home, Inc.

15332 NW 7th Avenue Miami, Florida 33169

(305) 688-2030

STATEMENT OF FUNERAL GOODS AND SERVICES SELECTED

Charges are only for those items that you selected or that are required. If we are required by law or by a cemetery or crematory to use any items, we will explain the reasons in writing below. If you selected a funeral that may require embalming, such as funeral with a viewing, you may have to pay for embalming. You do not have to pay for embalming you did not approve if you selected arrangements such as a direct cremation or immediate burial. If we charged for embalming, we will explain why below.

Alvin Eugene Burke — Funeral Services for

Date of Death

21-08-192 — Case Number

SERVICES, FACILITIES, AND TRANSPORTATION:

Basic services of funeral director and staff	$	2,595.00
Embalming	$	1,850.00
Other body preparation	$	495.00
Restoration when necessary	$	
Hairdressing	$	
Special care of autopsied remains	$	
Washing and disinfecting remains when no embalming and/or refrigeration	$	
Other	$	
Use of facilities and staff for viewing/visitation	$	450.00
Use of facilities and staff for funeral ceremony	$	
Use of facilities and staff for memorial service	$	
Use of equipment and staff for graveside service	$	
Use of equipment and staff for church service	$	350.00
Transfer of remains to funeral home	$	350.00
Hearse	$	800.00
Limousine	$	1,350.00
Service/Utility vehicle	$	
Additional mileage	$	
Other	$	
Total Charges for Services,Facilities & Transp...	$	8,240.00

MERCHANDISE SELECTED:

Casket or alternative container	$	9,595.00
Description Blue Cooper Batesville		
Outer burial container	$	
Description		
Cremation urn	$	
Description		
Clothing	$	
Acknowledgement cards	$	
Register book(s)	$	
Memorial folders/prayer cards	$	
Other merchandise 300 Book programs	$	1,695.00
Other merchandise	$	
Total Charges for Merchandise	$	11,290.00

OTHER SERVICES:

Forwarding of remains to another funeral home	$	
Receiving remains from another funeral home	$	
Direct cremation	$	
Immediate burial	$	
Other	$	
Total Charges for Other Services	$	0.00

CASH ADVANCES: We charge you for our service in obtaining:

Cemetery	$	
Crematory	$	
Medical Examiner's Fee	$	
Airfare	$	
Clergy honorarium	$	
Musician	$	
Flowers	$	395.00
Death cert.'s (10 @ 15.00 ea, ___ @ _____ ea.)	$	150.00
Obituary notices	$	125.00
Other	$	
Other	$	
Other	$	
Total Cash Advances	$	670.00
Total charges	$	20,200.00
Discount	$	
Total after discount	$	20,200.00
Credit to account	$	
Items ordered later	$	
Administrative Fee for filing against estate	$	
Balance due	$	20,200.00

Warranties: Our funeral home makes no representations or warranties about the protective value of certain caskets or outer burial containers other than those made by the manufacturer. The only warranties, expressed or implied, granted in connection with goods sold with this funeral service are the express written warranties, if any, extended by the manufacturers thereof. No other warranties and no warranties or merchandising fitness for a particular purpose are extended by the seller.

METHOD OF PAYMENT

☐ Cash ☐ Check ☐ Credit Card ☐ Insurance Assignment

Reason for Embalming: _____

A $0.00 administrative fee will be added to all accounts filed against estate for payment.

LEGAL, CEMETERY, CREMATORY OR OTHER REQUIREMENTS COMPELLING THE PURCHASE OF ANY ITEMS LISTED ABOVE:

The undersigned purchaser(s) hereby attest to the following: [1] I/We did ( ) did not (X) authorize embalming of the above named deceased. [2] I/We were shown a Casket Price List and an Outer Burial Container Price List before the showing of caskets and outer burial containers. [3] I/We were given/offered for retention a General Price List upon the beginning of a discussion of funeral arrangements and/or selection of service and merchandise.

TERMS: This is a CASH TRANSACTION, due in full and, in all events, becomes PAST DUE AND DELINQUENT upon expiration of due date. A charge of 0.00 % per annum for UNANTICIPATED LATE PAYMENT will be effective Purchaser(s) agrees to pay reasonable attorney's fees, court costs and other costs of collection if incurred in the collection of this debt. I, or we, having read the above accept and approve same, and jointly and severally promise to make full payment therefor.

Receipt of a copy of this contract is acknowledged.

Romana Burke
Purchaser's Name

1240 Jann Ave
Purchaser's Address

Opa Locka, Florida 33054
City, State, Zip

(786) 879-5676
Telephone Social Security Number

Purchaser's Signature

Wife
Relationship

Date Signed

Funeral Director's Signature