

***CITY OF POMPANO BEACH, FLORIDA***

**AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES NO. 13167  
WITH  
BAXTER & WOODMAN, INC.**



**CONTINUING CONTRACTS FOR CIVIL ENGINEERING SERVICES - CCNA  
FOR VARIOUS CITY PROJECTS RLI26-003**

**AGREEMENT FOR  
PROFESSIONAL CONSULTING SERVICES**

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This Contract is made on \_\_\_\_\_, by and between the **City of Pompano Beach**, a municipal corporation of the State of Florida, hereinafter referred to as “CITY,” and Baxter & Woodman, Inc. a Illinois Corporation, authorized to do business in the State of Florida, hereinafter referred to as the “CONSULTANT”.

**WHEREAS**, the CONSULTANT is able and prepared to provide such services as CITY requires under the terms and conditions set forth herein; and

**WHEREAS**, the CITY Commission has approved the recommendation that CONSULTANT be employed by the CITY and authorized the negotiation of contractual terms.

**NOW, THEREFORE**, in consideration of the mutual promises herein, the CITY and the CONSULTANT agree as follows:

**ARTICLE 1 – SERVICES/CONSULTANT AND CITY REPRESENTATIVES**

The CONSULTANT’s responsibility under this Contract is to provide professional consulting services as more specifically set forth in **RLI26-003 - Continuing Contracts for Civil Engineering Services - CCNA** attached hereto as Exhibit “A” and incorporated herein in its entirety.

The CONSULTANT’s representative shall be

The CITY’s representative shall be CITY Engineer or designee,

**ARTICLE 2 – TERM**

The CONSULTANT shall adhere to the schedule given in each work authorization after receiving the “Notice to Proceed.”

Reports and other items shall be delivered or completed in accordance with the detailed schedule set forth in individual Work Authorizations as negotiated.

The Term of this Contract shall be for a period of five (5) years from the date of execution by both the CITY and the CONSULTANT.

**ARTICLE 3 – PAYMENTS TO CONSULTANT**

A. CITY agrees to pay CONSULTANT in consideration for its services described herein. It is the intention of the parties hereby to ensure that unless otherwise directed by the CITY in writing, CONSULTANT will continue to provide services as specified in Exhibits “A” and “B” for the term of this Contract.

B. Price Formula. CITY agrees to pay CONSULTANT as negotiated on a Work Authorization basis. Each work authorization shall specifically identify the scope of the work to be performed and the fees for said services. As set forth in RLI26-003, professional services under this contract shall comply with the monetary limitations and requirements of §287.055, Florida Statutes, as in effect at the time the applicable Work Authorization is issued.

C. Fee Determination. Each individual Work Authorization may be negotiated for fees to be earned by Time and Materials with a Not to Exceed Amount, a Lump Sum, or a combination of both methods for subtasks contained therein. The total amount to be paid by the CITY under a Work Authorization shall not exceed specified amounts for all services and materials, including “out of pocket” expenses as specified in Paragraph E below, and also including any approved subcontracts, unless otherwise agreed in writing by both parties. The CONSULTANT shall notify the CITY’s Representative in writing when ninety percent (90%) of the “not to exceed amount” for the total Work Authorization has been reached. The CONSULTANT will bill the CITY on a monthly basis, or as otherwise provided. Time and Materials billing will be made at the amounts set forth in Exhibit “B” for services rendered toward the completion of the Scope of Work. Where incremental billings for partially completed items are permitted, the total billings shall not exceed the estimated percentage of completion as of the billing date. It is acknowledged and agreed to by the CONSULTANT that the dollar limitation set forth in this section is a limitation upon and describes the maximum extent of CITY’s obligation to pay CONSULTANT, but does not include a limitation upon CONSULTANT’s duty to perform all services set forth in Exhibits “A” and “B” for the total compensation in the amount or less than the guaranteed maximum stated above.

D. Invoices received by the CITY from the CONSULTANT pursuant to this Contract will be reviewed and approved in writing by the CITY’s Representative, indicating that services have been rendered in conformity with the Contract, and then will be sent to the CITY’s Finance Department for payment. All invoices shall contain a detailed breakdown of the services provided for which payment is being requested. In addition to detailed invoices, upon request of the CITY’s representative, CONSULTANT shall provide CITY with detailed periodic Status Reports on the project. All invoice payments by CITY shall be made after the Work has been verified and completed. Unless disputed by CITY as provided herein, upon CITY’s receipt of a Proper Invoice as defined in §218.72, Florida Statutes, as amended, CITY shall forward CONSULTANT payment for work performed within forty-five (45) days for all goods and services provided.

CITY may temporarily remove for review any disputed amount, by line item, from an invoice and shall timely provide CONSULTANT with written notification of any such disputed charge. CONSULTANT shall provide clarification and a satisfactory explanation to CITY, along with revised copies of all such documents if inaccuracies or errors are discovered, within ten (10) days of receipt of CITY’s notice of the disputed amount.

In the event CITY has a claim against CONSULTANT for Work performed hereunder which has not been timely remedied in accordance with the provisions of this Article 3, CITY may withhold payment for the contested amount, in whole or in part, to protect itself from loss on account of defective Work, claims filed or reasonable evidence indicating probable filing of claims by other parties against CONSULTANT, and/or CONSULTANT’s failure to make proper payments to subcontractors or vendors for material or labor. When the reason(s) for withholding payment are removed or resolved in a manner satisfactory to CITY, payment shall be made.

E. “Out-of-pocket” expenses shall be reimbursed up to an amount not to exceed the amounts included in each Work Authorization. All requests for payment of “out-of-pocket” expenses eligible for reimbursement under the terms of this Contract shall include copies of paid receipts, invoices, or other documentation acceptable to the CITY’s Representative and to the Finance Department. Such documentation shall be sufficient to establish that the expense was actually incurred and necessary in the performance of the Scope of Work described in a Work Authorization and this Contract. All out-of-pocket, reimbursables, and expenses shall be billed at the actual amount paid by CONSULTANT, with no markup.

F. Final Invoice. In order for both parties herein to close their books and records, the CONSULTANT will clearly state “Final Invoice” on the CONSULTANT’s final/last billing to the CITY. This final invoice shall also certify that all services provided by CONSULTANT have been properly performed and all charges and costs have been invoiced to the CITY. Because this account will thereupon be closed, any and all other further charges not properly included on this final invoice are waived by the CONSULTANT.

#### **ARTICLE 4 – TRUTH-IN-NEGOTIATION CERTIFICATE**

Signature of this Contract by the CONSULTANT shall also act as the execution of a truth in negotiation certificate, certifying that the wage rates, overhead charges, and other costs used to determine the compensation provided for this Contract are accurate, complete and current as of the date of the Contract and no higher than those charged the CONSULTANT’s most favored customer for the same or substantially similar service. Should the CITY determine that said rates and costs were significantly increased due to incomplete, non-current or inaccurate representation, then said rates shall be adjusted accordingly.

#### **ARTICLE 5 – TERMINATION**

CITY shall have the right to terminate this Contract, in whole or in part, for convenience, cause, default or negligence on CONSULTANT’s part, upon ten (10) business days advance written notice to CONSULTANT. Such Notice of Termination may include CITY’s proposed Transition Plan and timeline for terminating the Work, requests for certain Work product documents and materials, and other provisions regarding winding down concerns and activities.

If there is any material breach or default in CONSULTANT’s performance of any covenant or obligation hereunder which has not been remedied within ten (10) business days after CITY’s written Notice of Termination, CITY, in its sole discretion, may terminate this Contract immediately and CONSULTANT shall not be entitled to receive further payment for services rendered from the effective date of the Notice of Termination.

In the event of termination, CITY shall compensate CONSULTANT for all authorized Work satisfactorily performed through the termination date under the payment terms set forth in Article 3 above, and all Work product documents and materials shall be delivered to CITY within ten (10) business days from the Notice of Termination. If any Work hereunder is in progress but not completed as of the date of the termination, then upon CITY’s written approval, this Contract may be extended until said Work is completed and accepted by CITY.

This Contract may be cancelled by the CONSULTANT, upon thirty (30) days prior written notice to the CITY's Representative, in the event of substantial failure by the CITY to perform in accordance with the terms of this Contract through no fault of the CONSULTANT.

## **ARTICLE 6 – PERSONNEL**

The CONSULTANT is, and shall be, in the performance of all work services and activities under this Contract, an independent Contractor, and not an employee, agent or servant of the CITY. All persons engaged in any of the work or services performed pursuant to this Contract shall at all times, and in all places, be subject to the CONSULTANT's sole direction, supervision, and control and shall not in any manner be deemed to be employees of the CITY. The CONSULTANT shall exercise control over the means and manner in which it and its employees perform the work. This contract does not create a partnership or joint venture between the parties.

The CONSULTANT represents that it has, or will secure at its own expense, all necessary personnel required to perform the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the CITY, nor shall such personnel be subject to any withholding for tax, Social Security or other purposes by the CITY, nor be entitled to any benefits of the CITY including, but not limited to, sick leave, pension benefits, vacation, medical benefits, life insurance, workers or unemployment compensation benefits, or the like from the CITY.

All of the services required hereunder shall be performed by the CONSULTANT or under its supervision, and all personnel engaged in performing the services shall be fully qualified and, if required, authorized or permitted under state and local law to perform such services.

Any changes or substitutions in the CONSULTANT's key personnel, as may be listed in Article 1, must be made known to the CITY's Representative at the time the substitution becomes effective.

The CONSULTANT warrants that all services shall be performed by skilled and competent personnel to the degree exercised by CONSULTANTS performing the same or similar services in the same location at the time the services are provided.

## **ARTICLE 7 – SUBCONTRACTING**

CONSULTANT may subcontract any services or work to be provided to CITY with the prior written approval of the CITY's Representative. The CITY reserves the right to accept the use of a subcontractor or to reject the selection of a particular subcontractor and to inspect all facilities of any subcontractors in order to make a determination as to the capability of the subcontractor to perform properly under this Contract. The CITY's acceptance of a subcontractor shall not be unreasonably withheld. The CONSULTANT is encouraged to seek small business enterprises and to utilize businesses that are physically located in the CITY of Pompano Beach with a current Business Tax Receipt for participation in its subcontracting opportunities.

## ARTICLE 8 – FEDERAL AND STATE TAX

The CITY is exempt from payment of Florida State Sales and Use Taxes. The CITY will provide the CONSULTANT with the current state issued exemption certificate. The CONSULTANT shall not be exempted from paying sales tax to its suppliers for materials used to fulfill contractual obligations with the CITY, nor is the CONSULTANT authorized to use the CITY's Tax Exemption Number in securing such materials.

The CONSULTANT shall be responsible for payment of its own and its share of its employees' payroll, payroll taxes, and benefits with respect to this Contract

## ARTICLE 9 – ANNUAL BUDGETARY FUNDING/CANCELLATION

This Agreement and all obligations of the CITY hereunder requiring the expenditure of funds are subject to and contingent upon annual budgetary funding and appropriations by the CITY Commission.

## ARTICLE 10 - INSURANCE REQUIREMENTS

The CONSULTANT shall not commence work under this Contract until it has obtained all insurance required under this paragraph and such insurance has been approved by the Risk Manager of the CITY, nor shall the CONSULTANT allow any Subcontractor to commence work on its sub-contract until the aforementioned approval is obtained.

CERTIFICATE OF INSURANCE, reflecting evidence of the required insurance, shall be filed with the Risk Manager prior to the commencement of the work. The Certificate shall contain a provision that coverage afforded under these policies will not be cancelled, will not expire, and will not be materially modified until at least thirty (30) days prior written notice has been given to the CITY. Policies shall be issued by companies authorized to conduct business under the laws of the State of Florida and shall have adequate Policyholders and Financial ratings in the latest ratings of A. M. Best and be part of the **Florida Insurance Guarantee Association Act**.

Insurance shall be in force until all work required to be performed under the terms of the Contract is satisfactorily completed, as evidenced by the formal acceptance by the CITY. In the event the Insurance Certificate provided indicates that the insurance shall terminate and lapse during the period of this Contract, the CONSULTANT shall furnish, at least ten (10) days prior to the expiration of the date of such insurance, a renewed Certificate of Insurance as proof that equal and like coverage for the balance of the period of the Contract and extension thereunder is in effect. The CONSULTANT shall not continue to work pursuant to this Contract unless all required insurance remains in full force and effect.

Limits of Liability for required insurance are shown in Exhibit "C."

The CITY of Pompano Beach must be named as an additional insured for the Automobile and Commercial General Liability Coverage.

For Professional Liability, if coverage is provided on a claims-made basis, then coverage must be continued for the duration of this Contract and for not less than one (1) year thereafter, or in lieu of continuation, provide an "extended reporting clause" for one (1) year.

CONSULTANT shall notify the CITY Risk Manager in writing within thirty (30) days of any claims filed or made against the Professional Liability Insurance Policy.

For Workers' Compensation Insurance, coverage shall be maintained during the life of this Contract to comply with statutory limits for all employees, and in the case of any work sublet, the CONSULTANT shall require any Subcontractors to similarly provide Workers' Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the CONSULTANT. The CONSULTANT and his Subcontractors shall maintain during the life of this Contract Employer Liability Insurance.

#### **ARTICLE 11 – INDEMNIFICATION**

A. CONSULTANT shall at all times indemnify, hold harmless the CITY, its officials, officers, employees, volunteers and other authorized agents from and against any and all claims, demands, suit, damages, attorneys' fees, fines, losses, penalties, defense costs or liabilities suffered by the CITY to the extent caused by any negligent act, omission, breach, recklessness or misconduct of CONSULTANT and/or any of its agents, officers, or employees hereunder, including any inaccuracy in or breach of any of the representations, warranties or covenants made by the CONSULTANT, its agents, officers and/or employees, in the performance of services of this contract. To the extent considered necessary by CITY, any sums due CONSULTANT hereunder may be retained by CITY until all of CITY's claims for indemnification hereunder have been settled or otherwise resolved, and any amount withheld shall not be subject to payment or interest by CITY.

B. CONSULTANT acknowledges and agrees that CITY would not enter into this Contract without this indemnification of CITY by CONSULTANT. The parties agree that one percent (1%) of the total compensation paid to CONSULTANT hereunder shall constitute specific consideration to CONSULTANT for the indemnification provided under this Article and these provisions shall survive expiration or early termination of this Contract.

C. Nothing in this Agreement shall constitute a waiver by the CITY of its sovereign immunity limits as set forth in section 768.28, Florida Statutes. Nothing herein shall be construed as consent from either party to be sued by third parties.

#### **ARTICLE 12 – SUCCESSORS AND ASSIGNS**

The CITY and the CONSULTANT each binds itself and its partners, successors, executors, administrators, and assigns to the other party of this Contract and to the partners, successors, executors, administrators, and assigns of such other party, in respect to all covenants of this Contract. Except as above, neither the CITY nor the CONSULTANT shall assign, sublet, encumber, convey or transfer its interest in this Contract without prior written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the CITY, which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the CITY and the CONSULTANT.

## **ARTICLE 13 – REMEDIES**

The laws of the State of Florida shall govern this Contract. Any and all legal action between the parties arising out of the Contract will be held in Broward County. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

## **ARTICLE 14 – CONFLICT OF INTEREST**

The CONSULTANT represents that it has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required hereunder, as provided for in the Code of Ethics for Public Officers and Employees (Chapter 112, Part III, Florida Statutes). The CONSULTANT further represents that no person having any interest shall be employed for said performance.

The CONSULTANT shall promptly notify the CITY's representative, in writing, by certified mail, of a potential conflict(s) of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the CONSULTANT's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest, or circumstance, the nature of work that the CONSULTANT may undertake, and request an opinion of the CITY as to whether the association, interest, or circumstance would, in the opinion of the CITY, constitute a conflict of interest if entered into by the CONSULTANT. The CITY agrees to notify the CONSULTANT of its opinion by certified mail within thirty (30) days of receipt of notice by the CONSULTANT. If, in the opinion of the CITY, the prospective business association, interest, or circumstance would not constitute a conflict of interest by the CONSULTANT, the CITY shall so state in the notice and the CONSULTANT shall at its option, enter into said association, interest or circumstance and it shall be deemed not a conflict of interest with respect to services provided to the CITY by the CONSULTANT under the terms of this Contract.

## **ARTICLE 15 – EXCUSABLE DELAYS**

The CONSULTANT shall not be considered in default by reason of any failure in performance if such failure arises out of causes reasonably beyond the control of the CONSULTANT or its subcontractors and without their fault or negligence. Such causes include, but are not limited to, acts of God; natural or public health emergencies; freight embargoes; and abnormally severe and unusual weather conditions.

Upon the CONSULTANT's request, the CITY shall consider the facts and extent of any failure to perform the work and, if the CONSULTANT's failure to perform was without it, or its subcontractors fault or negligence, the Contract Schedule and/or any other affected provision of this Contract shall be revised accordingly; subject to the CITY's rights to change, terminate, or stop any or all of the work at any time.

## **ARTICLE 16 – DEBT**

The CONSULTANT shall not pledge the CITY's credit or attempt to make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien or any form of indebtedness. The CONSULTANT further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Contract.

## **ARTICLE 17 – DISCLOSURE AND OWNERSHIP OF DOCUMENTS**

The CONSULTANT shall deliver to the CITY's representatives for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the CITY under this Contract.

All written and oral information not in the public domain or not previously known, and all information and data obtained, developed, or supplied by the CITY or at its expense, will be kept confidential by the CONSULTANT and will not be disclosed to any other party, directly or indirectly, without the CITY's prior written consent, unless required by a lawful order. All drawings, maps, sketches, programs, databases, reports, and other data developed, or purchased, under this Contract for or at the CITY's expense shall be and remain the CITY's property and may be reproduced and reused at the discretion of the CITY with the condition that reuse or adaptation other than for the purpose intended will be at the CITY's sole risk.

A. The CITY of Pompano Beach is a public agency subject to Chapter 119, Florida Statutes. The CONSULTANT shall comply with Florida's Public Records Law, as amended. Specifically, the CONSULTANT shall:

1. Keep and maintain public records required by the CITY in order to perform the service.
2. Upon request from the CITY's custodian of public records, provide the CITY with a copy of the 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.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the CONSULTANT does not transfer the records to the CITY.
4. Upon completion of the contract, transfer, at no cost to the CITY, all public records in possession of the CONSULTANT, or keep and maintain public records required by the CITY to perform the service. If the CONSULTANT transfers all public records to the CITY upon completion of the contract, the CONSULTANT shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the CONSULTANT keeps and maintains public records upon completion of the contract, the CONSULTANT shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the CITY, upon request from the CITY's custodian of public records, in a format that is compatible with the information technology systems of the CITY.

B. Failure of the CONSULTANT to provide the above-described public records to the CITY within a reasonable time may subject CONSULTANT to penalties under 119.10, Florida Statutes, as amended.

## **PUBLIC RECORDS CUSTODIAN**

**IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

### **CITY CLERK**

**100 W. Atlantic Blvd., Suite 253  
Pompano Beach, Florida 33060  
(954) 786-4611  
[RecordsCustodian@copbfl.com](mailto:RecordsCustodian@copbfl.com)**

All covenants, agreements, representations, and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Contract and the consummation of the transactions contemplated thereby.

## **ARTICLE 18 – CONTINGENT FEES**

The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Contract. Violation of this Article shall constitute a forfeiture of this Contract by CONSULTANT.

## **ARTICLE 19 – ACCESS AND AUDITS**

The CONSULTANT shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least three (3) years after completion of this Contract. The CITY shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the CONSULTANT's place of business.

## **ARTICLE 20 – NONDISCRIMINATION**

The CONSULTANT warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, or sexual orientation.

## **ARTICLE 21 – INTERPRETATION**

The language of this Contract has been agreed to by both parties to express their mutual intent, and no rule of strict construction shall be applied to either party hereto. The headings are for reference purposes only and shall not affect in any way the meaning or interpretation of this Contract. All personal pronouns used in this Contract shall include the other gender, and the singular, the plural, and vice versa, unless the context otherwise requires.

## **ARTICLE 22 – AUTHORITY TO PRACTICE**

The CONSULTANT hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner. Proof of such licenses and approvals shall be submitted to the CITY's representative upon request.

## **ARTICLE 23 – SEVERABILITY**

If any term or provision of this Contract, or the application thereof to any person or circumstances shall, to any extent be held invalid or unenforceable, to remainder of this Contract, or the application of such terms or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Contract shall be deemed valid and enforceable to the extent permitted by law.

## **ARTICLE 24 – ENTIRETY OF CONTRACTUAL AGREEMENT**

The CITY and the CONSULTANT agree that this Contract, together with the Exhibits hereto, sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. It is further agreed that no modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith. None of the provisions, terms, and conditions contained in this Contract may be added to, modified, superseded, or otherwise altered, except by written instrument executed by the parties hereto in accordance with Article 25 – Modification of Work.

## **ARTICLE 25 – MODIFICATION OF SCOPE OF WORK**

The CITY reserves the right to make changes in the Scope of Work, including alterations, reductions therein, or additions thereto. Upon receipt by the CONSULTANT of the CITY's notification of a contemplated change, the CONSULTANT shall, in writing: (1) provide a detailed estimate for the increase or decrease in cost due to the contemplated change; (2) notify the CITY of any estimated change in the completion date; and (3) advise the CITY if the contemplated change shall affect the CONSULTANT's ability to meet the completion dates or schedules of this Contract.

If the CITY so instructs in writing, the CONSULTANT shall suspend work on that portion of the Scope of Work affected by a contemplated change, pending the CITY's decision to proceed with the change.

If the CITY elects to make the change, the CITY shall initiate a Work Authorization Amendment and the CONSULTANT shall not commence work on any such change until such written amendment is signed by the CONSULTANT and the CITY Manager, and if such amendment is in excess of two hundred thousand dollars (\$200,000.00), it must also first be approved by the CITY Commission and signed by the appropriate CITY Official authorized by the CITY Commission

The CITY shall not be liable for payment of any additional or modified work, which is not authorized in the manner provided for by this Article.

#### **ARTICLE 26 – NOTICE**

All notices required in this Contract shall be sent by certified mail, return receipt requested, to the following:

**FOR CITY:**

Gregory Harrison, City Manager  
City of Pompano Beach  
Post Office Drawer 1300  
Pompano Beach, Florida 33061

**FOR CONSULTANT:**

Jeffrey Hiscock, Vice President  
Baxter & Woodman, Inc.  
8678 RIDGEFIELD ROAD  
CRYSTAL LAKE, IL, 60012

#### **ARTICLE 27 – OWNERSHIP OF DOCUMENTS**

All finished or unfinished documents, data, reports, studies, surveys, drawings, maps, models and photographs prepared or provided by the CONSULTANT in connection with this Contract shall become property of the CITY, whether the project for which they are made is completed or not, and shall be delivered by CONSULTANT to CITY within ten (10) days of notice of termination. If applicable, CITY may withhold any payments then due to CONSULTANT until CONSULTANT complies with the provisions of this section.

#### **ARTICLE 28 – PROMOTING PROJECT OBJECTIVES**

CONSULTANT, its employees, subcontractors, and agents shall refrain from acting adversely to the CITY's interest in promoting the goals and objectives of the projects. CONSULTANT shall take all reasonable measures necessary to effectuate these assurances. In the event CONSULTANT determines it is unable to meet or promote the goals and objectives of the projects, it shall immediately notify the CITY, and the CITY may then, in its discretion, terminate this Contract.

## **ARTICLE 29 – PUBLIC ENTITY CRIMES ACT**

As of the full execution of this Contract, CONSULTANT certifies that in accordance with §287.133, Florida Statutes, it is not on the Convicted Vendors List maintained by the State of Florida, Department of General Services. If CONSULTANT is subsequently listed on the Convicted Vendors List during the term of this Contract, CONSULTANT agrees it shall immediately provide CITY with written notice of such designation in accordance with Article 26 above.

## **ARTICLE 30 – GOVERNING LAW; VENUE; WAIVER OF JURY TRIAL**

This Contract shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. The exclusive venue for any litigation arising from, related to, or in connection with this Agreement shall be in the Seventeenth Judicial Circuit in and for Broward County, Florida, or in the United States District Court for the Southern District of Florida, or the United States Bankruptcy Court for the Southern District of Florida, as applicable. BY ENTERING INTO THIS AGREEMENT, THE PARTIES EXPRESSLY WAIVE ANY RIGHTS EITHER PARTY MAY HAVE TO A TRIAL BY JURY OF ANY CIVIL LITIGATION RELATED TO THIS AGREEMENT.

## **ARTICLE 31 – EMPLOYMENT ELIGIBILITY**

By entering into this Contract, the CONSULTANT becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility." 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. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. Any challenge to termination under this provision must be filed in the Circuit or County Court no later than twenty (20) calendar days after the date of termination. If this Contract is terminated for a violation of the statute by the CONSULTANT, the CONSULTANT may not be awarded a public contract for a period of one (1) year after the date of termination

## **ARTICLE 32 - BINDING EFFECT**

The benefits and obligations imposed pursuant to this Contract shall be binding and enforceable by and against the parties hereto.

## **ARTICLE 33 - SCRUTINIZED COMPANIES**

By execution of this Agreement, in accordance with the requirements of F.S. 287.135 and F.S. 215.473, CONSULTANT certifies that CONSULTANT is not participating in a boycott of Israel. CONSULTANT further certifies that CONSULTANT is not on the Scrutinized Companies that Boycott Israel list, not on the Scrutinized Companies with Activities in Sudan List, and not on the Scrutinized Companies with Activities in Iran Terrorism Sectors List, nor has CONSULTANT been engaged in business operations in Syria. Subject to limited exceptions provided in state law,

the CITY will not contract for the provision of goods or services with any scrutinized company referred to above. In accordance with Section 287.135, Florida Statutes as amended, a company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with any agency or local government entity for goods or services of:

A. Any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel; or

B. One million dollars (\$1,000,000.00) or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company:

i. Is on the Scrutinized Companies with Activities in Sudan List of the Scrutinized Companies with Activities in Iran Terrorism Sectors List, created pursuant to Section 215.473, Florida Statutes; or

ii. Is engaged in business operations in Syria.

C. Submitting a false certification or being placed on a list created pursuant to Section 215.473, Florida Statutes, relating to scrutinized active business operations in Iran after CONSULTANT has submitted a certification shall be deemed a material breach of contract. The CITY shall provide notice, in writing, to CONSULTANT of the CITY's determination concerning the false certification. CONSULTANT shall have five (5) days from receipt of notice to refute the false certification allegation. If such false certification is discovered during the active contract term, CONSULTANT shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If CONSULTANT does not demonstrate that the CITY's determination of false certification was made in error, then the CITY shall have the right to terminate the contract and seek civil remedies pursuant to Section 287.135, Florida Statutes, as amended from time to time.

#### **ARTICLE 34 - AFFIDAVIT OF COMPLIANCE WITH ANTI-HUMAN TRAFFICKING LAWS**

In accordance with section 787.06 (13), Florida Statutes, the undersigned, on behalf of the entity listed below ("Entity"), hereby attests under penalty of perjury that:

Entity does not use coercion for labor or services as defined in Section 787.06, Florida Statutes, entitled "Human Trafficking".

#### **ARTICLE 35 - AFFIDAVIT OF COMPLIANCE WITH FOREIGN ENTITY LAWS**

The undersigned, on behalf of the entity listed below ("Entity"), hereby attests under penalty of perjury as follows:

A. Entity is not owned by the government of a foreign country of concern as defined in Section 287.138, Florida Statutes.

B. The government of a foreign country of concern does not have a controlling interest in Entity.

C. Entity is not organized under the laws of, and does not have a principal place of business in, a foreign country of concern.

D. Entity is not owned or controlled by the government of a foreign country of concern, as defined in Section 692.201, Florida Statutes.

E. Entity is not a partnership, association, corporation, organization, or other combination of persons organized under the laws of or having its principal place of business in a foreign country of concern, as defined in Section 692.201, Florida Statutes, or a subsidiary of such entity.

F. Entity is not a foreign principal, as defined in Section 692.201, Florida Statutes.

G. Entity is in compliance with all applicable requirements of Sections 692.202, 692.203, and 692.204, Florida Statutes.

### **ARTICLE 36 – PROJECT WEB REQUIREMENTS**

The CONSULTANT agrees to use the CITY-provided project management software web-based project management tool. The CITY's project management software is a comprehensive system that will be used to manage all project documents, communications, and costs between the CITY, lead consultants, sub-consultants, design consultants, contractors, and other stakeholders. The CITY will provide training to the CONSULTANT's designees.

**THE REMAINDER OF THE PAGE IS INTENTIONALLY LEFT BLANK**

**“CITY”**

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed the day and year hereinabove written.

Attest:

**CITY OF POMPANO BEACH**

\_\_\_\_\_  
KERVIN ALFRED, CITY CLERK

By: \_\_\_\_\_  
REX HARDIN, MAYOR

APPROVED AS TO FORM:

By: \_\_\_\_\_  
GREGORY P. HARRISON, CITY MANAGER


\_\_\_\_\_  
MARK E. BERMAN, CITY ATTORNEY


(SEAL)

**“CONSULTANT”**

Witnesses:

Baxter & Woodman, Inc.

By:   
Jeffrey Hiscock, Vice President

  
Signature

MEGAN E BERG  
Name Typed, Printed, or Stamped

  
Signature

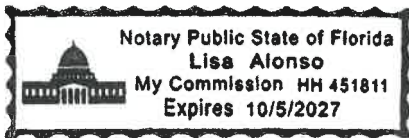
THU NGUYEN  
Name Typed, Printed, or Stamped

STATE OF Florida

COUNTY OF Palm Beach

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this 8 day of April, 2026, by Jeffrey Hiscock, as Vice President of Baxter & Woodman, Inc., a Illinois Corporation, authorized to do business in the State of Florida, on behalf of the corporation, who is personally known to me or who has produced \_\_\_\_\_ as identification.

NOTARY'S SEAL:



  
NOTARY PUBLIC, STATE OF Florida

Lisa Alonso  
(Name of Acknowledger Typed, Printed or Stamped)

HH 451811  
Commission Number

**Exhibit A – Cover Page**

**1. Recommendation Tabulation**

**2. Solicitation RLI26-003**

**3. Addendum 1-3**

**4. Insurance Requirements**



Florida's Warmest Welcome

Procurement & Contracts Department

Mary Rivero, Director

mary.rivero@copbfl.com

Exhibit "A"

RLI #: RLI26-003 Tentative City Commission Meeting Date\*: March 10, 2026

RLI Title: CONTINUING CONTRACT FOR CIVIL ENGINEERING SERVICES (CCNA) # Notified: 1269 # Downloaded: 28

# of Responses Rec'd: 21 # of "No Bids": 1

For: Engineering Department RLI Opening Date: December 18, 2025  
(Department)

**POSTING OF RLI RECOMMENDATION/TABULATION:** RLI Recommendations and Tabulations will be posted in the eBid System, IonWave, on February 26, 2026, at 3:50 pm (Eastern Time), and will remain posted for 72 hours. Any person who may be adversely affected by the decision or intended decision shall file a Notice of Protest in writing within 72 hours of posting the notice of the decision or intended decision. The formal written protest shall be filed within ten (10) days after the date the notice of protest is filed. Failure to file a notice of protest or a formal written protest shall constitute a waiver of proceedings under this chapter. Section 120.57(3)(b), Florida Statutes, states that "The formal written protest shall state with particularity the facts and law upon which the protest is based." Saturdays, Sundays, state holidays, and days when the City is closed shall be excluded from the computation of the 72-hour time period provided. Filings shall be at the office of the Director of Procurement and Contracts, 1010 NE 3rd Avenue, Pompano Beach, FL 33060. Any person who files an action protesting an intended decision shall post with the City, at the time of filing the formal written protest, a protest bond, payable to the City of Pompano Beach, Florida, in an amount equal to one percent (1%) of the estimated value of the contract. Failure to submit the protest bond within the time allowed for filing a bond shall constitute a waiver of the right to protest. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the protest bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

(\* ) The "Cone of Silence" shall terminate upon the City's award or approval of a contract, rejection of all Proposals or responses, or any other formal action that concludes the solicitation or other procurement process. For confirmation of the official termination date of the Cone of Silence, contact the Purchasing Agent of record.

RECOMMENDATION TABULATION

The City of Pompano Beach, Florida, received fifteen (15) proposals in response to RLI26-003 - CONTINUING CONTRACT FOR CIVIL ENGINEERING SERVICES (CCNA).

Pursuant to Section H of the Request for Letters of Interest, proposals were required to be organized as detailed therein. Design2Form, LLC, was deemed non-responsive for failing to submit the required documentation for this submittal.

The Evaluation Committee reviewed and scored the Submittals in accordance with the evaluation criteria established in the RLI. The Evaluation Committee completed scoring and ranked firms in order of qualification in accordance with the criteria set forth in the RLI. The Evaluation Committee passed a motion to recommend that the City execute continuing contracts with the eight (8) highest-ranked firms as listed below:

Bidder	Ranking
Kimley-Horn and Associates, Inc.	1st Highest Ranked Firm
Baxter & Woodman, Inc.	2nd Highest Ranked Firm
Keith and Associates, Inc.	3rd Highest Ranked Firm
Thompson & Associates (Thompson & Associates, Inc. Civil Engineering)	4th Highest Ranked Firm
Chen Moore and Associates	5th Highest Ranked Firm
Munson Design and Consulting, Inc	5th Highest Ranked Firm
McKim & Creed (McKim & Creed, Inc.)	7th Highest Ranked Firm
Arcadis US, Inc.	8th Highest Ranked Firm

The complete ranking of all responsive firms is on file with the Procurement and Contracts Department and available upon request.

By: Eric Seifer Dated: February 26, 2026, at 3:50 pm (Eastern Time)  
(Purchasing Agent)



**REQUEST FOR LETTER OF INTEREST  
RLI 26-003**

**CONTINUING CONTRACT FOR CIVIL ENGINEERING  
SERVICES (CCNA)**

**BID OPENING: December 18<sup>th</sup>, 2025, 2:00 PM**

**PRE-BIDDERS CONFERENCE: November 20<sup>th</sup>, 2025, 10:00 AM**

**For access, go to:**

**<https://pompanobeachfl.gov/pages/meetings>**

Issue Date: November 17, 2025

**CITY OF POMPANO BEACH, FLORIDA  
REQUEST FOR LETTER OF INTEREST (RLI)**

**RLI 26-002 CONTINUING CONTRACT FOR CIVIL ENGINEERING SERVICES (CCNA)**

According to Section 287.055, Florida Statutes Consultant's Competitive Negotiation Act (CCNA), the City of Pompano Beach (the "City") **and the Pompano Beach Community Redevelopment Association (CRA)** invites professional companies/firms to Letter of Interest (RLI) to provide civil engineering services on a continuing as-needed basis.

The selected firm shall demonstrate specific experience and capabilities and must have qualified personnel and expertise in the specified disciplines.

This RLI is subject to the "Cone of Silence," which imposes certain restrictions on communications concerning the RLI process.

The Cone of Silence shall take effect once this solicitation is released to the General Public. Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72 hours following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response." (F.S. 287.057 (25)).

Any firm or lobbyist for a firm is prohibited from having any communications concerning any solicitation for a competitive procurement with any member of the City Commission, City Clerk, City Manager's Office, any Evaluation Committee Member, or any other City of Pompano Beach employee after Procurement and Contracts releases a solicitation to the General Public. All communications must go through the eBid System (IonWave) or the Purchasing Agent assigned to this solicitation, Eric Seifer ~~Jeffrey English~~, at 954-786-4098, or [eric.seifer@copbfl.com](mailto:eric.seifer@copbfl.com) ~~[Jeffrey.english@copbfl.com](mailto:Jeffrey.english@copbfl.com)~~. No other member of the City Commission, City Clerk, City Manager's Office, any Evaluation Committee Member, or any other City of Pompano Beach employee should be contacted concerning this RLI. Any information that amends any portion of this RLI received by any method other than an Addendum issued to the RLI is not binding on the City of Pompano Beach.

The City will receive proposals by **2:00:00 p.m. (EST) on December 18, 2025**. Proposals must be submitted electronically through the eBid System (IonWave) on or before the due date and time as provided herein. Any proposal received after the due date and time specified will not be considered. Any uncertainty regarding the time a proposal is received will be resolved against the firm.

Firms must be registered on the City's eBid System to view the solicitation documents and respond to this Solicitation. The complete solicitation document can be downloaded for free from the eBid System as a PDF at <https://pompanobeachfl.ionwave.net> . The City is not responsible for the accuracy or completeness of any documentation the firm receives from any source other than the eBid System. The firm is solely responsible for downloading all required documents. To attend the virtual public meeting, go to <https://www.pompanobeachfl.gov/pages/meetings> to find the Zoom link.

Procurement and Contracts Department, City of Pompano Beach, Florida

**SCHEDULE OF EVENTS**

<b>RLI NUMBER:</b>	<b>RLI26-003</b>
<b>RLI TITLE:</b>	<b>CONTINUING CONTRACT FOR CIVIL ENGINEERING SERVICES (CCNA)</b>
<b>RELEASE DATE:</b>	<b>11/17/2025, at 02:00 P.M.</b>
<b>PREBIDDERS CONFERENCE VIRTUAL ZOOM MEETING</b>	<b>11/20/2025, at 10:00 A.M.</b>
<b>WRITTEN QUESTIONS AND INQUIRIES ARE DUE ON OR BEFORE:</b>	<b>12/8/2025, at 12:00 P.M.</b>
<b>RLI RESPONSES DUE DATE/TIME:</b>	<b>12/18/2025, at 02:00 P.M.</b>
<b>EVALUATION COMMITTEE MEETINGS</b>	<b>TBD</b>
<b>RECOMMENDATION FOR AWARD:</b>	<b>TBD</b>
<b>DIRECT ALL INQUIRIES TO:</b>	<a href="https://pompanobeachfl.ionwave.net">https://pompanobeachfl.ionwave.net</a>
<b>E-PROPOSAL SUBMITTALS ONLY:</b>	<a href="https://pompanobeachfl.ionwave.net">https://pompanobeachfl.ionwave.net</a>
<b>PROPOSAL VIRTUAL OPENING:</b>	<a href="https://www.pompanobeachfl.gov/meetings">https://www.pompanobeachfl.gov/meetings</a>

**Non-Mandatory Pre-Proposal Meeting**

The non-mandatory Pre-Proposal Meeting will be held via a Virtual Zoom Meeting on **11/20/2025, at 10:00 a.m.** (local). Attendance at the Pre-Submittal Meeting is non-mandatory. The Zoom link is available on the City's Meetings webpage: <https://www.pompanobeachfl.gov/meetings>

**A. Introduction**

The City of Pompano Beach **and CRA are** seeking qualified civil engineering firms to work on various projects for the City and CRA. The projects range in magnitude from small-scale to large or specialized designs.

The types of projects to be undertaken may include, but are not limited to:

- The City's approved Capital Improvement Plan (CIP) can be found here: [Five-Year CIP](#)
- Roadway, Streetscape, or Parking Lot projects.
- Water or Reuse Main projects.
- Gravity Sewer Main projects.
- Force Main projects.
- Lift station/pump station rehabilitation projects.
- Parks and Recreational Facilities.
- Seawall and dock construction and repair.
- Storm Water/Drainage Improvement projects
- Consultation for Emergency Water/Wastewater/Stormwater Repairs.
- Inspection Services for Emergency Water/Wastewater/Stormwater Repairs.
- Canal and lake dredging.

### **B. Compliance with CCNA**

As a result of this RLI, all services provided under the contract must adhere to the latest provisions of the Florida Consultants' Competitive Negotiation Act (CCNA), as outlined in Section 287.055, Florida Statutes, including any subsequent amendments. The maximum allowable costs for projects or studies conducted under this contract are subject to the limits set by the CCNA, which are periodically adjusted.

The Respondent acknowledges that all services under this contract shall comply with the latest provisions of the Florida Consultants' Competitive Negotiation Act (CCNA), under Section 287.055, Florida Statutes, and any amendments.

Professional services are entered into in accordance with all the procedures of the CCNA between an agency and a firm whereby the firm provides professional services to the agency for projects in which the estimated construction cost of each individual project under the contract does not exceed \$7.5 million. (Florida Statutes 287.055 (2) (g) 1. a.

Respondents are responsible for ensuring that their proposals align with the applicable statutory limits in effect at the time of submission and contract execution.

### **C. Scope of Services**

The City intends to issue multiple contracts to civil engineering firms to provide continuing professional services for various projects as needed for the **City and CRA**.

The scope of services may include, but is not limited to, the following:

- Prepare preliminary design reports and/or design alternative recommendations. This may include various types of utility modeling, surveying, and field data analysis.
- Prepare all required bidding/construction documents for projects. This may include the preparation of surveys, design plans, and construction documents, technical specifications, and cost estimates. Attendance at required pre-design, design, bidding, and bid award meetings may also be required.
- Attend the pre-bid conference and prepare possible bid addenda for contract document revisions. Assist in making bid award recommendations for contracting/construction services.
- Prepare all required permit applications and submittal packages as required for the issuance of all agency permits (i.e., Federal, State, County, and City).
- Provide construction engineering/management/administration services for projects. Services during construction may include shop drawing/contractor submittal reviews and approvals, inspection and approval of project improvements, certification of projects for various permitting entities, possible field revisions, and review and approval of contractor pay applications.
- Provide project close-out services. These may include preliminary and final project acceptance, preparation and approval of punch list items, and project certification as required by all permitting agencies.

Firms must have previous municipal experience and must be licensed to practice Civil Engineering services in

the State of Florida, Florida State Statute 481, by the Board of Professional Regulation.

#### **D. Task/Deliverables**

Tasks and deliverables will be determined per project. Each project shall require a signed Work Authorization (WA) form from the awarded firm to be provided to the City or CRA. Forms shall be completed in their entirety, including the agreed-upon scope, tasks, schedule, cost, and deliverables for the project. The Consultant will be required to provide all applicable insurance requirements.

#### **E. Term of Agreement/Contract**

The contracts will be for a term of five (5) years with no renewals, commencing upon award by the appropriate City officials.

#### **F. Project Web Requirements:**

1. This project will utilize the City-provided project management software web-based project management tool. This application is a collaboration tool that provides all project team members with continuous access to essential project data and up-to-the-minute decision and approval status information through the Internet. The City's project management software is a comprehensive system that will be used to manage all project documents, communications, and costs between the City, lead consultants, sub-consultants, design consultants, contractors, and other stakeholders. City provided project management software includes extensive reporting capabilities to facilitate detailed project reporting in a web-based environment that is accessible to all parties and easy to use. Training will be provided for all companies/firms selected to provide services for the City of Pompano Beach.
2. Lead and sub-consultants shall conduct project controls outlined by the City project manager, and/or construction manager, utilizing City-provided project management software. The city shall provide the designated web-based application license(s) to the prime consultant and sub-consultants. No additional software will be required.

The lead consultants and sub-consultants shall be responsible for logging into the project website daily and, as necessary, staying fully apprised of project developments and required action items. These may include but are not limited to: Contracts, Contract Exhibits, Contract Amendments, Drawing Issuances, Addenda, Bulletins, Permits, Insurance & Bonds, Safety Program Procedures, Safety Notices, Accident Reports, Personnel Injury Reports, Schedules, Site Logistics, Progress Reports, Correspondence, Daily Logs, Non-Conformance Notices, Quality Control Notices, Punch Lists, Meeting Minutes, Requests for Information, Submittal Packages, Substitution Requests, Monthly Payment Request Applications, Supplemental Instructions, City Change Directives, Potential Change Orders, Change Order Requests, Change Orders and the like. All supporting data, including but not limited to shop drawings, product data sheets, manufacturer data sheets and instructions, method statements, safety SDS sheets, Substitution Requests, and the like, will be submitted in digital format via the project management system.

#### **G. Local Business Program**

On March 13, 2018, the City Commission approved Ordinance 2018-46, establishing a Local Business Program, a policy to increase the participation of City of Pompano Beach businesses in the City's procurement process. For purposes of this solicitation, "Local Business" will be defined as follows:

1. **TIER 1 LOCAL VENDOR. POMPANO BEACH BUSINESS EMPLOYING POMPANO BEACH RESIDENTS.** A business entity which has maintained a permanent place of business within the city limits

and maintains a staffing level, within this local office, of at least ten percent who are residents of the City of Pompano Beach or includes subcontracting commitments to Local Vendors Subcontractors for at least ten percent of the contract value. The permanent place of business may not be a post office box. The business must be located in a non-residential zone, and must actually distribute goods or services from that location. The business must be staffed with full-time employees within the limits of the city. In addition, the business must have a current business tax receipt from the City of Pompano Beach for a minimum of one year prior to the date of issuance of a bid or proposal solicitation.

2. **TIER 2 LOCAL VENDOR. BROWARD COUNTY BUSINESS EMPLOYING POMPANO BEACH RESIDENTS OR UTILIZING LOCAL VENDOR SUBCONTRACTORS.** A business entity which has maintained a permanent place of business within Broward County and maintains a staffing level, within this local office, of at least 15% who are residents of the City of Pompano Beach or includes subcontracting commitments to Local Vendors Subcontractors for at least 20% of the contract value. The permanent place of business may not be a post office box. The business must be located in a non-residential zone, and must actually distribute goods or services from that location. The business must be staffed with full-time employees within the limits of the city. In addition, the business must have a current business tax receipt from the respective Broward County municipality for a minimum of one year prior to the date of issuance of a bid or proposal solicitation.
3. **LOCAL VENDOR SUBCONTRACTOR. POMPANO BEACH BUSINESS.** A business entity which has maintained a permanent place of business within the city limits of the City of Pompano Beach. The permanent place of business may not be a post office box. The business must be located in a non-residential zone and must actually distribute goods or services from that location. The business must be staffed with full-time employees within the limits of the city. In addition, the business must have a current business tax receipt from the City of Pompano Beach for a minimum of one year prior to the date of issuance of a bid or proposal solicitation.

You can view the list of City businesses that have a current Business Tax Receipt on the City's website, and locate local firms that are available to perform the work required by the bid specifications. The business information, sorted by business use classification, is posted on the webpage for the Business Tax Receipt Division: [www.pompanobeachfl.gov](http://www.pompanobeachfl.gov) by selecting the Pompano Beach Business Directory in the Shop Pompano! section.

The City of Pompano Beach is strongly committed to ensuring the participation of City of Pompano Beach Businesses as contractors and subcontractors for the procurement of goods and services, including labor, materials and equipment. Proposers are required to participate in the City of Pompano Beach's Local Business Program by including, as part of their package, the Local Business Participation Form (Exhibit A,) listing the local businesses that will be used on the contract, and the Letter of Intent Form (Exhibit B) from each local business that will participate in the contract.

Please note that, while no goals have been established for this solicitation, the City encourages Local Business participation in all of its procurements.

If a Prime Contractor/Vendor is not able to achieve the level of goal attainment of the contract, the Prime Vendor will be requested to demonstrate and document that good faith efforts were made to achieve the goal by providing the Local Business Unavailability Form (Exhibit C), listing firms that were contacted but not available, and the Good Faith Effort Report (Exhibit D), describing the efforts made to include local business

participation in the contract. This documentation shall be provided to the City Commission for acceptance.

The awarded proposer will be required to submit "Local Business Subcontractor Utilization Reports" during projects and after projects have been completed. The reports will be submitted to the assigned City project manager of the project. The Local Business Subcontractor Utilization Report template and instructions have been included in the bid document.

Failure to meet Local Vendor Goal commitments will result in "unsatisfactory" compliance rating. Unsatisfactory ratings may impact award of future projects if a sanction is imposed by the City Commission.

The city shall award a Local Vendor preference based upon vendors, contractors, or subcontractors who are local, with a preference as follows:

1. For evaluation purposes, the Tier 1 and Tier 2 businesses shall be a criterion for award in this Solicitation. No business may qualify for more than one tier level.
2. For evaluation purposes, local vendors shall receive the following preferences:
  - a. Tier 1 business as defined by this subsection shall be granted a preference in the amount of five percent of total score.
  - b. Tier 2 business as defined by this subsection shall be granted a preference in the amount of two and one-half percent of total score.
3. It is the responsibility of the awarded vendor/contractor to comply with all Tier 1 and Tier 2 guidelines. The awarded vendor/contractor must ensure that all requirements are met before execution of a contract.

#### **H. Required Proposal Submittal**

Sealed proposals shall be submitted electronically through the eBid System on or before the due date and time as provided herein. Firm shall upload the response as one (1) file to the eBid System. The file size limit for uploads is 250 MB. If the file size exceeds 10 MB, the response must be split and uploaded as two (2) separate files.

**Information to be included in the proposal:** To maintain comparability and expedite the review process, proposals must be organized as specified below, with sections clearly labeled.

**Title page:**

Show the RLI number, the name of the Firm's company/firm, the address, the telephone number, the name of the contact person, and the date.

**Table of Contents:**

Include a clear identification of the material by section and by page.

**Letter of Transmittal:**

Briefly state the Firm's understanding of the RLI solicitation and express a positive commitment to provide the services described herein. Please state the name(s) of the person(s) who will be authorized to make representations for the Firm, their title(s), office, and email addresses and telephone numbers. Please limit this section to two (2) pages.

**Technical Approach:**

Companies/Firms or teams shall submit their sample technical approach to the tasks described in the solicitation, including details of how each phase of the proposed project would be completed and how

their company/firm proposes maintaining time schedules and cost controls.

**References:**

References for past projects in the tri-county area (Broward, Palm Beach, and Miami-Dade). Describe the scope of each project in physical terms and by cost, describe the respondent's responsibilities, and provide the contact information (name, email, telephone number) of an individual in a position of responsibility who can attest to the respondent's activities in relation to the project.

List any prior projects performed for the City of Pompano Beach.

**Project Team Form:**

Prepare and submit a completed "Project Team" form. This form aims to identify the proposed team's key members, including any specialty subconsultants.

**Organizational Chart:**

Specifically, identify the management plan (if needed) and provide an organizational chart for the project team. The Firm must describe, at a minimum, the basic approach to these projects, including the reporting hierarchy of staff and sub-consultants. Clarify the individual(s) responsible for coordinating separate components of the scope of services.

**Statement of Skills and Experience of Project Team:**

Describe the experience of the entire project team as it relates to the types of projects described in the Scope of Services section of this solicitation. Include the knowledge of the prime consultants and other members of the project team, such as additional personnel, sub-consultants, branch office staff, team members, and other resources expected to be utilized for this project. Name specific projects [completed within the past five (5) years] where the team members have performed similar projects previously.

**Resumes of Key Personnel:**

Include resumes for key personnel for prime and sub-consultants.

**Office Locations:**

Identify the office's location from which services will be rendered and the number of professional and administrative staff at the prime office. Also, identify the location of office(s) of the prime and/or sub-consultants that may be utilized to support any or all of the professional services listed above, and the number of professional and administrative staff at the prime office location.

If companies/firms are situated outside the local area (Broward, Palm Beach, and Miami-Dade counties), include a brief statement as to whether or not the companies/firms will arrange for a local office during the term of the agreement/contract, if necessary.

**City Forms:**

The Firm Information Page Form and any other required forms must be completed and submitted electronically through the City's eBid System. The City reserves the right to request additional information to ensure the Firm is financially solvent. It has sufficient financial resources to perform

the agreement/contract and shall provide proof of its financial solvency. At its sole discretion, the City may ask for additional evidence of financial solvency, including additional documents post-proposal opening and before evaluation that demonstrate the Firm's ability to perform the resulting agreement/contract and provide the required materials and/or services.

### **Reviewed and Audited Financial Statements:**

Firms shall be financially solvent and appropriately capitalized to be able to service the City for the duration of the agreement/contract. Firms shall provide a complete financial statement of the company's/firm's most recent audited financial statements, indicating the organization's financial condition. Must be uploaded to the Response Attachments tab in the eBid System as a separate file titled "FINANCIAL STATEMENTS" and marked "CONFIDENTIAL."

Financial statements provided shall not be older than twelve (12) months before the date of filing this solicitation's response. The financial statements must be reviewed and submitted with any accompanying notes and supplemental information. The City of Pompano Beach reserves the right to reject financial statements in which the financial condition shown is twelve (12) months or more before the submittal date.

The City is a public agency subject to Chapter 119, Florida's Public Records Law, and must provide the public with access to public records; however, financial statements that are required as submittals to prequalify for a solicitation will be exempt from public disclosure.

The City reserves the right to request additional information to ensure the Firm is financially solvent. It has sufficient financial resources to perform the agreement/contract and shall provide proof of its financial solvency. At its sole discretion, the City may ask for additional proof of financial solvency, including additional documents post-proposal opening and before evaluation that demonstrate the Firm's ability to perform the resulting agreement/contract and provide the required materials and/or services.

A combination of two (2) or more of the following may substitute for audited financial statements:

- 1) Bank letters/statements for the past three (3) months
- 2) Balance sheet, profit and loss statement, cash flow report
- 3) IRS returns for the last two (2) years
- 4) Letter from CPA showing profits and loss statements (certified)

### **I. Insurance Requirements**

The insurance requirements for this RLI are included in **Exhibit B** and form an integral part of this bid submission. All coverage and limits outlined therein will be met or exceeded by the bidder upon award of the contract.

### **J. Selection/Evaluation Process**

A Selection/Evaluation Committee (Committee) will be appointed to select the most qualified company(ies)/firm(s). The Committee will present its findings to the City Commission. The City Manager will approve a selection evaluation committee to assist in evaluating the Letter of Interest(s) received and to select the most qualified firm(s). All Letters of Interest will be assessed by the Evaluation Committee and Procurement and Contracts staff based on the information submitted by the Submitting Firm(s) in response to this RLI. The Committee's findings will be presented to the City Commission. Based upon the evaluation, the Evaluation

Committee will recommend one Submitting Firm to the City Commissioners for the award and execution of an Agreement.

Proposals will be evaluated using the following criteria:

<b>Line</b>	<b>Criteria</b>	<b>Points Range</b>
1	<b>Prior experience of the firm with projects of similar size and complexity:</b> a. Number of similar projects b. Complexity of similar projects c. References from past projects performed by the firm	0-15
2	<b>Qualifications of personnel, including subconsultants:</b> a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) Experience of staff on similar projects	0-15
3	<b>Proximity of the nearest office to the project location:</b> a. Location b. b. Number of staff at the nearest office	0-15
4	<b>Current and Projected Workload</b> The rating is intended to reflect the workload (both current and projected) of the firm, the staff assigned, and the percentage availability of the assigned staff member. Respondents who fail to note both existing and projected workload conditions and the percentage of availability of staff assigned shall receive zero (0) points	0-15
5	<b>Demonstrated Prior Ability to Complete Project on Time</b> Respondents will be evaluated based on the information provided regarding the firm's experience in completing and adhering to similar project schedules. Provide an example of successful approaches utilized to achieve a timely project completion. Respondents who demonstrate the ability to complete projects on time shall receive more points.	0-15
6	<b>Demonstrated Prior Ability to Complete Project on Budget</b> Proposers will be evaluated on their ability to adhere to initial design budgets. Examples provided should demonstrate a comparison between the initial negotiated task costs and the actual completion costs. Respondents should explain in detail any budgetary overruns due to scope modifications. Respondents who fail to provide the requested schedule and budget information will receive zero (0) points.	0-15
<del>7</del>	<del><b>Florida Small and Minority Business Certification</b> Is the firm a certified minority business enterprise as defined by the Florida</del>	<del>0-10</del>

**Local Vendors Program**

If the firm qualify under the City's Tier 1 Local Vendor Program

Exhibit "A"

If the firm qualify under the City's Tier 2 Local Vendor Program

2.5

~~Small and Minority Business Assistance Act of 1985? (Certification of any subcontractors should also be included with the response.) An additional 5% for Tier 1/Tier 2 Local Business will be calculated based on each company's combined scoring totals.~~

**NOTE:**

Financial statements required as submittals to prequalify for a solicitation will be exempt from public disclosure; however, those submitted to prequalify but not required by the City may be subject to public disclosure.

The City Commission has the authority to (including, but not limited to) approve the recommendation, reject the recommendation, and direct staff to re-advertise this solicitation or review the responses themselves and/or request oral presentations and determine a ranking order that may be the same or different from what was originally presented to the City Commission.

**Tie Breaker:**

In case there is a tie for the highest-ranked firms, the recommendations shall be made by giving preference to the following items in this order:

- 1) Maintenance of a Drug-Free Workplace by the requirements of 287.087, F.S.
- 2) DBE
- 3) Coin Toss

**Technicalities:**

Failure to respond, provide detailed information, or provide requested proposal elements may reduce points in the evaluation process. The Committee may recommend rejecting any Letter of Interest containing material deviations from the RLI. The Committee may recommend waiving any irregularities and technicalities. If only one (1) responsive proposal is received, the Committee will proceed without scoring the one (1) responsive statement received and may recommend that Procurement and Contracts Department staff negotiate the best terms and conditions with that sole firm, or may recommend rejecting the proposal.

**Committee's Recommendations:**

The Evaluation Committee may recommend either rejecting the received Letter of Interest or awarding the contract.

A complete recording shall be made of each meeting (evaluation and negotiation session) conducted by the Committee by the Purchasing Agent. The Committee may choose to conduct one (1) or more exempt negotiation sessions with as many ranked responsive firms as it deems appropriate, in its sole judgment, before making its recommendation for award, starting with the highest-ranked firm, then the second highest-ranked firm, and so on.

Each firm should submit documentation that evidences the firm's capability to provide the services required for the Committee's review for short-listing purposes. After an initial review of the Proposals, the City may invite Proposers for an interview to discuss the proposal and meet firm representatives, particularly key personnel who would be assigned to the project. Should interviews be deemed necessary, it is understood that the City shall incur no costs as a result of this interview, nor bear any obligation in further consideration of the submittal.

The Committee also has the discretion to recommend negotiations with only a single responsive firm if the Committee chooses to do so. During any such negotiations, the City staff assigned to negotiate reserves the right to negotiate any term, condition, or specification during an exempt negotiation session with the highest-ranked

responsive firm.

When more than three responses are received, the committee shall furnish the City Commission (for their approval) a listing, in ranked order, of at least three firms deemed to be the most highly qualified to perform the service. If three or fewer firms respond to the Solicitation, the list will contain the ranking of all responses.

**Determination of Award:**

The City Commission shall consider the Committee's award recommendation for this RLI and may approve such a recommendation. The City Commission may also, at its option, reject the Evaluation Committee's recommendation, or it may also reject all statements received, in which case the City may choose to re-advertise this solicitation "as is" or by adopting a modified version.

**K. Hold Harmless and Indemnification**

Firm covenants and agrees that it will indemnify hold harmless the City, its officials, employees, volunteers and other authorized agents from and against any and all claims, demands, suits, damages, attorneys' fees, fines, losses, penalties, defense costs or liabilities suffered by the City to the extent caused by any negligent act, omission, breach, recklessness or misconduct of Consultant and/or any of its agents, officers, or employees hereunder, including any inaccuracy in or breach of any of the representations, warranties or covenants made by the Consultant, its agents, officers and/or employees, in the performance of services of this agreement/contract. To the extent considered necessary by City, any sums due Consultant hereunder may be retained by City until all of City's claims for indemnification hereunder have been settled or otherwise resolved, and any amount withheld shall not be subject to payment or interest by City.

**L. Right to Audit**

Awarded company's/firm's records which shall include but not be limited to accounting records, written policies and procedures, computer records, disks and software, videos, photographs, sub-contract/sub-consultants files (including proposals of successful and unsuccessful firms), originals estimates, estimating worksheets, correspondence, change order files (including documentation covering negotiated settlements), and any other supporting evidence necessary to substantiate charges related to the agreement/contract (all the foregoing hereinafter referred to as "records") shall be open to inspection and subject to audit and/or reproduction, during regular working hours, by City's agent or its authorized representative to the extent necessary to adequately permit evaluation and verification of any invoices, payments or claims submitted by the Awarded Firm r or any of its payees under the execution of the agreement/contract. Such records subject to the examination shall also include, but are not limited to, those necessary to evaluate and verify direct and indirect costs (including overhead allocations) as they may apply to costs associated with the agreement/contract.

For such audits, inspections, examinations, and evaluations, the City's agent or authorized representative shall have access to said records from the effective date of the agreement/contract, for the duration of the service, and until five (5) years after the date of final payment by the City to the awarded company/firm under the agreement/contract.

The City agent or its authorized representative shall have access to the awarded company's/firm's facilities, all necessary records, and adequate and appropriate workspace to conduct audits in compliance with this article. The City agent or authorized representative shall give auditees reasonable advance notice of intended audits.

The awarded company/firm shall require all subcontractors/sub-consultants, insurance agents, and material suppliers (payees) to comply with this article's provisions by inserting the requirements in any written

agreement/contract. Failure to obtain such written agreements/contracts that include such provisions shall be reason to exclude some or all of the related payees' costs from amounts payable to the contractor/consultant under the agreement/contract.

#### **M. Retention of Records and Right to Access**

The City is a public agency subject to Florida Statutes Chapter 119. The awarded company/firm shall comply with Florida's Public Records Law, as amended. Specifically, the awarded company/firm shall:

1. Keep and maintain public records required by the City to perform the service.
2. Upon request from the City's custodian of public records, provide the City with a copy of the 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 Florida Statutes Chapter 119, or as otherwise provided by law;
3. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law.
4. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the agreement/contract term and following completion of the agreement/contract if the awarded company/firm does not transfer the records to the City; and
5. Upon completion of the agreement/contract, transfer, at no cost to the City, all public records in possession of the awarded company/firm, or keep and maintain public records required by the City to perform the service. If the awarded company/firm transfers all public records to the City upon completion of the agreement/contract, the awarded company/firm shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the awarded company/firm keeps and maintains public records upon completion of the agreement/contract, the awarded company/firm shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.

#### **N. Communications**

No negotiations, decisions, or actions shall be initiated or executed by the company/firm as a result of any discussions with any City employee. Only those communications in writing from the City may be considered duly authorized expressions on behalf of the City. In addition, only communications that are in writing from an authorized representative of the company/firm will be recognized by the City as duly authorized expressions on behalf of the respective company/firm.

#### **O. No Discrimination**

No discrimination shall be made based on race, sex, color, age, religion, or national origin in the operations conducted under any agreement/contract with the City.

#### **P. Independent Contractor**

The awarded company will conduct business as an independent contractor under the terms of the agreement. Personnel services provided by the awarded company/firm shall be provided by employees of the awarded company/firm and subject to supervision by the awarded company/firm, and not as City officers, employees, or agents. Personnel policies, tax responsibilities, social security and health insurance, employee benefits, purchasing policies, and other similar administrative procedures applicable to services rendered under the agreement/contract shall be those of the awarded company/firm.

**Q. Staff Assignment**

The City of Pompano Beach reserves the right to approve or reject, for any reason, the Firm's staff assigned to this project at any time. Background checks may be required.

**R. Agreement/Contract Terms**

The agreement/contract resulting from this solicitation shall include, but not be limited to, the following terms:

- The agreement/contract shall include, at a minimum, the entirety of this solicitation and the awarded proposal. The City of Pompano Beach City Attorney shall prepare it.
- If the City defends any claim, demand, cause of action, or lawsuit arising out of any act, action, negligent acts or negligent omissions, or willful misconduct of the contractor/consultant, its employees, agents, or servants during the performance of the agreement/contract, whether directly or indirectly, awarded The company/firm agrees to reimburse the City for all expenses, attorney's fees, and court costs incurred in defending such claim, cause of action, or lawsuit.

**S. Termination of the Contract**

The City of Pompano Beach may terminate the contract resulting from this Solicitation without cause upon providing the contractor with at least sixty (60) days' prior written notice.

Should either party fail to perform any of its obligations under the contract resulting from this Solicitation for a period of thirty (30) days after receipt of written notice of such failure, the non-defaulting party will have the right to terminate the contract immediately upon delivery of written notice to the defaulting party of its election to do so. The foregoing rights of termination are in addition to any other rights and remedies that such party may have.

**T. Waiver**

It is agreed that no waiver or modification of the agreement/contract resulting from this solicitation or of any covenant, condition, or limitation contained in it shall be valid unless it is in writing and duly executed by the party to be charged with it. No evidence of any waiver or modification shall be offered or received in evidence in any proceeding, arbitration, or litigation between the parties arising out of or affecting the agreement/contract or the right or obligations of any party under it unless such waiver or modification is in writing, duly executed as previously provided. The parties agree that the provisions of this paragraph may not be waived except by a duly executed writing.

**U. Survivorship Rights**

The agreement/contract resulting from this solicitation shall be binding on and inure to the benefit of the respective parties and their executors, administrators, heirs, personal representatives, successors, and assigns.

**V. Manner of Performance**

Firm agrees to perform its duties and obligations under the agreement/contract resulting from this solicitation professionally and by all applicable local, federal, and state laws, rules, and regulations.

Firm agrees that the services provided under the agreement/contract resulting from this solicitation shall be provided by educated, trained, experienced, certified, and licensed employees in all areas encompassed within its designated duties. Firm agrees to furnish the City of Pompano Beach with all documentation, certification, authorization, license, permit, or registration currently required by applicable laws, rules, and regulations. Firm further certifies that it and its employees are now in and will maintain good standing with such governmental

agencies and that it and its employees will keep all licenses, permits, registration, authorization, or certification required by applicable laws or regulations in full force and effect during the term of the agreement/contract. Failure of the Firm to comply with this paragraph shall constitute a material breach of the agreement/contract.

#### **W. Acceptance Period**

Proposals submitted in response to this solicitation must be valid for no less than one hundred and twenty (120) days from the closing date.

#### **X. Conditions and Provisions**

The completed proposal (together with all required attachments) must be submitted electronically to the City on or before the time and date as written herein. By electronically submitting a proposal, all firms shall agree to comply with all of this solicitation's conditions, requirements, and instructions as written or implied herein. All proposals and supporting materials submitted will become the property of the City.

Firm's response shall not contain any alteration to the document posted other than entering data in the spaces provided or including attachments as necessary. By submission of a response, Firm affirms that a complete set of solicitation documents was obtained from the eBid System only, and no alteration of any kind has been made to this solicitation. Exceptions or deviations to this proposal may not be added after the due date.

All firms are required to provide all information requested in this solicitation. Failure to do so may result in the proposal being disqualified.

The City reserves the right to postpone or cancel this solicitation or reject all proposals if, in its sole discretion, it deems it to be in the City's best interest to do so.

The City reserves the right to waive any technical or formal errors or omissions and to reject all proposals or to award an agreement/contract for the items herein, in part or whole, if it is determined to be in the City's best interests to do so.

The City shall not be liable for any costs incurred by the Firm in preparing proposals or for any work performed therein.

#### **Y. Standard Provisions**

##### **1. Governing Law**

Any agreement/contract resulting from this solicitation shall be governed by the laws of the State of Florida, and the venue for any legal action relating to such agreement/contract will be in Broward County, Florida.

##### **2. Licenses**

To perform public work, the awarded company/firm shall be licensed to do business in Florida, if an entity, and hold or obtain such Contractor and Business Licenses if required by State Statutes or local ordinances.

##### **3. Conflict of Interest**

To determine any possible conflict of interest, each Firm must disclose if any Elected Official, Appointed Official, or City Employee is also an owner, corporate officer, or employee of the company/firm. If any Elected Official, Appointed Official, or City Employee is an owner, corporate officer, or employee, the Firm must file a statement

with the Broward County Supervisor of Elections under Florida Statute, Section 112.313.

4. Drug-Free Workplace

The awarded company(s)/firm(s) will be required to verify that they will operate a "Drug-Free Workplace" as outlined in Florida Statute, Section 287.087.

5. Public Entity Crimes

A person or affiliate who has been placed on the convicted vendor list following a conviction by a public entity crime may not submit a proposal on an agreement/contract to provide any goods or services to a public entity, may not submit a proposal on an agreement/contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, sub-contractor, consultant or sub-consultant under agreement/contract with any public entity, and may not transact business with any public entity over the threshold amount provided in Florida Statute, Section 287.017, for Category Two for thirty-six (36) months from the date of being placed on the convicted vendor list.

6. Patent Fees, Royalties, And Licenses

Suppose the awarded company/firm requires or desires to use any design, trademark, device, material, or process covered by letters patent or copyright. In that case, the awarded company/firm and his surety shall indemnify and hold harmless the City from any claims for infringement because of the use of any such patented design, device, trademark, copyright, material, or process in connection with the work agreed to be performed and shall indemnify the City from any cost, expense, royalty or damage which the City may be obligated to pay because of any infringement at any time during or after completion of the work.

7. Permits

The Awarded Firm shall be responsible for obtaining all permits, licenses, certifications, etc., required by federal, state, county, and municipal laws, regulations, codes, and ordinances to perform the work required in these specifications and to conform to the requirements of said legislation.

8. Familiarity with Laws

It is assumed the selected company(ies)/firm(s) will be familiar with all federal, state, and local laws, ordinances, rules, and regulations that may affect/their services under this solicitation. Ignorance on the part of the company/firm will not relieve the company/firm from responsibility.

9. Withdrawal of Proposals

A company/firm may withdraw its proposal without prejudice, provided that it is done no later than the advertised deadline for proposal submission, by written communication to Procurement and Contracts, 1190 N.E. 3rd Avenue, Building C, Pompano Beach, Florida 33060.

10. Composition of Project Team

Company(ies)/Firm(s) are required to commit that the principals and personnel named in the proposal will perform the services throughout the contractual term unless otherwise provided for by way of a negotiated agreement/contract or written amendment to the same executed by both parties. No diversion or substitution of principals or personnel will be allowed unless a written request that sets forth the qualifications and experience of the proposed replacement(s) is submitted to and approved by the City in writing.

### 11. Invoicing/Payment

Invoicing and Payments are governed by Article 10 (Contract Payments) of the General Conditions. All invoicing, approvals, and payment timelines are governed by Article 10. If there is a conflict, Article 10 controls.

All invoices should be sent to the department associated with the contract. By Florida Statutes, Chapter 218, payment will be made within forty-five (45) days after receipt of a proper invoice.

### 12. Public Records

- a. The City of Pompano Beach is a public agency subject to Florida Statutes, Section 119. The awarded company/firm shall comply with Florida's Public Records Law, as amended. Specifically, the Awarded Firm shall:
  - i. Keep and maintain public records required by the City to perform the service;
  - ii. Upon request from the City's custodian of public records, provide the City with a copy of the 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 Florida Statutes, Section 119 or as otherwise provided by law;
  - iii. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the agreement/contract term and following completion of the agreement/contract if the awarded company/firm does not transfer the records to the City; and
  - iv. Upon completion of the agreement/contract, transfer all public records in possession of the awarded company/firm at no cost to the City, or keep and maintain public records required by the City to perform the service. If the awarded company/firm transfers all public records to the City upon completion of the agreement/contract, the awarded company/firm shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the awarded company/firm keeps and maintains public records upon completion of the agreement/contract, the contractor/consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City's custodian of public records, in a format compatible with the City's information technology systems.
- b. Failure of the contractor/consultant to provide the above-described public records to the City within a reasonable time may subject the contractor/consultant to penalties under Florida Statute Section 119.10, as amended.

## **PUBLIC RECORDS CUSTODIAN**

**IF THE CONTRACTOR/CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S/CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT/CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

### **CITY CLERK**

**100 W. Atlantic Blvd., Suite 253, Pompano Beach, Florida 33060**

**Phone: (954) 786-4611**

**[RecordsCustodian@copbfl.com](mailto:RecordsCustodian@copbfl.com)**

## **Z. Questions, Communication, and Addendums**

All questions regarding this solicitation will be submitted using the Questions feature in the eBid System. Oral and other interpretations or clarifications will be without legal effect. Addendum/Addenda will be posted to this solicitation in the eBid System, and it is the firm's responsibility to obtain all addenda before submitting a response to this solicitation.

Issuing a written addendum or posting an answer in response to a question submitted through the Questions feature in the eBid System are the only official methods for interpretation, clarification, or additional information. If any addendum is issued for this solicitation, it will be issued via the eBid System. Before submitting its response, each firm is responsible for contacting the City's Procurement and Contracts Department at (954) 786-4098 to check if an addendum has been issued and to include it in its proposal. Each addendum will be posted to the solicitation in the eBid System.

### **AA. Protest Procedures**

**Protesting of Bid Conditions/Specifications:** Any person desiring to protest the conditions/specifications in this RLI, or any Addenda subsequently released thereto, shall file a notice of intent to protest, in writing, within 72 hours after the electronic release of the competitive solicitation or Addendum and shall file a formal written protest within ten (10) calendar days after the date the notice of protest was filed. Fridays, Saturdays, Sundays, state holidays, or days during which the City administration is closed shall be excluded from the computation of the 72 hours. Suppose the tenth calendar day falls on a Friday, Saturday, Sunday, a state holiday, or a day the City administration is closed. In that case, the formal written protest must be received on or before 5:00 p.m. ET of the following calendar day, excluding Fridays, Saturdays, Sundays, state holidays, and days on which the City administration is closed. Section 120.57(3)(b), Florida Statutes, as currently enacted or as amended from time to time, states that "The formal written protest shall state with particularity the facts and law upon which the protest is based." Failure to file a notice of protest or to file a formal written protest within the time prescribed by Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings. Notices of protest, formal written protests, and the bonds required by the General Services Procedures Manual shall be filed at the office of the Director, Procurement and Contracts Department, 1010 NE 3 Avenue, Pompano Beach, FL 33060.

**Posting of Bid Recommendations/Tabulations:** RLI Recommendations and Tabulations will be posted on <http://www.pompanobeachfl.ionwave.net> and will remain posted for 72 hours. Any change to the date and time established herein for the RLI Recommendations/Tabulations posting shall be posted at <http://www.pompanobeachfl.ionwave.net>. If the date and time of the posting of RLI Recommendations/Tabulations are changed, each Bidder is responsible for ascertaining the revised date of the posting of RLI Recommendations/Tabulations. Any person desiring to protest the intended decision shall file a notice of protest, in writing, within 72 hours after the posting of the RLI tabulation and shall file a formal written protest within ten (10) calendar days after the date the notice of protest was filed. Fridays, Saturdays, Sundays, state holidays, and days during which the City administration is closed shall be excluded from the computation of the 72 hours. Suppose the tenth calendar day falls on a Friday, Saturday, Sunday, a state holiday, or a day the City administration is closed. In that case, the formal written protest must be received on or before 5:00 p.m. ET of the following calendar day that is not a Friday, Saturday, or Sunday, a state holiday, or a day during which the City administration is closed. No submissions made after the Bid opening, amending or supplementing the Bid shall be considered. Section 120.57(3)(b), Florida Statutes, as currently enacted or as amended from time to time, states that "The formal written protest shall state with particularity the facts and law upon which the protest is based". Any person who files an action protesting an intended decision shall physically deliver and post with the City, at the time of filing the formal written protest, an original bid protest bond, payable to the City, in an amount

equal to one percent (1%) of the City's estimate of the total volume of the contract. The City shall provide the estimated contract amount to the Proposer within 72 hours, excluding Fridays, Saturdays, Sundays, and other days during which the City administration is closed, of receipt of notice of intent to protest. The estimated contract amount is not subject to protest pursuant to Section 120.57(3), Florida Statutes. The bid protest bond shall be conditioned upon the payment of all costs which may be adjudged against the protester in an Administrative Hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bid protest bond, the City may accept a cashier's check, official bank check, or money order in the amount of the bond. If, after completion of the Administrative Hearing process and any appellate court proceedings, the City prevails, the City shall recover all costs and charges, which shall be included in the Final Order or judgment, including charges made by the Division of Administrative Hearings, but excluding attorney's fees. The bid protest bond shall be returned upon payment of such costs and charges by the protestant. If the protester prevails, then the protester shall recover from the City all expenses and charges incurred by the City. Payment can be made by electronic check (e-check), Visa, MasterCard, or an established escrow account code.

**END OF THE RLI**

# Pompano Beach eBid System Bid Addendum Confirmation: RLI26-003 Addendum 1 (Continuing Contracts for Civil Engineering Services - CCNA)

Message Date 11/18/2025 04:57:04 PM (ET)

Priority NORMAL

Message From pompanobeachfl@customer.ionwave.net  
Pompano Beach eBid System

Your addendum has been issued by the system on the following opportunity and it is now available to suppliers.

Issue reason:

This Addendum includes the following:

- The purchasing agent information has been updated.
- The information for the virtual pre bidders conference is included in the Activities task.

## Bid Opportunity Information

Bid Number: RLI26-003 Addendum 1

Bid Title: Continuing Contracts for Civil Engineering Services - CCNA

Issue Date: 11/17/2025 06:09:26 PM (ET)

Close Date: 12/18/2025 02:00:00 PM (ET)

Question Cut Off Date: 12/8/2025 12:00:00 PM (ET)

## Bid Notes

According to Section 287.055, Florida Statutes Consultants' Competitive Negotiation Act (CCNA), the City of Pompano Beach (the "City") invites professional companies/firms to submit a Letter of Interest (RLI) to provide civil engineering services on a continuing as-needed basis.

The selected firm shall demonstrate specific experience and capabilities and must have qualified personnel and expertise in the specified disciplines.

This RLI is subject to the "Cone of Silence," which imposes certain restrictions on communications concerning the RLI process.

The Cone of Silence shall take effect once this solicitation is released to the General Public. Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72 hours following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response." (F.S. 287.057 (25)).

Any firm or lobbyist for a firm is prohibited from having any communications concerning any solicitation for a competitive procurement with any member of the City Commission, City Clerk, City Manager's Office, any Evaluation Committee Member, or any other City of Pompano Beach employee after Procurement and Contracts releases a solicitation to the General Public. All communications must be sent through the eBid System (IonWave) or to the Purchasing Agent assigned to this solicitation, Jeffrey English, at 954-786-4098 or jeffrey.english@copbfl.com. No other member of the City Commission, City Clerk, City Manager's Office, any Evaluation Committee Member, or any other City of Pompano Beach employee should be contacted concerning this RLI. Any information that amends any portion of this RLI received by any method other than an

Addendum issued to the RLI is not binding on the City of Pompano Beach.

Proposals must be submitted electronically through the eBid System (IonWave) on or before the due date and time as provided herein. Any proposals received after the specified due date and time will not be considered. Any uncertainty about the time a proposal is received will be resolved against the firm, if you don't mind.

Firms must be registered on the City's eBid System to view the solicitation documents and respond to this Solicitation. The complete solicitation document can be downloaded for free from the eBid System as a PDF at <https://www.pompanobeachfl.ionwave.net>. The City is not responsible for the accuracy or completeness of any documentation the firm receives from any source other than the eBid System. The firm is solely responsible for downloading all required documents. To attend the virtual public meeting, go to <https://www.pompanobeachfl.gov/pages/meetings> to find the Zoom link.

The system can be accessed at: <https://pompanobeachfl.ionwave.net/>

Questions about this system can be directed to:  
City of Pompano Beach, FL Purchasing Division by emailing [Purchasing@copbfl.com](mailto:Purchasing@copbfl.com) or by calling 954-786-4098

<b>Username</b>	<b>User Name</b>	<b>Email</b>	<b>Delivery Status</b>
ESEIFER	Seifer, Eric	<a href="mailto:eric.seifer@copbfl.com">eric.seifer@copbfl.com</a>	Delivered

## Pompano Beach eBid System Bid Addendum Confirmation: RLI26-003 Addendum 2 (Continuing Contracts for Civil Engineering Services - CCNA)

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Message Date 11/28/2025 03:20:38 PM (ET)

Priority NORMAL

Message From pompanobeachfl@customer.ionwave.net  
Pompano Beach eBid System

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Your addendum has been issued by the system on the following opportunity and it is now available to suppliers.

Issue reason: This Addendum is issued to modify and clarify the bid documents for the solicitation. All proposers shall acknowledge receipt of this Addendum in their response.

1. Evaluation Criteria No. 7 – Local Vendor Program
2. Contract Usage – City and CRA

All other terms and conditions of the solicitation remain unchanged.

### Bid Opportunity Information

Bid Number: RLI26-003 Addendum 2

Bid Title: Continuing Contracts for Civil Engineering Services - CCNA

Issue Date: 11/17/2025 06:09:26 PM (ET)

Close Date: 12/18/2025 02:00:00 PM (ET)

Question Cut Off Date: 12/8/2025 12:00:00 PM (ET)

### Bid Notes

According to Section 287.055, Florida Statutes Consultants' Competitive Negotiation Act (CCNA), the City of Pompano Beach (the "City") invites professional companies/firms to submit a Letter of Interest (RLI) to provide civil engineering services on a continuing as-needed basis.

The selected firm shall demonstrate specific experience and capabilities and must have qualified personnel and expertise in the specified disciplines.

This RLI is subject to the "Cone of Silence," which imposes certain restrictions on communications concerning the RLI process.

The Cone of Silence shall take effect once this solicitation is released to the General Public. Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72 hours following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response." (F.S. 287.057 (25)).

Any firm or lobbyist for a firm is prohibited from having any communications concerning any solicitation for a competitive procurement with any member of the City Commission, City Clerk, City Manager's Office, any Evaluation Committee Member, or any other City of Pompano Beach employee after Procurement and Contracts releases a solicitation to the General Public. All communications must be sent through the eBid System (IonWave) or to the Purchasing Agent assigned to this solicitation, Jeffrey English, at 954-786-4098 or jeffrey.english@copbfl.com. No other



City of Pompano Beach  
Procurement and Contracts Department  
1010 N.E. 3rd Avenue  
Pompano Beach, Florida, 33060

## ADDENDUM # 3

### RLI26-003 Continuing Contracts for Civil Engineering Services - CCNA

Date: November 28, 2025

#### Updates to Bid Documents

This Addendum is issued to modify and clarify the bid documents for the above-referenced solicitation. All proposers shall acknowledge receipt of this Addendum in their response.

#### 1. Evaluation Criteria No. 7 – Local Vendor Program

Evaluation Criteria No. 7 has been updated to reflect the requirements of the City of Pompano Beach **Local Vendor Program Ordinance**. Proposers will now be evaluated in accordance with the ordinance provisions, including Tier 1 and Tier 2 local vendor participation. Please ensure that all supporting documentation is submitted with your proposal to receive consideration under this criterion.

#### 2. Contract Usage – City and CRA

This RLI will be used by both the **City of Pompano Beach** and the **Pompano Beach Community Redevelopment Association (CRA)**. Separate agreements will be executed for each entity under the resulting award. The template for the CRA agreement is included in the Bid Attachments tab.

Please be advised that all revisions made to the body of the solicitation have been incorporated directly into the document. To facilitate easy identification, all changes are **highlighted in red text**. Proposers are responsible for carefully reviewing the solicitation and ensuring that their responses accurately reflect the updated requirements.

**All other terms and conditions of the solicitation remain unchanged.**

*Michael Lee*

---

Purchasing Agent

cc: website

member of the City Commission, City Clerk, City Manager's Office, any Evaluation Committee Member, or any other City of Pompano Beach employee should be contacted concerning this RLI. Any information that amends any portion of this RLI received by any method other than an Addendum issued to the RLI is not binding on the City of Pompano Beach.

Proposals must be submitted electronically through the eBid System (IonWave) on or before the due date and time as provided herein. Any proposals received after the specified due date and time will not be considered. Any uncertainty about the time a proposal is received will be resolved against the firm, if you don't mind.

Firms must be registered on the City's eBid System to view the solicitation documents and respond to this Solicitation. The complete solicitation document can be downloaded for free from the eBid System as a PDF at <https://www.pompanobeachfl.ionwave.net>. The City is not responsible for the accuracy or completeness of any documentation the firm receives from any source other than the eBid System. The firm is solely responsible for downloading all required documents. To attend the virtual public meeting, go to <https://www.pompanobeachfl.gov/pages/meetings> to find the Zoom link.

The system can be accessed at: <https://pompanobeachfl.ionwave.net/>

Questions about this system can be directed to:  
City of Pompano Beach, FL Purchasing Division by emailing [Purchasing@copbfl.com](mailto:Purchasing@copbfl.com) or by calling 954-786-4098

<b>Username</b>	<b>User Name</b>	<b>Email</b>	<b>Delivery Status</b>
PERLUI	Perez, Luis	<a href="mailto:luis.perez@copbfl.com">luis.perez@copbfl.com</a>	Opened

**EXHIBIT B - Insurance Requirements**

CONTRACTOR shall not commence services under the terms of this Agreement until certification or proof of insurance detailing terms and provisions has been received and approved in writing by the CITY's Risk Manager. If you are responding to a bid and have questions regarding the insurance requirements hereunder, please contact the CITY's Purchasing Department at (954) 786-4098. If the contract has already been awarded, please direct any queries and proof of the requisite insurance coverage to CITY staff responsible for oversight of the subject project/contract.

CONTRACTOR is responsible to deliver to the CITY for timely review and written approval/disapproval Certificates of Insurance which evidence that all insurance required hereunder is in full force and effect and which name on a primary basis, the CITY as an additional insured on all such coverage.

Throughout the term of this Agreement, CITY, by and through its Risk Manager, reserve the right to review, modify, reject or accept any insurance policies required by this Agreement, including limits, coverages or endorsements. CITY reserves the right, but not the obligation, to review and reject any insurer providing coverage because of poor financial condition or failure to operate legally.

Failure to maintain the required insurance shall be considered an event of default. The requirements herein, as well as CITY's review or acceptance of insurance maintained by CONTRACTOR, are not intended to and shall not in any way limit or qualify the liabilities and obligations assumed by CONTRACTOR under this Agreement.

Throughout the term of this Agreement, CONTRACTOR and all subcontractors or other agents hereunder shall, at their sole expense, maintain in full force and effect the following insurance coverages and limits described herein, including endorsements.

1. Worker's Compensation Insurance covering all employees and providing benefits as required by Florida Statute, Chapter 440. CONTRACTOR further agrees to be responsible for the employment, control, and conduct of its employees and for any injury sustained by such employees in the course of their employment. If the firm has no employees or (only principals/owners), they may file a statutory exemption or sign the City's Workers' Compensation (WC) waiver if the firm has fewer than four employees.

2. Liability Insurance.

(a) Naming the City of Pompano Beach as an additional insured as CITY's interests may appear, on General Liability Insurance only, relative to claims which arise from CONTRACTOR's negligent acts or omissions in connection with Contractor's performance under this Agreement.

(b) Such Liability insurance shall include the following checked types of insurance and indicated minimum policy limits.

**Type of Insurance Limits of Liability**

**GENERAL LIABILITY:** Minimum \$1,000,000 Per Occurrence and \$2,000,000 Per Aggregate

\* Policy to be written on a claims incurred basis

XX	comprehensive form	bodily injury and property damage
XX	<b>premises - operations</b>	<b>bodily injury and property damage</b>
	<b>explosion &amp; collapse</b>	
	hazard	
	underground hazard	
XX	products/completed	bodily injury and property damage combined
	operations hazard	
XX	contractual insurance	bodily injury and property damage combined

XX	broad form property damage	bodily injury and property damage combined
XX	independent contractors	personal injury
XX	personal injury	
	sexual abuse/molestation	Minimum \$1,000,000 Per Occurrence and Aggregate
	liquor legal liability	Minimum \$1,000,000 Per Occurrence and Aggregate

**\*The city must be listed as Additional Insured and coverage must be Primary & Non-Contributory.**

**Coverages must include premises/operations, independent contractors, contractual liability, products/completed operations, and broad form property damage.**

---

**AUTOMOBILE LIABILITY:** Minimum \$1,000,000 Per Occurrence and Aggregate.  
 Bodily injury (each person) bodily injury (each accident),  
 Property damage, bodily injury and property damage combined.

XX comprehensive form  
 XX owned  
 XX hired  
 XX non-owned

---

**REAL & PERSONAL PROPERTY**

comprehensive form Agent must show proof they have this coverage.

---

**EXCESS LIABILITY** Per Occurrence Aggregate

other than umbrella bodily injury and \$1,000,000 \$1,000,000 property damage combined

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<b>PROFESSIONAL LIABILITY</b>	<b>Per Occurrence</b>	<b>Aggregate</b>
XX * Policy to be written on a claims made basis	\$1,000,000	\$2,000,000

**\*The vendor must maintain coverage with a minimum of \$1,000,000 per claim and \$2,000,000 aggregate for contracts under \$7.5M in construction value. The policy must cover negligent acts, errors, or omissions arising from professional services and the vendor must maintained coverage for the duration of the contract and at least 4 years after project completion.**

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(c) If Professional Liability insurance is required, Contractor agrees the indemnification and hold harmless provisions set forth in the Agreement shall survive the termination or expiration of the Agreement for a period of four (4) years unless terminated sooner by the applicable statute of limitations.

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CYBER LIABILITY	Per Occurrence	Aggregate
___ * Policy to be written on a claims-made basis \$	1,000,000	\$1,000,000
___ Network Security / Privacy Liability		
___ Breach Response / Notification Sublimit (minimum limit of 50% of policy aggregate)		
___ Technology Products E&O - \$1,000,000 (only applicable for vendors supplying technology related services and or products)		
___ Coverage shall be maintained in effect during the period of the Agreement and for not less than four (4) years after termination/ completion of the Agreement.		

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3. Employer's Liability. If required by law, CONTRACTOR and all subcontractors shall, for the benefit of their employees, provide, carry, maintain and pay for Employer's Liability Insurance in the minimum amount of One Hundred Thousand Dollars (\$100,000.00) per employee, Five Hundred Thousand Dollars (\$500,000) per aggregate.

4. Policies: Whenever, under the provisions of this Agreement, insurance is required of the CONTRACTOR, the CONTRACTOR shall promptly provide the following:

- (a) Certificates of Insurance evidencing the required coverage;
- (b) Names and addresses of companies providing coverage;
- (c) Effective and expiration dates of policies; and
- (d) A provision in all policies affording CITY thirty (30) days written notice by a carrier of any cancellation or material change in any policy.

5. Insurance Cancellation or Modification. Should any of the required insurance policies be canceled before the expiration date, or modified or substantially modified, the issuing company shall provide thirty (30) days written notice to the CITY.

6. Waiver of Subrogation. CONTRACTOR hereby waives any and all right of subrogation against the CITY, its officers, employees and agents for each required policy. When required by the insurer, or should a policy condition not permit an insured to enter into a pre-loss agreement to waive subrogation without an endorsement, then CONTRACTOR shall notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy which includes a condition to the policy not specifically prohibiting such an endorsement, or voids coverage should CONTRACTOR enter into such an agreement on a pre-loss basis.

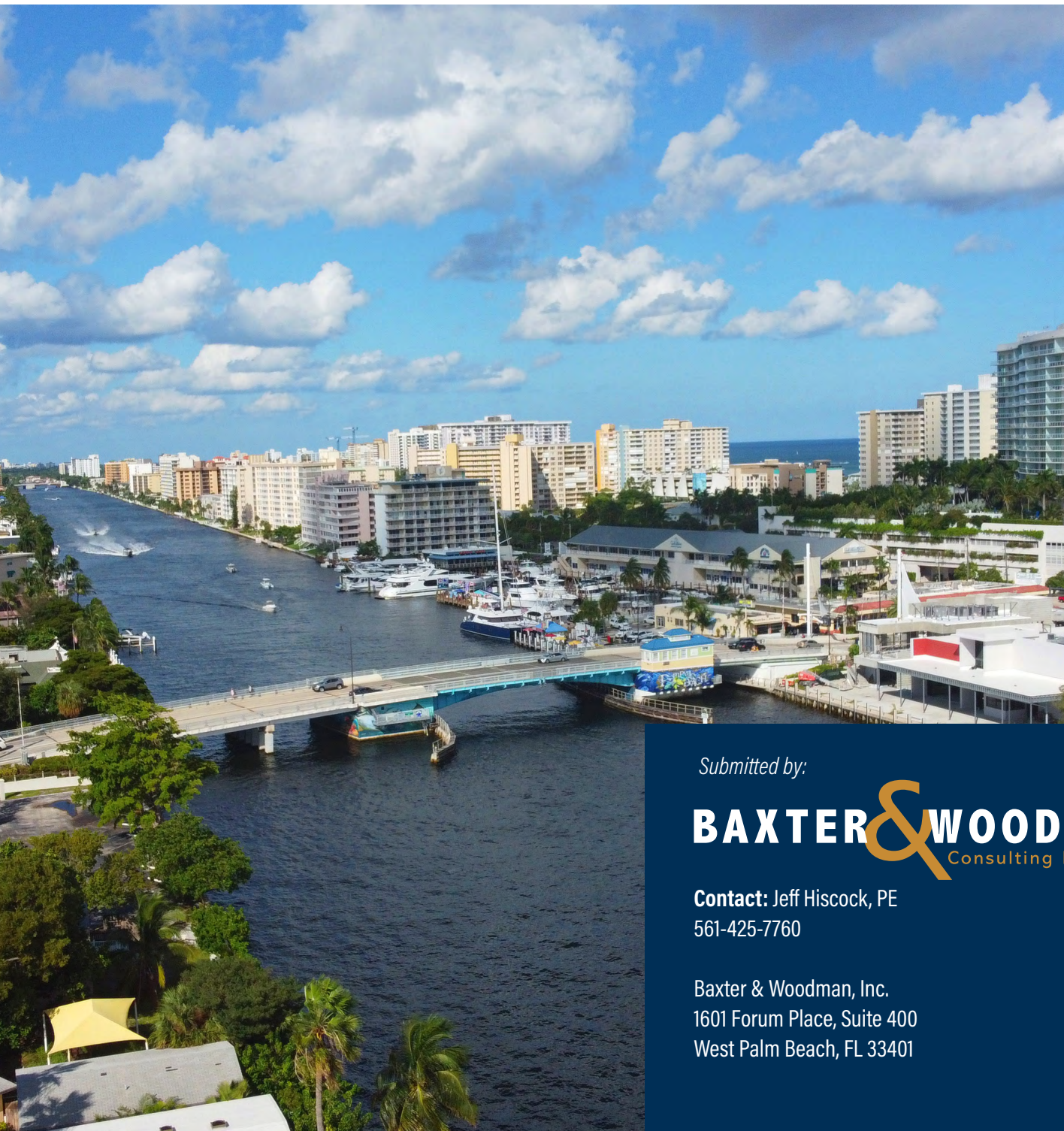
**Exhibit B – Cover Page**

- 1. Consultant's Response**
- 2. Consultant's Rate Sheet**
- 3. Sunbiz**



December 18, 2025

# Continuing Contract for Civil Engineering Services (CCNA) - RLI 26-003



Submitted by:

**BAXTER & WOODMAN**  
Consulting Engineers

Contact: Jeff Hiscock, PE  
561-425-7760

Baxter & Woodman, Inc.  
1601 Forum Place, Suite 400  
West Palm Beach, FL 33401



**CITY OF POMPANO BEACH  
CONTINUING CONTRACT FOR CIVIL  
ENGINEERING SERVICES | MK00255**

# Contents

Tab 1: Letter of Transmittal .....	3
Tab 2: Technical Approach .....	6
Tab 3: References .....	23
Tab 4: Project Team Form .....	30
Tab 5: Organizational Chart .....	32
Tab 6: Statement of Skills and Experience of Project Team .....	34
Tab 7: Resumes of Key Personnel.....	72
Tab 8: Office Locations .....	118
Tab 9: City Forms.....	120
Tab 10: Reviewed and Audited Financial Statements.....	131



TAB 1  
**Letter of Transmittal**



December 18, 2025

Mr. Jeffrey English  
Purchasing Agent  
100 West Atlantic Blvd. Suite 253  
Pompano Beach, FL 33060

**Subject: City of Pompano Beach - Continuing Contract for Civil Engineering Services (CCNA)  
- RLI 26-003**

Dear Mr. English:

Pompano Beach's coastal and urban environment requires a partner who understands local conditions and responds quickly to community needs. Baxter and Woodman, Inc. has supported the City and the CRA since 2010 through multiple continuing services contracts, building a deep familiarity with the City's infrastructure priorities, permitting processes, and neighborhood contexts. We are committed to delivering responsive on-call civil engineering services for projects of any scale, from early scoping through construction closeout.

## ■ **Broad Municipal Experience**

Our work throughout Pompano Beach spans a wide range of civil engineering services, including transportation improvements, water and wastewater systems, and stormwater projects, coastal and shoreline enhancements, parks and recreation upgrades, and emergency response efforts. This breadth of experience reflects our understanding of the City's diverse infrastructure needs and the interconnected systems that support residents, businesses, and visitors. We consider ourselves to be problem solvers by developing innovative and sustainable solutions.

## ■ **Efficient and Practical Project Delivery**

Because of our long-standing involvement in the City, we can mobilize quickly, coordinate effectively with staff, and advance practical solutions that align with local standards, funding strategies, and project schedules. Our team is familiar with City processes and expectations, which helps streamline communication and decision-making. This familiarity contributes to predictable project delivery and smooth transitions between planning, design, and construction phases.

## ■ **Multidisciplinary Technical Capabilities**

Our technical capabilities are supported by multidisciplinary teams who understand the City's infrastructure systems and operational priorities. We bring expertise in modeling, data collection, design development, agency coordination, and construction engineering, allowing us to support task orders of varying scale and complexity. Each assignment is approached with a focus on producing designs that are permissible, constructible, and sensitive to community needs, helping the City advance resilient and long-term improvements.

The overall contract will be managed by **Jeffrey G. Hiscock, PE**, who will serve as the City's **primary liaison** for coordination, communication, and resource management. Discipline-specific task orders will

be supported by Project Managers with extensive municipal experience and a strong understanding of Pompano Beach's expectations. This structure provides a single accountable point of contact who is backed by a long-standing team familiar with City procedures and infrastructure systems.

The following individuals are authorized to make representations on behalf of Baxter & Woodman for this RLI:

**Rebecca Travis, PE, ENV SP**

Executive Vice President,

West Palm Beach Office

Phone: 561-425-7715

Email: [rtravis@baxterwoodman.com](mailto:rtravis@baxterwoodman.com)

**Jeff Hiscock, PE**

Associate Vice President

West Palm Beach Office

Phone: 561-318-0669

Email: [jhiscock@baxterwoodman.com](mailto:jhiscock@baxterwoodman.com)

Baxter & Woodman's long partnership with Pompano Beach reflects our commitment to the City and the CRA. We bring clear communication, practical and permissible designs, and a field-forward approach that supports project delivery from concept through completion. Our ISO 9001:2015 certified QA/QC program guides project phases with structured reviews and clear documentation. We are grateful for the opportunity to support infrastructure that advances resiliency, mobility, public safety, and long-term community growth.

As Executive Vice President and an authorized representative, I confirm that the information presented is accurate and current. We appreciate your consideration and look forward to continuing our service to the City of Pompano Beach and the CRA.

Sincerely,

BAXTER & WOODMAN, INC.  
CONSULTING ENGINEERS



Rebecca Travis, PE, ENV SP  
Executive Vice President



TAB 2  
**Technical Approach**

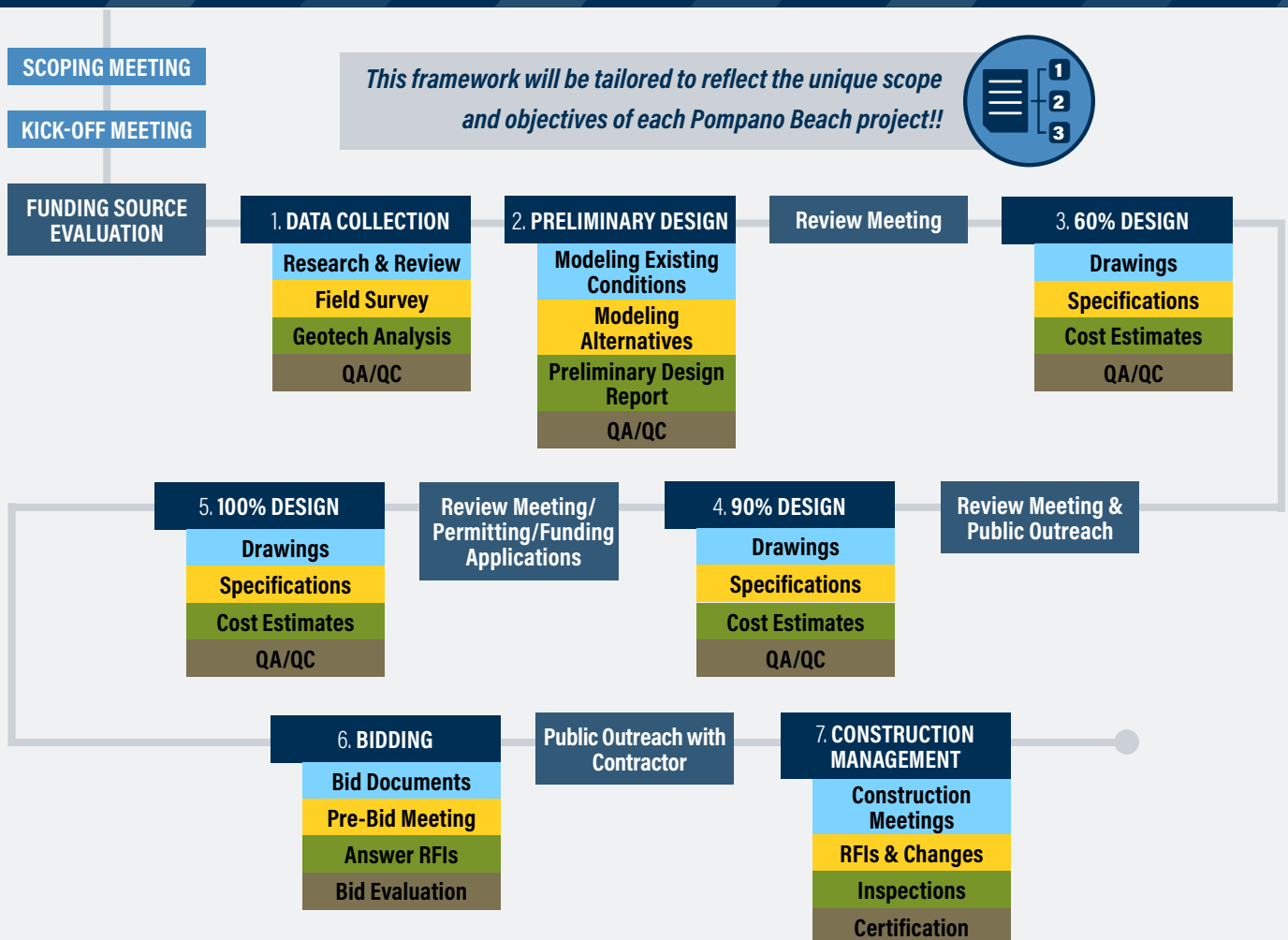


# Technical Approach

Baxter & Woodman has experience in all of the project categories specified by the City. Much of that experience includes projects within the City. As our clients know, we are detailed and responsive, and we stand by our work before and after construction is completed.

We place a high emphasis on "getting the job done right." The success of this philosophy is evidenced by the repeat business that we have received from our current clients. A project's lifecycle may vary depending on the project. Some projects may only include a study, while others may only include construction management services. Our approach, as a whole, typically includes the milestones shown below:

## Project Lifecycle



The overall contract will be administered by our Client Liaison, Jeff Hiscock, PE, who has the direct authority to commit the resources as required for the successful completion of this project. Jeff will be responsible for maintaining full knowledge of all aspects of each project and will communicate directly to the City.

Transportation projects will be managed by Transportation Department Manager, Jeff Weatherford, PE, PTOE with over 30 years of experience. Stormwater projects will be managed by David Cowan, PE, ENV SP who has 18 years of experience. Our Water/Wastewater Department Manager, Sira "Jockey" Prinyavivatkul, PE with over 26 years of experience, will manage water and wastewater related projects.

Projects will follow a proven plan developed and refined by Baxter & Woodman over several years. The Scope of services is "turn-key" starting with preliminary discussions and ending with a successfully constructed project. We understand, however, that some projects, such as studies, may involve only a portion of these services.

## ■ Transportation Approach

Our Transportation Engineering experience ranges from performing local traffic studies to designing FDOT corridors. We understand that the services can vary within a municipality depending on the needs of the project. Many projects may be intended to correct long-term traffic problems or parking deficiencies. Our municipal transportation design experience includes:

- **Local Road Mill & Overlay** – also addresses ponding by correcting road profiles
- **Complete Roadway Reconstruction** – where pavement and base are inadequate
- **Intersection Improvements** – to improve traffic flow and aesthetics.
- **Pavement Analyses** – Citywide video and assessment
- **Sidewalk Assessments** – video analysis and ADA Transition Plans
- **Complete Streets** – landscaping, lighting, shared paths, etc.



We recognize that many of the road projects may be related to other improvements such as stormwater and water/wastewater. Our approach for existing roads is to perform a pavement assessment as part of the geotechnical analysis to determine a structural value that will decide whether full road reconstruction is recommended. FDOT standards will be used to design any new or reconstructed roadways.

The design will also consider the need for traffic calming or signalization modifications, signage, crossings, the need for curb and gutter, sidewalks/shared paths, parking, swales, landscaping and lighting. Assessment of these assets would be determined in a scoping meeting with the City and followed through in the preliminary design to confirm the feasibility, recommendations and estimated costs before proceeding to the final design.



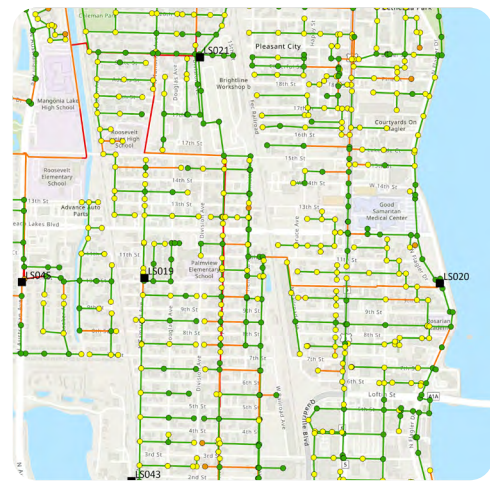
### Pompano Beach Airpark

Baxter & Woodman is fully prepared to provide services for improvements at Pompano Airpark, as needed. Our staff has airport FAA and FDOT experience to design and manage construction within airports. James Pearce, PE has decades of experience in general aviation. Jeff Hiscock, PE also designed several stormwater projects for Palm Beach County's Department of Airports including

PBIA, as well as smaller airports in Lantana and Boca Raton. Our approach for airport related projects is similar to any other infrastructure project, but incorporates the standards and protocols as required by the FAA and FDOT.

### Water/Wastewater Approach

Baxter and Woodman brings extensive experience in planning, modeling, and designing water distribution systems, reclaimed water, gravity sewer networks, force mains, and pumping infrastructure for large municipal utilities. Our team frequently functions as an extension of City staff, providing technical expertise, hydraulic modeling support, and practical design solutions that guide informed decisions about system capacity, replacement needs, and long-term reliability. With decades of master planning experience and a deep familiarity with complex utility systems and modeling platforms, we are well positioned to support Pompano Beach with reliable and resilient utility improvements.



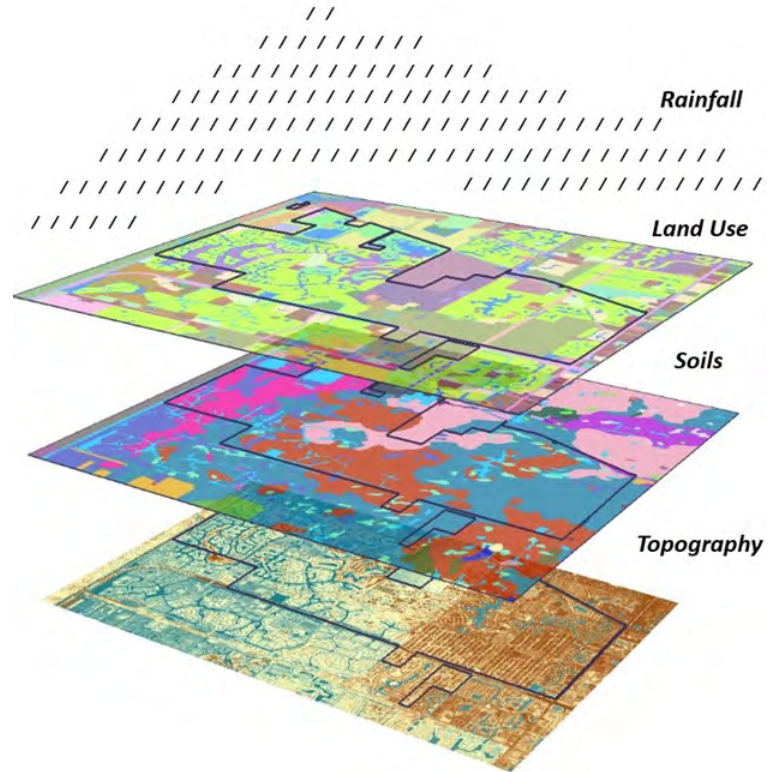
Our background includes the development of corridor studies and planning documents for replacing aging utilities in constrained rights-of-way, followed by full design and construction for neighborhood and citywide improvement projects. We routinely update water and wastewater models using the most current development and redevelopment data to define future demand scenarios and support 20-year planning horizons. This work is paired with detailed condition assessments, rehabilitation recommendations, and cost estimating that help cities prioritize investments and coordinate utility upgrades with roadway and drainage improvements.

We also have a long history providing pump and lift station planning, analysis, design, and rehabilitation services for municipal clients. Our team understands pumping system operations, wet well configurations, electrical and mechanical requirements, and long-term asset needs. We have supported the development of standard details and technical specifications, designed numerous lift station rehabilitation projects, and completed evaluations that include structural improvements, building hardening, operational upgrades, and bypass pumping strategies. Our experience spans wastewater lift stations, stormwater lift stations, master and re-pump stations, booster pump stations, and high-service water pump stations. Using Autodesk Revit for 3D modeling, we provide clear visualizations and virtual walk-throughs that help cities review equipment layouts, access needs, and operational considerations before construction begins.

## Stormwater Approach

At Baxter & Woodman, we understand the fundamentals that make for a successful Stormwater Project.

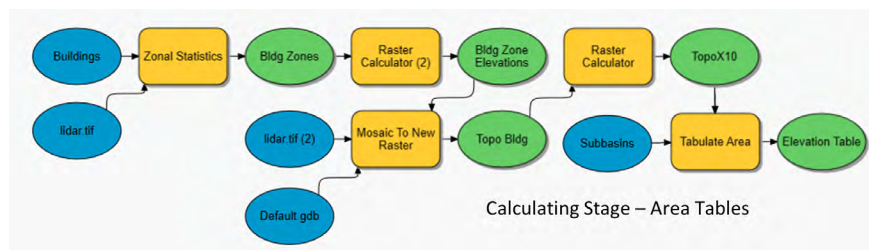
- Utilize the latest technology and geographic datasets
- Gather all relevant system information (size, type, material, elevations, age and condition)
- Include a Basis of Design, a Level of Service (LOS) to serve as a benchmark
- Involve the public (public outreach meetings, online questionnaires)
- Use modeling to identify the problem. Determine the causes, find the weak links
- Use experience to formulate conceptual solutions
- Use modeling to assess and refine the solutions to obtain the highest optimized LOS score
- Develop solutions that considers constructability, permittability and fiscal feasibility (cost-benefit)
- Identify potential funding sources
- Coordinate with overlying jurisdictions and Florida Keys Aqueduct Authority (FKAA)
- Coordinate with permitting agencies
- Determine the resources the City will need to maintain the system into the future



## Stormwater Modeling

Baxter & Woodman will utilize the City's Master Plan SWMM model. Depending on the project, we may convert the model to the latest version of the Inter-connected Pond Routing (ICPR4/Stormwise) model with 2-D capabilities to take advantage of some exfiltration and groundwater features of the model. We will confirm the validity of the model, as well. We will begin by subdividing the study area into drainage basins based on the topography, hydrography, permits boundaries and existing infrastructure. This area is often larger than the project area to properly simulate the entire watershed that may pass through the project.

Baxter & Woodman has created several GIS algorithms specifically developed in ArcGIS Pro to generate model input datasets quickly and accurately by using the available GIS data for land use, soils, topography, and infrastructure to create datasets for stage-area relationships, times of concentration, runoff curve numbers and direct connected impervious areas. Our stage-area algorithm incorporates buildings onto the LiDAR dataset to prevent the model from assuming floodplain storage where building exist.



### Level of Service (LOS)

The LOS will be established using documented procedures and requirements. The existing LOS will be determined for the City's roadways based on a 5-year storm. The results of the LOS model will be quantified in linear feet of roadway meeting or not meeting LOS. Maps will be produced showing the locations of areas of non-compliance. The results of the existing conditions LOS will be used as a benchmark for comparisons to modeling scenarios of future conditions in subsequent tasks. The flooding severity in terms of depths will be factored into an overall LOS score for the existing conditions.

### Resiliency and Green Infrastructure

All of Baxter & Woodman's designs for stormwater infrastructure designs consider Sea Level Rise and Resiliency, including means of improving the quality of stormwater runoff through the use of green infrastructure.

Water quality features to be considered include swales, bio-swales, exfiltration trenches, ponds and stormwater filters and will depend on the soil characteristics and suitability of each location. We are also very experienced at incorporating nutrient absorption media and alum injection into our designs.



### Permitting

Our permitting experience is extensive in Broward County and includes the South Florida Water Management District, the US Army Corps of Engineers, the Florida Department of Transportation, Florida Department of Environmental Protection and NOAA Florida Keys National Marine Sanctuary. We have performed benthic surveys to identify protected seagrasses and coral as required for all upsized or new stormwater outfalls to the tidal waters.

We are also keenly aware of the new water quality rule which changes the criteria from a volumetric analysis to a pollutant loading analysis, which takes effect at the first of the year. We have already performed similar calculations for projects, including Kendall Lake, that discharge to impaired waterbodies and have attended several workshops on the issue. Our experience with SFWMD Regulation is unmatched and we have found several ways to implement projects under special, lesser known, rules such as the "Municipal Retrofit Rule" and "10-2 Self-Certification."

### Other Stormwater Services

Baxter & Woodman is a full-service engineering firm, ready to assist our clients in their stormwater needs. These services may not be associated with an individual project, but are available on an as-needed basis. Our approach is simple – to be accessible and available when needed. These services include, but are not limited to the following:

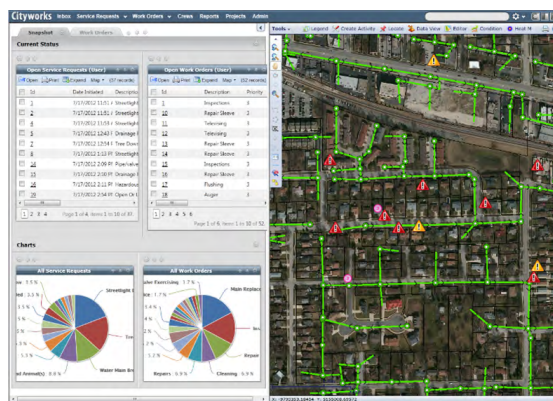
- Grant Application and Compliance Assistance
- Drainage Studies and Modeling

- Vulnerability Assessments
- Plan Reviews
- NPDES Compliance
- Drone and 360-Degree Google Streets Video
- Mapping, Presentations and Website Development
- Floodplain Delineation and FEMA CRA Assistance
- GIS Asset Management – Field Data Collection, Dashboards and Software Maintenance

## Resiliency Approach

Baxter & Woodman understands that this is about protecting the City’s assets from the adverse impacts associated with Sea Level Rise (SLR). Our Team has performed several Vulnerability Assessments (VAs), created multiple Adaptation Plans and submitted funding applications on behalf of our Clients.

Our Team’s approach includes using our experience and tools that we have developed for the previous VAs to efficiently and effectively provide the City with deliverables that meet FDEP’s requirements.



### Step 1 - Acquire Background Data

Baxter & Woodman will acquire and assess background data including critical assets, geophysical datasets (soils, land use, LiDAR), Census data, NOAA data for current and projected sea levels and available information (GIS, CAD, as-built) from the County to determine data gaps and to develop a plan to acquire the information which will ultimately need to reside in GIS. If data collection in the field is needed, Baxter & Woodman is prepared to work with our surveyor, Ritzel-Mason, to efficiently acquire the locations and attributes of assets using state-of-the-art equipment and trained personnel.



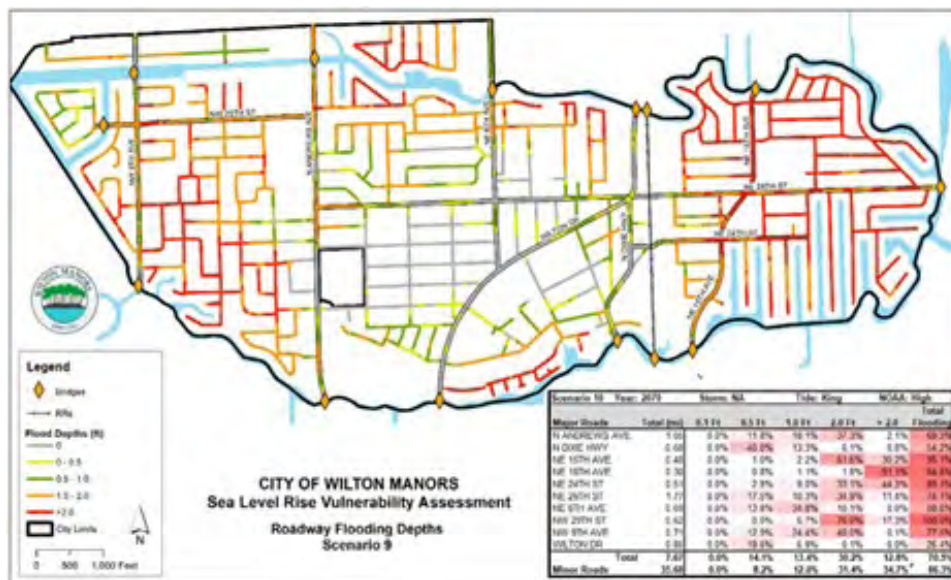
### Step 2 - Exposure and Sensitivity Analyses

This task includes performing an exposure analysis of the assets. This task is where Baxter & Woodman truly stands out from other consulting firms. We have developed customized GIS tools within ArcGIS Pro to quickly and accurately build and assess the datasets needed for the analyses. Baxter & Woodman presented these tools at a recent South Florida GIS Expo.

ArcGIS algorithms, specifically written by Baxter & Woodman for SLR VAs, include Non-Storm Flood Depths, Storm Flood Depths, Asset Exposure (run for each asset) and Roadway Assessment. Our VAs typically include 25 scenarios which are needed to meet FDEP’s requirements. The scenarios include current, 2040 and 2070 sea level conditions with two SLR

projections (NOAA's High and Low Intermediate predictions). King tides are also included as well as storm events (100 year and 500 year) and hurricane storm surges. These algorithms iterate through the scenarios providing a time and cost savings.

We have also developed GIS templates for presenting the results in a useful format. Our Roadway Assessment template provides the results and statistical assessments geographically and in tabular form for a better understanding of the results (see example below for Wilton Manors). We have also found that figures such as these provide excellent graphics for public outreach presentations, an area in which we have extensive experience.



**Step 3 - Vulnerability Assessment Report**

The Final Vulnerability Assessment Report will be compiled including the results of the previous tasks with tables, maps and charts as needed to explain and present the findings. All results from the exposure and sensitivity analyses, as well as a summary of identified risks. A list of critical and regionally significant assets that are impacted by flooding and sea-level rise will be provided. The flood scenario(s) impacting each asset will be identified.

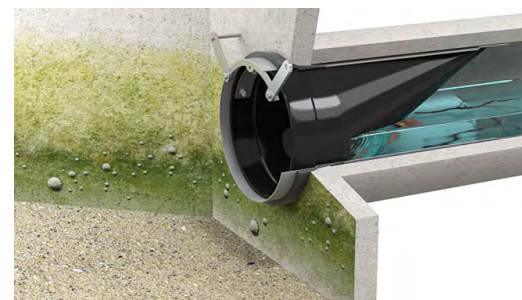
**Step 4 - Public Outreach**

Baxter & Woodman is highly experienced at conducting public outreach meetings and will prepare a PowerPoint presentation for each meeting with illustrations to explain the concepts involved in performing a VA and what it means to the residents and business owners.



**Step 5 - Mitigation Strategies**

It is important for the public to understand that there are mechanisms to offset the adverse impacts of SLR. Potential projects are identified in this step for consideration for implementation in the future with the appropriate mitigation measures. Peril of Flood Compliance is also performed, if requested, to update the Coastal Management element of the County's Comprehensive Plan.





### Step 6 - Adaptation Plans and Funding

Resiliency funding is available from the State through open enrollment windows. This year's window closed August 31st and is expected to open again next summer. The requirement to apply for funding is a completed Vulnerability Assessment. Adaptation Plans are not required to be applied, but are ultimately required before being approved.

An Adaptation Plan is a conceptual project design that is similar to a project that may be included in a stormwater or utility master plan or Capital Improvement Plan (CIP). Our Team has created several Adaptation Plans.



Baxter & Woodman recently created a Plan for the Town of Gulf Stream and we also compiled and submitted a grant application to FDEP on the Town's behalf which, if approved, could be as high as \$6 million.

## Quality Assurance/Quality Control Approach

Our team recognizes the importance of a clear focus on providing a quality product. Our Quality Control Manager, Rebecca Travis, PE will monitor the implementation of the QC program on each task order and will confirm that all work is performed in conformance with the "QA/QC Plan." The committee will work with the project manager to select an appropriate senior reviewer for each delivery based on applicable experience and technical expertise.

Our Team's QA/QC program emphasizes to all project members that quality is not a "one time" kind of commitment, but rather is a continuous process of improvement. In addition, we utilize our construction managers to perform constructability reviews.



The quality of our designs stems from our commitment to being

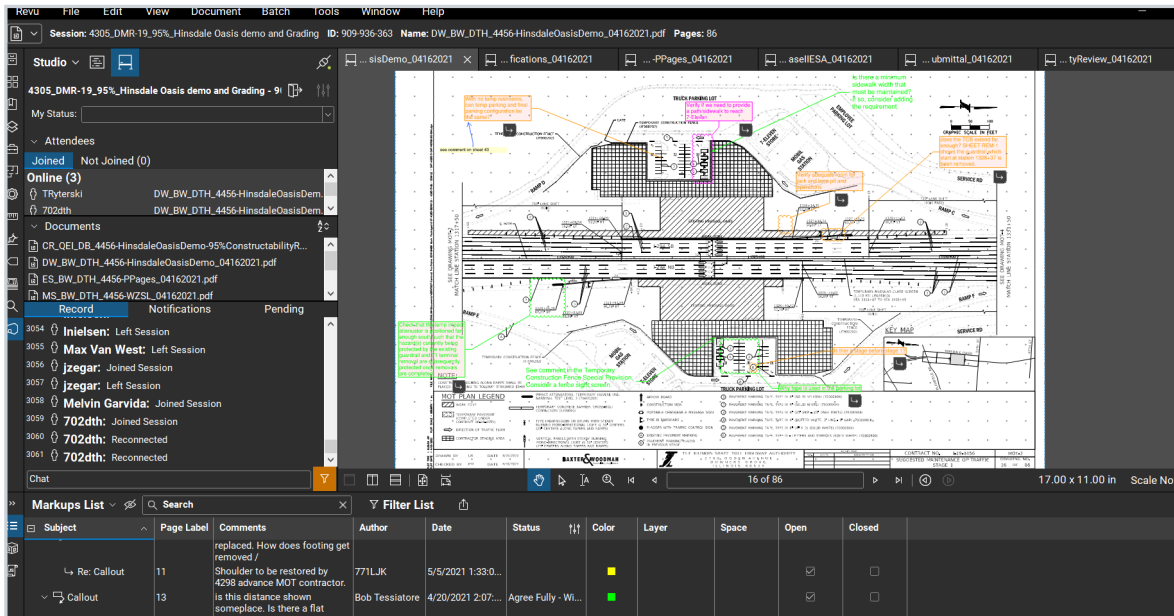
certified ISO 9001P:2015 for Quality Management System. Baxter

& Woodman's design process has received this accreditation for demonstrating our ongoing dedication to quality by consistently satisfying our client's requirements and industry specifications.

Baxter & Woodman utilizes Bluebeam Revu program to perform QA/QC of all deliverables. Bluebeam Revu is a powerful Portable Document File (PDF) program specifically developed for design professionals. Baxter & Woodman has developed a standard operating procedure (SOP) for reviewing documents using Bluebeam



Revu Studio Session that allows us to document comments from the design engineer, cad technician, and the senior reviewers simultaneously in real time.

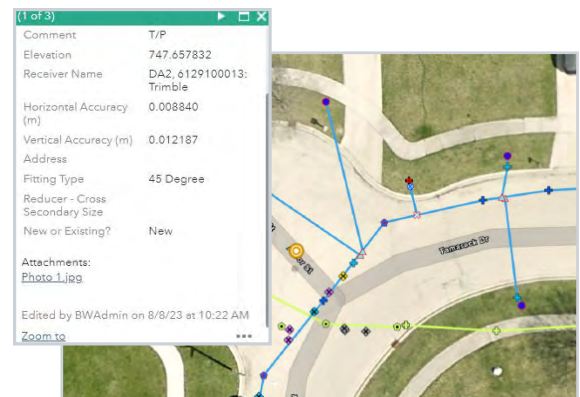


Bluebeam Revu Dashboard

## Construction Services Approach

Baxter & Woodman employs a custom technology platform, built in-house, to provide construction services tailored to each municipality's needs. We have developed a suite of ArcGIS applications that allow us to dynamically collect, monitor, and facilitate our core general construction administration and inspection responsibilities, which include documenting public communications, monitoring deficiencies, tracking quantities, and developing record drawings. Our cutting-edge digital tool has elevated the way we provide real-time documentation and project management for our clients.

Our advanced digital field book facilitates real-time documentation, allowing for immediate updates and access to project data. This feature is critical to maintaining up-to-date records of project progress and confirming that team members have access to the latest information. This level of oversight is pivotal in identifying potential issues early, enabling timely interventions and keeping projects on schedule. The deployment of this technology will provide the City with smart digital data, facilitating informed decision-making throughout a project's lifecycle. By leveraging the insights generated by our advanced digital field book, City staff, project managers, and stakeholders can make strategic decisions based on accurate, real-time information, thereby enhancing the project's overall effectiveness and efficiency. Our entirely digital approach not only improves immediate outcomes on projects but also sets a precedent for future projects.



Visit our GIS hub to learn more about spatial technology tools at: <https://bw-spatialtech-portfolio-baxterwoodman.hub.arcgis.com/>

### Construction Administration

Thorough supervision and documentation is required to confirm that construction is proceeding on budget, on schedule, and according to the conformed contract documents.

Baxter & Woodman provides full-service construction management, inspection, project startup, and closeout services for municipal construction projects. We have performed comprehensive construction management services on a multitude of projects for many neighboring communities.

Our experience includes providing expert construction services for a variety of projects including environmental and public works facilities, wastewater/water facilities, pumping stations, underground utility pipeline infrastructure, stormwater drainage facilities, neighborhood infrastructure projects, parks and recreation facilities, and streetscape/beautification projects.

Construction administration and inspection services will be conducted by our in-house engineers and experienced inspectors. Our staff is composed of former FDOT District 4 LAP project engineers and technicians, and former utility inspectors and contractors with an average of 30 years of experience.

Baxter & Woodman is available to provide construction administration throughout the construction contract period. We will work with your staff to structure our construction management services (CMS) to fit your needs. Baxter & Woodman can provide general construction administration duties such as:

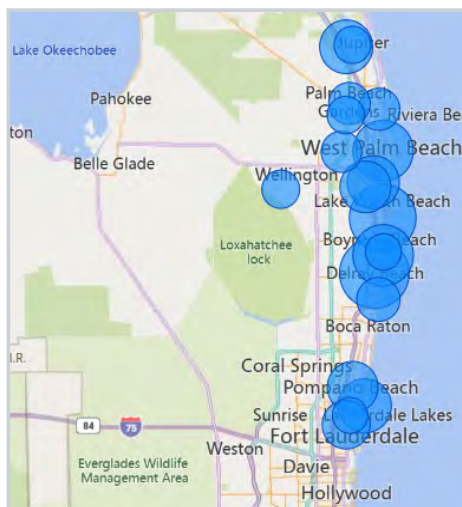
- Administer contracts with the contractors and confirm contract conditions are met.
- Interpret and clarify plans and specifications throughout construction.
- Monitor and confirm the contractor obtains governmental and regulatory permits, inspections, and approvals.
- Conduct site visits and direct construction meetings with the contractor.
- Field questions and phone calls from residents during construction.
- Transmit project closeout documentation.

### Construction Inspection

Baxter & Woodman is prepared to provide complete construction inspection services to oversee construction activities in the field.

Our typical inspection responsibilities are summarized below:

- Serve as the Consultant's liaison with the contractor and City's staff.
- Conduct on-site observations to assist the City in determining if the work is proceeding in accordance with the contract documents and that completed work conforms to the contract documents. Report in writing whenever we believe that the work is unsatisfactory, faulty, defective, or does not conform to



### Ample Construction Support Across FL!

Our statewide footprint enables us to assign the right personnel swiftly according to project demands, which results in prompt response times. With our construction team covering several cities, as illustrated with each of the blue dots in the map (left), the City is gaining a reliable partner dedicated to your success.

the contract documents, or does not meet the requirements of inspections, tests, or approval required to be made, or has been damaged prior to final payment.

- Coordinate, supervise, and review material sampling and testing, including concrete and soils testing, where appropriate.
- Coordinate necessary surveying consistent with requirements of the specifications.
- Accompany visiting inspectors representing public and regulatory agencies having jurisdiction over the project. Record in writing the outcome of these inspections and report same to the City.
- Consider and evaluate the contractor's suggestions for modifications during construction and report them to the City, in writing.
- Witness testing and procedures as required by the contract documents.
- Review as-built record drawing information from the contractor to confirm conformance to the contract documents.
- Provide copies of daily inspection reports and digital photographs. Daily inspection reports and photographs shall be sent to the City via email.
- Work with the Contractor to develop and implement a daily quantity sheet (based on the approved schedule of values) to be reviewed and accepted each day, agreeing to the quantities of the items installed, completed, and accepted. We will use this information to verify material quantities on monthly Applications for Payment.
- Attend substantial completion and final completion walk-throughs and verify that punch list items are completed by the contractor.

### What Makes Our Construction Staff Special?

**Prepare, Coordinate, Communicate, Verify, Monitor, and Perform** - These are the six most important tasks of an experienced construction professional. We perform this type of work daily and understand the issues prior, during, and post construction, so concerns are addressed before they become problems.

**Communication is Essential** - Our Inspectors routinely pass out flyers, and knock on doors to talk directly with residents and business owners.

**Attention to Detail is Vital** - Attention to detail is important in order to keep residents, businesses, and permitting agencies informed and avoid complaints.

### Serving Communities Across South Florida

Baxter & Woodman has extensive construction engineering inspection (CEI) consulting experience for projects ranging from \$100,000 to \$30 million in construction value. We are experienced in facets of reclaimed water, roadway, streetscape, water mains, sanitary sewers, drainage and neighborhood improvement projects for municipalities, including conceptual design, permitting, detailed design, cost estimates, bidding assistance, construction management and inspections, and final certifications.



Baxter & Woodman provided CEI Services for Pompano Beach's Esquire Lakes project.

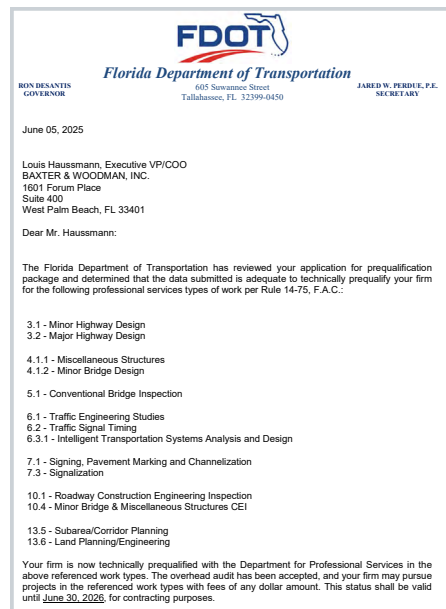
Baxter & Woodman has a solid track record of partnering with local municipality clients to deliver the high level of personal service you desire. We are structured to allow for a long-term commitment of specific staff to serve your needs. We have developed and refined our approach to continuing service contracts and offer you the advantages of our partnering philosophy. We routinely provide Construction Engineering and Inspection Services under continuing General Contracts to the following municipalities:

- City of Pompano Beach
- City of Delray Beach
- Town of Gulf Stream
- Palm Beach County Water Utilities
- Town of Highland Beach
- City of Boynton Beach
- Northern Palm Beach County Improvement District
- Village of Palm Springs
- Town of Lauderdale-by-the-Sea
- Florida Keys Aqueduct Authority
- Loxahatchee River District
- Town of Lantana
- City of West Palm Beach
- City of Wilton Manors
- City of Oakland Park
- Town of Lake Park

## Proficiency in FDOT Coordination & Compliance

Our team has a demonstrated record of cooperative work with state agencies including Florida Department of Transportation (FDOT). Staff from these agencies are familiar with our staff who have experience working with and for FDOT. Our team has firsthand knowledge of FDOT's policies, procedures, and preferences.

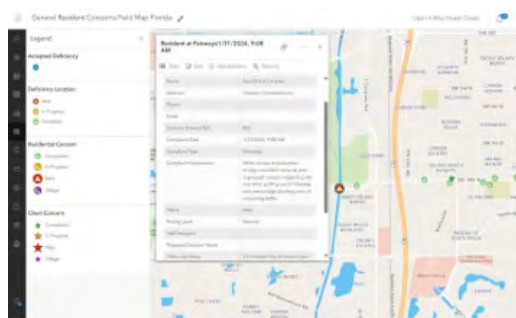
We have completed numerous projects that required FDOT involvement, reviews, and approvals including Airport Road Water Main Improvements for Boca Raton, A1A Water Main Improvements for Pompano Beach, and Lantana Road/I-95 Interchange Modifications for Lantana. **We are prequalified in numerous categories, including 10.1 - Roadway Construction Engineering Inspection. and 10.4 Minor Bridge & Miscellaneous Structures CEI.**



## Digital Collaboration

Our approach involves documenting community interactions and resolutions through an ArcGIS-based online dashboard, providing real-time status of communication with stakeholders, status of deficiency list items, tracking quantities, and construction progress digitally in real-time. This approach allows for real-time communication and minimizes contractor delays and public inconvenience. Our digital approach allows our construction engineering fees to be reduced well below the typical percentage basis by leveraging efficient communication and timely decision making. Baxter & Woodman's capacity for efficient digital deficiency issue monitoring and digital quantity tracking expedites construction progress and project closeout. We are able to provide a higher level of service on projects with fewer staff hours.

Baxter & Woodman has integrated technology into the construction process, significantly enhancing the monitoring of construction progress, serving as a cornerstone for streamlined construction management. This technological approach facilitates a real-time, comprehensive view of the project's development, allowing the City, engineer, contractor, and stakeholders to track progress with unprecedented accuracy and efficiency. By enabling instant access to data regarding construction milestones, resource allocation, and potential bottlenecks, our system contributes to more effective coordination and communication across the project team. This high level of oversight confirms that deviations from the planned schedule or budget are quickly identified, allowing for prompt corrective actions to be taken. Our ability to monitor construction progress in such a detailed and dynamic manner plays a critical role in minimizing delays and optimizing resource use, thereby verifying that projects adhere to their timelines and financial constraints. Our approach not only enhances the quality and efficiency of the construction process but also supports achievements of projects' typical broader goals including sustainability, safety, and compliance with regulatory standards.



Our digital approach increases collaboration and reduces engineering costs.

## **Award Winning Public Involvement Strategies**

*Baxter & Woodman was the recipient of the Zweig Group's 2025 Marketing Excellence Award in two categories*

Baxter & Woodman knows communicating the benefits of a project to stakeholders and managing their expectations is a vital part of any government or municipal project. Our team is well-versed in an assortment of communication tools that aid us in creating the most effective communication strategy for each project. Our staff knows how to successfully utilize tools to coordinate and promote positive public involvement.

### **Public Outreach Outlets**

- Custom Project Websites
- Project Visualization Exhibits & Videos
- Drone Videos
- Social Media: X, Facebook
- Project Blogs
- Email Notifications
- Open Houses/Public Meetings (Virtual and In-Person)
- On-Site Webcam
- Phone Hot Lines
- Door Hangers/ Informational Flyers
- Construction Signage
- Changeable Message Boards
- Press Releases
- Public Progress Meetings during Construction

### **Drone Imagery & 3D Project Visuals**

Baxter & Woodman has commercially certified drone pilots and drone industry experts on staff. These unmanned aerial vehicles can collect a wide variety of useful imagery for varying applications. Drones can take photos and videos to help monitor project progress, collect ortho-imagery (for mapping), and even conduct inspection work. Baxter & Woodman provided routine drone footage updates during the reconstruction of the Pine Street Bridge for the Town of Lake Clarke Shores. A progress video can be accessed by visiting: <https://vimeo.com/1128211162>.

Drone images can then be used by our staff to produce 3D project renderings, which results in enhanced input during design. Utilizing a variety of software (REVIT, AutoCAD MEP 3D, SketchUp, etc.) the City, your staff, and the public can see the final product before it is constructed. During progress meetings, these

representations can be used to visualize the project layout and discuss comments. Accurate drawings can also save money by allowing for easy identification of conflicts and elimination of potential change orders.

### **Progress and Public Service Videos**

Baxter & Woodman prepares short, interactive progress and public service videos to be shared on social media platforms, project websites, and at meetings. The short videos introduce the public to the project team, underground work, a particular construction activity, or show the completed project. For example, Baxter & Woodman prepared a video for the completed Lake Shore Drive Drainage Improvements for the Town of Lake Park ([vimeo.com/709217823](https://vimeo.com/709217823)).

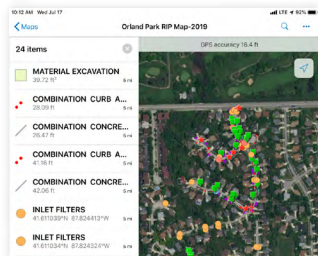
### **Custom Project Websites**

Baxter & Woodman designs and manages numerous websites for various types of projects. Project websites provide a designated online resource for stakeholders to receive up-to-date information on project progress, estimated schedules, project overviews, progress photos, FAQs, and more.



# Construction Field Technology

Modernizing Construction Documentation to improve communication, data collection, record drawings, and project status reporting.



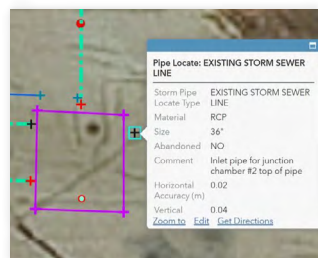
## GIS-Based Systems

A GIS-based system that promotes communication between residents, contractors, and clients. This real-time, multi-user solution helps document interactions and track resolution progress. This process helps anticipate where additional notifications or community engagement is warranted. This workflow keeps parties accountable.



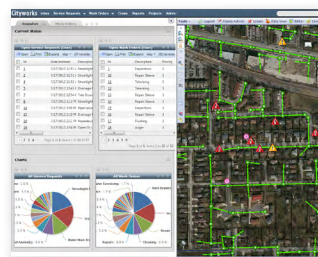
## Spatial Technology Equipment

Our spatial technology equipment can capture real-time, multi-user spatial information, including photo support, tabulation of quantities, and deficiency documentation. This equipment modernizes construction services, reducing the back and forth of quantity agreement and deficiency tracking, allowing more time to focus on what's important to the client.



## Specially Configured Field Applications

Utilizing specially configured field applications, our construction team can collect record drawings in the field to update CADD files and GIS databases. Our GIS-based system promotes recording of smart data, and when paired with our high-accuracy GPS equipment confirms data is spatially accurate.



## Smart Data Collection

Smart data collection means compatibility and seamless connectivity with other systems. Upon completion of a project, we will deliver the collected data. Our data is built using industry standard GIS data models which are compatible with many Asset Management Systems, as well as compatibility with most modern GIS data schemas.



## State-Of-The-Art Equipment

Utilizing state-of-the-art equipment, as-built assets can be accurately captured. This approach enables clients and contractors the ability to efficiently recover utility assets previously located in field, saving time, and reducing costly conflicts with future construction.

## Innovative Approaches - 3D Visuals

Helping you make smart decisions through smart technology.

Baxter & Woodman utilizes a variety of software (REVIT, AutoCAD MEP 3D, SketchUp, etc) to produce 3D project renderings, which results in enhanced input during design. This allows the County, your staff, and the public to see the final product before it is constructed. During progress meetings, these representations can be used to visualize the project layout and discuss your comments. Accurate drawings can also save you money by allowing for easy identification of conflicts and elimination of potential change orders. These can also be used at public information meetings to help gain the community's support for projects. Baxter & Woodman is also highly experienced in the use of Autodesk InfraWorks software to build 3D models from AutoCAD files for a variety of uses.



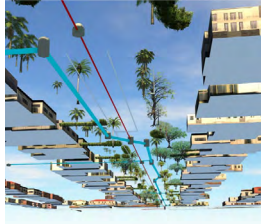
Revit 3D model



Rendering of proposed improvements

## Translating Software Data into 3D Models

The visualization of infrastructure improvements has never been more important. The use of compelling visuals clearly conveys to key stakeholders the benefits of the project. One software that Baxter & Woodman engineers have been using more frequently is InfraWorks.



### What is InfraWorks?

InfraWorks is a product distributed by AutoDesk, the makers of AutoCAD, that allows users to view AutoCAD Civil 3D information as a 3D model with the ability to move within the model to visualize the project. The user has the ability to visualize the project in "Conceptual" and "Engineering" view as shown to the left. The Engineering view turns the landscape transparent so that the utilities can be seen from aboveground. The utilities are also visible by holding down the mouse button and dragging the screen until the view appears from a below ground perspective.

### How Does InfraWorks Work?

An InfraWorks project can be created from AutoCAD Civil 3D files which store AutoCAD lines, points and polygons in three dimensions. Combining this with a Civil 3D surface and high-resolution aerial imagery provides the base work for the InfraWorks model. The program can identify buildings and auto-generate 3D renderings. The user can then adjust the height and appearance of the buildings to match existing conditions, or new buildings can be added by manually drawing the building or by importing a 3D model of a building created using other software such as Revit. Vegetation can be added to the model by selecting from a database of trees and other types of vegetation, then customized to match existing vegetation or to show where landscaping is proposed.

### How Is InfraWorks Used?

InfraWorks is a useful tool for engineers to verify and resolve underground conflicts, especially in tight, congested areas. It is especially useful for public outreach meetings and can be used to promote positive public support regarding areas of concern. Creating exhibits using InfraWorks provides an interactive experience between engineers and municipalities as well as project stakeholders. Like AutoCAD, layers can be turned on and off to illustrate where new features are planned, such as swales and landscaping, and where underground infrastructure will be placed. Likewise, it can be used at municipal commission meetings to demonstrate options for improvements and to take the commissioners on a tour of their underground infrastructure.



# TAB 3 References



Bidder Company Name Baxter & Woodman, Inc.**Qualifications Of Bidders**

To demonstrate qualifications to perform the work, and to be considered for award, each bidder shall submit at least three (3) business customer references. Provide information for business customers for whom you have performed work of this nature which you list as references, excluding the City of Pompano Beach. (Use an attachment if necessary.)

1. Name and address of customer: Town of Lauderdale-By-The-Sea  
4501 N. Ocean Drive, Lauderdale-By-The-Sea, FL 33308  


---

Contact person name, telephone number and email address: Ken Rubach  
P: 954-640-4200; E: kenr@lauderdalebythesea-fl.gov  


---

Description of services provided and date(s) of service: 2011- Ongoing  


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Baxter & Woodman has provided engineering design, permitting, public coordination, and construction services for sewerage the Palm Club neighborhood, including a gravity sewer system, lift station and force main, electrical telemetry, sanitary sewer lines, and roadway reconstruction.  


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2. Name and address of customer: City of Wilton Manors  
2020 Wilton Drive, Wilton Manors, FL 33305  


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Contact person name, telephone number and email address: Alan Dodd, PE  
P: 954-390-2129; E: adodd@wiltonmanors.com  


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Description of services provided and date(s) of service: 2021-Ongoing  


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Baxter & Woodman has provided lift station evaluations for the City of Wilton Manors, including operational inspections, structural assessments, and electrical system reviews as part of the City's Integrated Stormwater, Wastewater, and Water Master Plan. Services also included design of asbestos cement water main replacements using pre-chlorinated pipe bursting and water and force main extensions via bridge attachment.  


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3. Name and address of customer: City of West Palm Beach  
401 Clematis St. 4th Floor, West Palm Beach, FL 33401  


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Contact person name, telephone number and email address: Laura Le, PE  
P: 561-494-1093; E: LLe@wpb.org  


---

Description of services provided and date(s) of service: 2017- Ongoing  


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Baxter & Woodman has provided engineering design services for lift station rehabilitation in the City of West Palm Beach, including condition assessments, hydraulic modeling, permitting, and construction management for mechanical, structural, and electrical upgrades. Services also included sewer system improvements to reduce overflows and development of the City's Water and Wastewater Master Plans.  


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## Reference Letters

### Town of Lantana

#### COUNCILMEMBERS

Kem Mason, Vice Mayor  
 Christopher Castle, Vice Mayor Pro Tem  
 Jesse Rivero  
 Mark Zeitler



500 Greynolds Circle  
 Lantana, FL 33462-4544  
 (561) 540-5000  
 www.lantana.org

Karen Lythgoe  
 MAYOR

#### **Subject: Exceptional Service and Ongoing Partnership with the Town of Lantana**

Dear Mr. Haussmann:

I would like to express my satisfaction with the professional engineering services provided by Baxter & Woodman, Inc. to the Town of Lantana. The firm assisted with the development of an Integrated Master Plan, which includes the inventory, assessment, and capital improvement planning for our stormwater, potable water, wastewater, roadway, seawall, and parks and recreation systems. Their dedication and technical expertise have been critical to the success of this important initiative.

In addition to the Master Plan, Baxter & Woodman has delivered high-quality work on several key infrastructure projects for the Town, including the Broadway and Pine Street Water Main Improvements, the Bicentennial Park Seawall Hardening, and the Water Treatment Plant High Service Pumps. Each of these efforts has been approached with the same level of professionalism, attention to detail, and commitment to meeting the Town's objectives.

The Baxter & Woodman team that included Rebecca Travis, Jeff Hiscock, Sira "Jockey" Prinyavivatkul, Jake Hurley, and Alexis Shotton has consistently demonstrated a deep understanding of our needs. They have made it a point to remain highly accessible and responsive, always finding a way to meet or exceed expectations with regard to schedule, staffing, and quality.

Beyond the technical execution, the Baxter & Woodman team in Florida has stood out for their integrity and professionalism. Their collaborative style, attention to detail, and strong communication skills have helped build trust across our organization. The quality of their work has been superb, and their ability to control potential risks has been a key factor in keeping the project on track.

Without hesitation, I would gladly work with Baxter & Woodman on future projects and recommend them to any municipality seeking a reliable and skilled engineering partner.

Sincerely,

Eddie Crockett  
 Public Services Director  
 Town of Lantana, FL  
 561-540-5753



## WEST PALM BEACH

Public Utilities

July 11<sup>th</sup>, 2025

Dear Mr. Haussmann:

I am pleased to provide this letter of recommendation for Baxter & Woodman, Inc., recognizing their continued support and expertise in advancing the City of West Palm Beach's water and wastewater infrastructure. Their team has been a valued partner in helping the City plan for the future, optimize system performance, and implement critical utility improvements.

Baxter & Woodman has provided ongoing hydraulic modeling support for both our potable water and wastewater systems. Their work has included the development of the City's Potable Water Master Plan and, more recently, they are preparing the City's 2025 Wastewater Master Plan. These efforts have helped us identify systemwide needs, prioritize investments, and guide long-term planning with data-driven strategies.

In addition to their planning work, Baxter & Woodman has led the design of several significant lift station projects throughout the city. These include major upgrades to Master Lift Stations 47, 76, and 21, as well as improvements to Lift Stations 26, 45, and 51. Their team provided complete design and permitting services, offering solutions that improve reliability, increase capacity, and simplify long-term maintenance.

Throughout our collaboration, the Baxter & Woodman team has demonstrated strong technical knowledge, clear communication, and a commitment to delivering practical, cost-effective solutions that meet the City's goals. Their responsiveness and ability to coordinate across departments have made them a trusted and effective extension of our staff.

As someone who has worked with their team across multiple efforts, I am consistently pleased with the quality of service they deliver and their focus on the City's best interests. Please extend our thanks to your staff for their ongoing support and dedication to our utility improvement initiatives.

Sincerely,

Randy Elysthee, P.E.

Sr. Project Engineer

Public Utilities Department

401 CLEMATIS STREET  
P.O. BOX 3366  
WEST PALM BEACH, FL 33401  
561.822.2200



**Subject: Recommendation for Baxter & Woodman's Professional Engineering Services**

Dear Mr. Haussmann:

I am pleased to offer this letter of recommendation for Baxter & Woodman, Inc., in recognition of their ongoing professional engineering services to the Town of Lauderdale-By-The-Sea. Over the past several years, the firm has consistently delivered high-quality planning, design, and construction support services that have significantly benefited our community. Their professionalism, technical expertise, and responsiveness have made them a valued partner in addressing the Town's critical infrastructure needs.

Baxter & Woodman was retained by the Town for several high-impact projects, including the Terra Mar Drainage Improvements, where they provided data collection, modeling, permitting coordination, drainage analysis, design, and construction management support. Located on a barrier island with limited discharge options, the Terra Mar community has historically experienced roadway flooding during heavy rainfall and King Tide events. Baxter & Woodman conducted a detailed assessment of the existing drainage system and identified practical, cost-effective solutions to improve discharge and prepare for sea level rise through a future pump station. Their design minimized construction impacts while maximizing long-term resilience.

Another key project includes the Palm Club Sanitary Sewer Improvements, which involved converting approximately 100 homes from septic to central sanitary sewer service. Baxter & Woodman provided comprehensive services including public coordination, engineering design, permitting, bidding assistance, and construction administration. The project included installation of a new lift station and associated infrastructure to connect the neighborhood to the Town's existing force main system. This work has provided measurable environmental benefits to the Town by reducing nutrient loading near the Intracoastal Waterway.

The firm recently conducted a traffic calming study for the South Silver Shores neighborhood, engaging the community to understand concerns. They performed detailed traffic analyses and developed conceptual calming measures, working closely with Town staff and residents to identify effective solutions. Throughout these projects, Baxter & Woodman has demonstrated exceptional communication, thorough project management, and a clear understanding of the Town's priorities. They have been accessible, flexible, and fully committed to supporting our staff and residents.

I confidently recommend Baxter & Woodman to any municipality seeking a reliable and skilled engineering partner. Their service to Lauderdale-By-The-Sea has been outstanding, and we look forward to continued collaboration.

Sincerely,

Ken Rubach  
Deputy Town Manager  
Town of Lauderdale-By-The-Sea

## ■ Prior Projects Performed for the City of Pompano Beach

The table below highlights ongoing and prior projects Baxter & Woodman has successfully performed for the City of Pompano Beach. Each project was delivered on time and under budget, reflecting our commitment to cost control, schedule adherence, and quality outcomes. While construction for some projects occurred at a later date due to funding appropriation timing, design and construction efforts were completed efficiently and in close coordination with the City.

	Project Name
Design: Ongoing	NW 33 <sup>rd</sup> Street/Powerline Drainage Improvements
Design: Ongoing	NE 10 <sup>th</sup> Street/Dixie Drainage Improvements
GIS: 2025	Drone and Street View Projects
Design and Construction: 2024	Kendall Lakes Stormwater Improvements
Design and Construction: 2022	Gateway Drive Drainage Improvements
Value Engineering: 2022	Lyons Park Improvements
Site Planning and Design: 2021	Federal Highway Transit Hub Parking Lot
Design and Construction: 2020	Esquire Lake Stormwater Improvements
Construction: 2017	Liberty Park Sewer Construction
Design and Construction: 2015	A.1.A. Water Main Improvements
Design and Construction: 2014	NE Reuse Expansion Phase I



TAB 4  
**Project Team Form**



# Project Team Form

COMPLETE THE PROJECT TEAM FORM ON THE ATTACHMENTS TAB IN THE EBID SYSTEM. PROPOSERS ARE TO COMPLETE FORM IN ITS ENTIRETY AND INCLUDE THE FORM IN YOUR PROPOSAL THAT MUST BE UPLOADED TO THE RESPONSE ATTACHMENTS TAB FOR THE RLI IN THE EBID SYSTEM.

## PROJECT TEAM

RLI NUMBER 26-003

Federal I.D.# 36-2845242

### PRIME

Role	Name of Individual Assigned to Project	Number of Years Experience	Education, Degrees
Principal-In-Charge	Jeff Hiscock, PE	39	B.S.
Project Manager	David Cowan, PE, ENV SP	18	M.S.
Asst. Project Manager	N/A	N/A	N/A
Other Key Member	Sira "Jockey" Prinyavivatkul, PE	25	B.S.
Other Key Member	Rebecca Travis, PE, ENV SP	41	B.S.

### SUB-CONSULTANT

Role	Company Name and Address of Office Handling This Project	Name of Individual Assigned to the Project
Surveying	Ritzel-Mason, Inc. 5119 Beechwood Rd, Delray Beach, FL 33484	Dennis Ritzel, PSM Clyde Mason II, PSM
Landscaping	N/A	N/A
Marine Engineering	Moffatt & Nichol 100 W Cypress Creek Road, Suite 1047 Fort Lauderdale, FL 33309	Timothy Blankenship, PE Manuel Castano, PE
Geotechnical	WIRX Engineering, LLC 515 E Las Olas Boulevard, Suite 120 Fort Lauderdale, FL 33301	Gregory J. Stelmack, PE Andrew Nixon, PE
Electrical	C&W Engineering, Inc. 6903 Vista Parkway North, Suite 10 West Palm Beach, FL 33411	Michael Guida, PE Jose Reyes
Arborist	PLANW3ST, LLC 16350 115th Avenue North, Jupiter, FL 33478	Paola West, AICP, ISA CA
Other Key Member		

(use attachments if necessary)



# TAB 5 Organizational Chart



# Organizational Chart

Pompano Beach will benefit from a well-coordinated project team with proven expertise. Our structure is designed to provide the City with consistent involvement while leveraging a responsive network of technical and administrative staff. Resumes are included on the following pages.





TAB 6

# Statement of Skills and Experience of Project Team



## We anticipate that Baxter & Woodman will be assisting the City of Pompano Beach on projects with tasks similar to the following:

Task Involved	Similar Projects																										
	Kendall Lake Neighborhood Drainage Improvements for Pompano Beach	NW 10th Street Similar Projects for Pompano Beach	NE 3rd Street Drainage Improvements for Pompano Beach	Esquire Lake Stormwater Improvements for Pompano Beach	Gateway Drive Neighborhood Drainage Improvements for Pompano Beach	Core Area Improvements for Gulf Stream	W Pine Street WMA Improvements for Lantana	Spatial Technology Services for Pompano Beach	Lake Shore Drive Drainage Improvements for Lake Park	Atlantic Drive Drainage Improvements for Lantana	NW Neighborhood Improvements for Delray Beach	Lift Stations No. 26, 48 & 51 Rehabilitation for West Palm Beach	Terra Mar Drainage Improvements for Lauderdale-By-The-Sea	Codrington Drive Drainage Improvements for Lauderdale-By-The-Sea	Lakeland Linder International Airport for Lakeland	US-1/SH-5/Diwe Highway for Lantana	Lakeside Gardens Drainage Improvements for Boynton Beach	Oceola Neighborhood Improvements for Delray Beach	Bicentennial Park Sewall for Delray Beach	Utility Master Plan for Wilton Manors	Seawall Design Criteria for North Bay Village	West Avenue Phase II Lincoln Road Baywalk Bridge for the City of Miami	Alice Wainwright Park and Baywalk for the City of Miami	Master Lift Station 61 Design and Construction Services for Pompano Beach	Lift Station No. 89 for Pompano Beach	Avondale Storm Water Pump Station Design and Construction Services for Pompano Beach	
Roadway, Streetscape, Airpark	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Water & Reuse																											
Gravity Sewer																											
Force Mains																											
Lift Stations/Pump Stations																											
Parks, Recreation & Public Spaces																											
Seawalls & Docks																											
Stormwater Improvements	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Emergency Utility Assistance																											
Canal/Lake Dredging																											



Electrical Design Associates, Inc., a Certified Minority Business Enterprise founded in 1998, specializes in electrical and instrumentation design for water and wastewater facilities, offering consulting services to the public sector with a team of experienced engineers, designers, and technicians across multiple Florida counties.



WIRX Engineering, a certified Small/Minority Geotechnical Firm with extensive South Florida experience, provides tailored solutions in geotechnical engineering, water resources, drilling, construction management, and materials testing, focusing on cost-effective, high-quality outcomes for government and municipal clients.



Ritzel-Mason, a Palm Beach County-based professional services company with 55 years of combined experience, specializes in survey and mapping solutions, including Subsurface Utility Engineering (SUE), topographic and boundary surveys, and drone photography, offering tailored services with a focus on quality, communication, and on-time, on-budget delivery for public sector clients.



V&A Consulting Engineers, with over 45 years of corrosion engineering experience, specializes in rehabilitating and preserving municipal infrastructure, offering services in corrosion engineering, condition assessment, coating management, and more, focusing on extending the lifespan of utilities infrastructure in the water, wastewater, and transit industries.

## Awards, Honors, and Recognition

Baxter & Woodman has provided reliable and cost-effective solutions to our client's real-world challenges. Many of these solutions have been recognized for their high level of achievements, value, and ingenuity by our peer associations. We are honored to be recognized for our past engineering accomplishments.

### Town of Lake Park, FL Lake Shore Drive Drainage Improvements

ACEC FL 2023 Engineering  
Excellence Award

Civil + Structural Engineer  
Media Yearbook of Engineering  
Achievement Award

APWA 2022 Florida Chapter  
Consultant of the Year  
Stormwater Award



### City of Delray Beach, FL Osceola Neighborhood Improvements

ACPA 2021 Sustainable Practices  
Recognition Award



### Florida Keys Aqueduct Authority Duck Key Utility System Improvements

FICE 2014 Engineering Excellence  
Grand Award



## Demonstrated Ability to Complete Projects on Time & Budget

This table reflects Baxter & Woodman's strong track record of delivering projects that meet our clients' expectations for cost, schedule, and accuracy. Across a wide range of municipal and utility infrastructure work, our team consistently completes projects at or below the original contracted cost, with an average variance of -10.07% under the engineer's estimate. We also meet the schedules set at the start, as shown by the on-time completion dates throughout our portfolio. In addition, our construction cost estimates remain highly dependable, with most projects coming in within ten percent of our original estimate. Together, these results highlight our strength in project forecasting, budget management, and our ongoing commitment to fiscal responsibility and client satisfaction.

Client	Project	Engineer's Estimate	Base Bid Was	Bid Opening Date	Compared to Engineer's
City of Boca Raton	Reclaimed Water Storage & Pumping Station	\$4,500,000	\$3,914,909	1/8/2009	-13.00%
City of Boca Raton	On-Site Reclaimed Water Pumping Facility	\$811,000	\$730,000	10/6/2009	-9.99%
City of Boca Raton	Boca West Reclaimed Water Main Extension	\$1,768,437	\$1,577,425	12/17/2009	-10.80%
City of Delray Beach	Woodfield 24" Reclaimed Water Main	\$321,522	\$271,364	12/17/2009	-15.60%
City of Delray Beach	Country Club Acres Infrastructure Imp.	\$1,515,811	\$1,377,027	6/21/2006	-9.16%
City of Delray Beach	Sea Sage Drive/Melaleuca Road/Oleander Lane	\$984,063	\$1,126,755	11/2/2006	14.50%
City of Delray Beach	SW 12th/SW 11th Avenue Water Main	\$734,740	\$721,420	10/21/2004	-1.81%
City of Delray Beach	Venetian Drive Infrastructure Imp.	\$1,495,164	\$1,458,795	6/15/2000	-2.43%
City of Delray Beach	Area 1 Reclaimed Water System	\$1,484,995	\$1,312,100	10/28/2004	-11.64%
City of Delray Beach	Area 2 & 3 Reclaimed Water System	\$1,500,000	\$1,731,265	2/22/2005	15.42%
City of Delray Beach	Water Main Subaqueous Crossings	\$1,031,014	\$1,176,155	12/19/2019	14.08%
City of Delray Beach	Reclaimed Water Expansion - Area 12C	\$4,020,736	\$4,146,271	11/1/2017	3.12%
City of Delray Beach	Lake Ida Road Force Main Air Release Valve (ARV) Replacement	\$178,866	\$179,300	11/20/2018	0.24%
City of Delray Beach	Osceola Park Neighborhood Improvements - Phase 1	\$5,396,845	\$4,056,327	11/26/1919	-24.84%
City of Delray Beach	Osceola Park Neighborhood Improvements - Phase 2	\$5,970,182	\$3,992,778	2/26/2021	-33.12%
City of Delray Beach	Alleyway Enhancement Project	\$991,262	\$791,445	2/14/2020	-20.16%
City of Delray Beach	Area 5, 10 & 14 Reclaimed Water Main	\$1,819,866	\$1,402,128	4/20/2025	-22.95%
Florida Keys Aqueduct Authority	Marathon Pump Station Ph1	\$3,898,950	\$3,630,000	8/13/2024	-6.90%
Florida Keys Aqueduct Authority	Duck Key Utility Relocations	\$1,313,307	\$1,207,400	4/6/2021	-8.06%
Town of Gulf Stream	Polo Drive 24" Stormwater Outfall	\$44,746	\$39,655	6/1/2018	-11.38%
Town of Gulf Stream	State Road A1A Water Main Improvements P2	\$1,749,158	\$1,255,108	3/18/2020	-28.25%
Town of Highland Beach	Replacement of Water Distribution Lines - Phases 1 and 2	\$2,688,387	\$2,818,432	10/3/2016	4.84%
Town of Highland Beach	A.1.A. Water Main Replacement	\$3,200,000	\$2,714,707	6/8/2009	-15.17%
Town of Lake Park / Seacoast Utility A	Lake Shore Drive Infrastructure Improvements	\$6,861,449	\$6,019,149	10/2/2020	-12.28%
City of Lake Worth Beach	2nd Avenue South Roadway Improvements	\$832,541	\$663,711	10/26/2017	-20.28%
City of Lake Worth Beach	Neighborhood Road Program - District 2, Year 2	\$1,880,438	\$1,997,734	1/9/2018	6.24%
City of Lake Worth Beach	Neighborhood Road Program - District 2, Year 4	\$3,303,179	\$2,316,601	2/19/2020	-29.87%
Town of Lantana	Raw Water Supply Wells No. 11 and 12 - Contract No. 1	\$755,000	\$631,500	5/20/2009	-16.36%
Town of Lantana	S. Atlantic Drive Water Main Replacement	\$1,041,528	\$1,022,742	10/5/2017	-1.80%
Town of Lantana	Intracoastal Waterway Water Main Subaqueous Crossing	\$646,300	\$496,536	10/31/2017	-23.17%
Town of Lantana	S. Lake Drive Force Main & Stormwater Improvements / S. 13th Place WM Replacem	\$1,096,370	\$1,075,015	4/19/2018	-1.95%
Town of Lantana	Lift Station #6, #16 & #18 Rehabilitation	\$582,000	\$682,700	9/29/2021	17.30%
Town of Lantana	Sea Pines Stormwater Pump Station	\$998,995	\$990,920	7/29/2022	-0.81%
Town of Lantana	Pine Street Water Main Jack & Bore	\$782,200	\$688,221	10/11/2022	-12.01%
Town of Lantana	WTP High Service Pumps	\$1,448,000	\$1,482,470	3/31/2021	2.38%
Town of Lantana	South Broadway & West Pine Street Water Main Improvements	\$2,048,950	\$1,945,718	11/7/2023	-5.04%
Town of Lantana	Atlantic Drive Drainage Improvements	\$1,758,005	\$1,653,640	10/29/2025	-5.94%
Town of Lantana	Bicentennial Park Seawall Hardening	\$1,976,967	\$1,693,330	11/4/2025	-14.35%
Loxahatchee River District	Jupiter Farms Elementary Sanitary Sewer System	\$1,051,149	\$1,089,490	12/5/2018	3.65%
Loxahatchee River District	Olympus Drive Force Main & Low-Pressure Sewer Replacement	\$663,647	\$483,200	12/17/2020	-27.19%
Loxahatchee River District	IQ-511 Pump Station Piping Improvements	\$546,365	\$515,850	1/21/2021	-5.59%
Loxahatchee River District	South Seabrook Road Sewer System	\$1,689,931	\$1,494,589	9/6/2002	-11.56%
Loxahatchee River District	Tidewater Drive Sewer System	\$290,081	\$274,156	6/12/2008	-5.49%
Loxahatchee River District	Jupiter Highlands Low Pressure System	\$315,728	\$245,018	11/10/2009	-22.40%
Loxahatchee River District	Headworks Facility & Diversion Structure	\$1,108,250	\$829,500	8/8/2025	-25.15%
Loxahatchee River District	Vacuum Truck Dump Pit Improvements	\$360,108	\$294,000	9/30/2025	-18.36%
Palm Beach County Water Utilities Dep	ECR Reclaimed Water Office & Storage Facility	\$629,954	\$583,572	3/25/2015	-7.36%
Palm Beach County Water Utilities Dep	Improvements to Lift Station 393, 1023, and 8168	\$1,794,405	\$1,297,650	3/10/2021	-27.68%
City of Pompano Beach	NE Reuse Expansion Phase 1	\$1,942,863	\$1,735,001	9/5/2017	-10.70%
City of Pompano Beach	Gateway Drive Drainage Improvements	\$3,388,890	\$2,285,938	12/1/2020	-32.55%
City of Pompano Beach	A.1.A. Water Main Improvements	\$1,026,203	\$955,489	11/14/2016	-6.89%
City of Pompano Beach	Esquire Lake Stormwater Improvements	\$3,244,295	\$2,829,223	11/16/2018	-12.79%
City of Pompano Beach	Kendall Lakes Stormwater Improvements	\$4,572,691	\$4,743,838	5/1/2022	3.75%
City of Tamarac	Tamarac Lakes North & The Boulevard Water Main Improvements	\$837,441	\$766,175	4/21/2004	-8.51%
City of Tamarac	Southgate Boulevard Streetscape Imp.	\$1,499,717	\$1,239,469	2/28/2005	-17.35%
City of Tamarac	McNab Road Water Main Improvements	\$477,250	\$486,832	2/21/2005	2.01%
City of West Palm Beach	Nottingham and Miller Utility Improvements	\$3,135,850	\$2,482,240	5/5/2020	-20.84%
<b>Average Under Engineer's Estimate =</b>			<b>-10.07%</b>		

# City of Pompano Beach, FL

## **Kendall Lake Neighborhood Drainage Improvements**

### SERVICES

- Review of Study Data, Improvement Recommendations, and Discharge Options
- Stormwater Modeling
- Preliminary Design Report
- Topographical Survey and Geotechnical Analysis
- Construction Services

### PROJECT TEAM

Jeff Hiscock, PE  
Rebecca Travis, PE, ENV SP  
Brad Stoecker

### COMPLETED

2024



The City of Pompano Beach implemented projects associated with the Stormwater Master Plan. As part of the Master Plan, Study Area 7 - Kendall Lake Neighborhood was identified as an area which experiences roadway flooding; and the existing lake does not have a positive outfall connection. The neighborhood is located on either side of NW 3<sup>rd</sup> Avenue between NW 21<sup>st</sup> Street and NW 16<sup>th</sup> Street.

Baxter & Woodman reviewed the assumptions made in the Stormwater Master Plan as it relates to the Kendall Lake Neighborhood and developed six alternative designs and re-ran the stormwater model utilizing EPA's Stormwater Management Model (SWMM) computer program. The results and our recommendations were provided to the City for stormwater improvements to the Kendall Lake Neighborhood in a Preliminary Design Report (PDR).

Baxter & Woodman then performed detailed design including plans, specifications, and cost estimates at 60%, 95%, and 100% design phases. Public outreach services were also included. Permitting services were provided to obtain an Environmental Resource Permit (ERP) and a Surface Water License from Broward County as well as a dewatering permit from the South Florida Water Management District. The ERP approval required special analyses to address water quality in the Pompano Canal which has been designated as an Impaired Water Body.

Baxter & Woodman's contract included bidding and construction management services, and was completed on budget. Construction was put on hold until a drainage easement and funding could be obtained.

Baxter & Woodman subsequently provided CEI services and Broward County Sales Tax documentation for this project. The project also required Broward County Traffic Engineering Division coordination, pavement markings, and signage acceptance for permit closeout. Our team also provided GIS services through the collection of as-builts and uploading data into the City's GIS.

OPTION 6



# City of Pompano Beach, FL

## NE 10th Street & Dixie Highway Drainage Improvements

### SERVICES

- Stormwater Modeling
- Permitting
- Surveying
- Geotechnical
- Drainage Design
- Mill & Overlay

### PROJECT TEAM

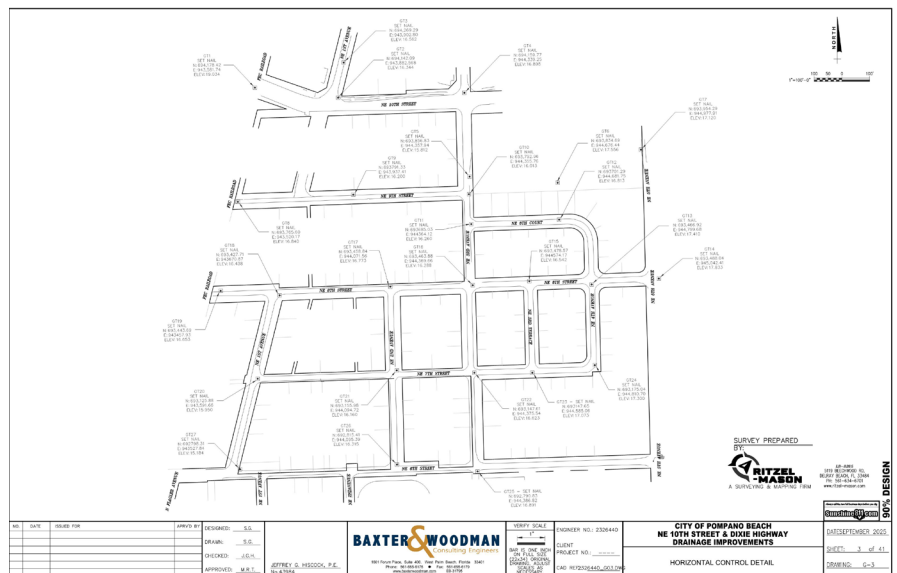
Jeff Hiscock, PE  
 David Cowan, PE  
 Megan Berg, PE  
 Ritzel-Mason  
 WIRX

### COMPLETED

2024



NE 10th Street & Dixie Highway area of Pompano Beach, as identified in the stormwater master plan as an area needing stormwater improvements. This area, primarily single-family residential with some multi-family and commercial properties, was bounded by NE 10th Street, Dixie Highway, NE 6th Street, and NE 5th Avenue. Proposed improvements mitigated flooding and enhanced stormwater management. Work included the design, permitting, and bidding of drainage improvements within the 7,187 LF of drainage improvements, 10,912 SY of swale grading, and 15,743 SY of milling and re-surfacing with profile grade adjustments within a 56-acre basin. Construction Cost: \$5,900,000 (EOPC). The design is ongoing and approximately 90% complete.



# City of Pompano Beach, FL NE 33rd Street Drainage Improvements

## SERVICES

- Drainage Design
- Stormwater Modeling
- Permitting
- Road Mill & Overlay
- Survey
- Geotechnical

## PROJECT TEAM

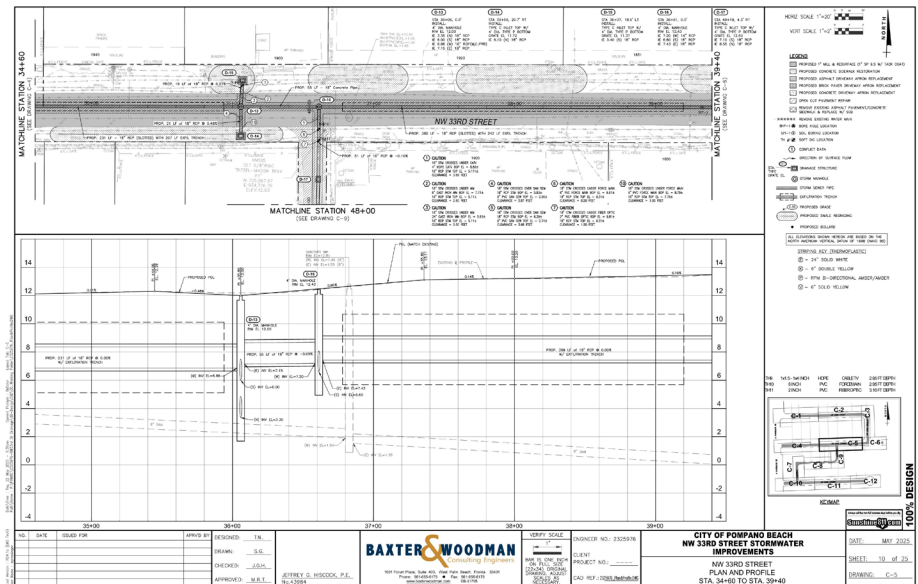
Jeff Hiscock, PE  
David Cowan, PE  
Megan Berg, PE  
Ritzel-Mason  
WIRX

## COMPLETED

2024



NW 33rd Street Drainage Improvement in Pompano Beach, a project identified in the stormwater master plan as needing stormwater improvements. This industrial and commercial area, including NW 33rd Court, NW 33rd Street, NW 18th Terrace, and NW 32nd Street, had extensive impervious surfaces. Designed for a 5-year, 24-hour storm event (7.8 inches rainfall), improvements mitigated flooding and enhanced stormwater management. Work included the design and permitting of 4,370 LF of drainage improvements, 5,806 SY of swale grading, and 10,000 SY of milling and re-surfacing with profile grade adjustments within a 24-acre basin. Construction Cost: \$3,360,000 (EOPC). The project design is ongoing and approximately 95% complete.



# City of Pompano Beach, FL

## Esquire Lake Stormwater Improvements

### SERVICES

- Drainage Design
- Installation of New Drainage Facilities (18-Inch to 42-Inch)
- Roadway Reconstrction
- CEI Services
- CMS Services

### PROJECT TEAM

Mark Dachsteiner, PE  
 Rebecca Travis, PE, ENV SP  
 Jeff Hiscock, PE

### COMPLETED

2020



The City of Pompano Beach selected Baxter & Woodman to prepare a Drainage Preliminary Design Report for the Esquire Lake Neighborhood. The Drainage Preliminary Design Report provided the recommended improvements to the Esquire Lake Neighborhood in order to address roadway flooding and standing water issues after rainfall events in the neighborhood.

The design of the proposed improvement included installation of new drainage facilities 18"-42" (piping, catch basins, manholes, exfiltration trench, outfalls, etc.) swale grading and sodding, roadway reconstruction and pavement resurfacing, clearing and grubbing, dewatering, MOT, pavement markings and signage, compliance with permit conditions, testing, and all restoration work. The project included installation of 42" diameter drainage pipe within a 12-foot wide drainage easement running between homes. This required careful coordination and monitoring of the construction efforts to confirm a successful installation, to limit the City's liability, and to limit impacts to the adjacent homeowners.

Baxter & Woodman subsequently provided CEI services, engineering design, permitting, bidding, public relations, State Revolving Loan documentation, and construction administration services for this project. The project also required coordination with FDEP and the Broward County Traffic Engineering Division, pavement markings, and signage acceptance and closeout.



# City of Pompano Beach, FL

## Gateway Drive Neighborhood Drainage Improvements

### SERVICES

- Drainage Improvements
- Roadway Improvements
- Water & Sewer Improvements
- Traffic Calming
- CEI Services
- Public Involvement
- SRF Loan Documentation

### PROJECT TEAM

Rebecca Travis, PE, ENV SP  
Mark Dachsteiner, PE  
Jeff Hiscock, PE

### COMPLETED

2022



The City of Pompano Beach is implementing projects associated with their Stormwater Master Plan. As part of the Master Plan, Study Area 6 – Gateway Drive was identified as an area which has little existing drainage and reported problems with widespread and extended roadway ponding. The commercial and industrial area is bounded by West McNab Road to the south, by Powerline Road to the East, by SW 36<sup>th</sup> Avenue to the west, and by the SFWMD C-14 Canal to the north. Broward County Water Control District #4 (BCWCD#4) owns and maintains an existing canal that runs north-south in the center of the Gateway Drive area and along the east side of an existing lake.

Baxter & Woodman utilized SWMM to evaluate drainage alternatives; and provide the results and our recommendations in a preliminary design report to the City for stormwater improvements to the Gateway Drive area. Baxter & Woodman performed detailed design including plans, specifications, and cost estimates at 60%, 95%, and 100% design phases. The project included 8,650 LF of stormwater pipes as well as a new outfall to SFWMD's C-14 Canal, which required special Right-of-Way permitting with SFWMD and USACE. Baxter & Woodman also provided permitting services associated with dewatering within a contaminated groundwater area.

Baxter & Woodman prepared bid documents, agenda and conducted a pre-bid conference with interested contractors and City staff. Baxter & Woodman subsequently provided Construction Engineering and Inspection (CEI) services, State Revolving Loan documentation, and FDEP coordination for the project which was completed in 2022.



# Town of Lantana, FL

## Broadway & West Pine Street Water Main

### SERVICES

- Data Collection
- Engineering Design
- Permitting
- Bidding
- Construction Administration

### PROJECT TEAM

Rebecca Travis, PE, ENV SP  
Sira "Jockey" Prinyavivatkul, PE  
Emily Altman, EI  
Brad Stoecker

### COMPLETED

Ongoing



Baxter & Woodman provided engineering services for the design, permitting, bidding assistance, and services during construction for the replacement of existing 14-inch (250 feet), 12-inch (1,350 feet), and 8-inch (1,950 feet) water mains.

The design included the removal and replacement of asbestos cement water main along the public right-of-way of Broadway and West Pine Street and for the discharge main exiting the Town's Water Treatment Plant and within the Water Treatment Plant itself.

The project increased fire flow coverage for the surrounding area and replaced inoperable valves, and it included the installation of new fire hydrants. The design focused on project phasing and coordination to support the replacement of the existing roadway surface.



# Town of Gulf Stream, FL

## Core Area Water, Storm and Roadway Improvements

### SERVICES

- Design Engineering and Construction
- Stormwater Analysis
- Data Collection
- Bidding Services

### PROJECT TEAM

Jeff Hiscock, PE  
 Sira "Jockey" Prinyavivatkul, PE  
 Alexis Shotton, PE  
 Megan Berg, PE  
 Eric Rush, PE  
 Thu Nguyen, EI  
 Emily Altman, EI  
 Anthony Monroe

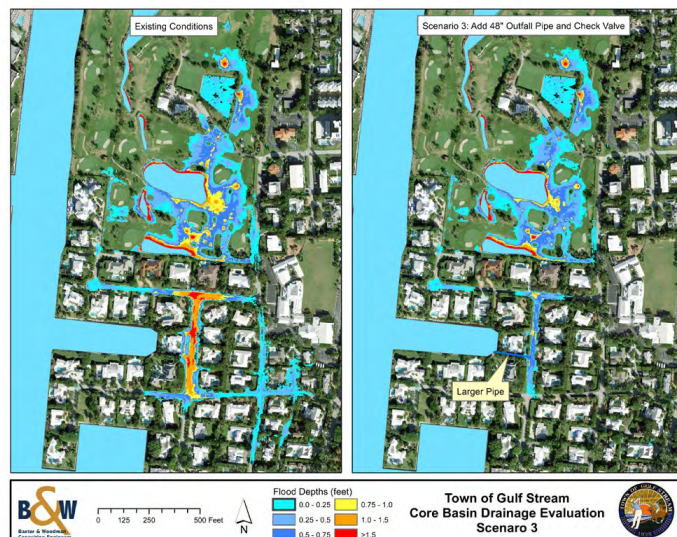
### COMPLETED

2024



The Town of Gulf Stream awarded to Baxter & Woodman the Core Area Improvement project to perform the engineering and construction services for the Town's infrastructure in accordance with the 10-Year Capital Improvement Plan and to mitigate stormwater issues occurring within the Core Area. The Core Area consists of the properties and rights-of-way between Golfview Drive to Sea Road and the Intracoastal Waterway and N. Ocean Boulevard, approximately 85 acres. Baxter & Woodman prepared the Town's 10-Year Capital Improvement Plan in June 2018, which identified the replacement of the aging asbestos cement (AC) water mains and rehabilitation of roadways. The water main replacement will implement open trench installation and construction by trenchless technology - pre-chlorinated pipe bursting - to minimize above-grade impacts and reduce water main service outages. In addition, Baxter & Woodman prepared an in-depth stormwater analysis for the Core Area in June 2021 to analyze the causes and provide recommendations for improvements to mitigate the flooding events. The project included raising roadway grades in low-lying areas, redesigning grading of the roadway with the addition of stormwater structures, and upsizing of various existing stormwater piping to facilitate positive discharge of surface waters.

Baxter & Woodman implemented the recommended improvements by providing data collection, preliminary design, final design, permitting, and bidding services. The \$12.9M project is currently under construction.



# Pompano Beach, FL

## Spatial Technology Services

### SERVICES

- Drone Imagery Acquisition and Aerial Mapping
- 360-Degree Camera Data Collection
- Visual Documentation for Google Street View Updates
- GIS Data Modernization and Configuration
- Integration of Geospatial Data

### PROJECT TEAM

Andy Zaletel, GISP  
Mark Dachsteiner, PE

### COMPLETED

2024 (on time and on budget)



The City of Pompano Beach engaged Baxter & Woodman, Inc. to provide advanced Spatial Technology services, including drone flights and 360-degree camera imagery collection at City-identified locations. These efforts supported the City's initiative to update Google Street View content and to capture high-quality, exclusive visual documentation of Parks and Recreation facilities. Baxter & Woodman also completed GIS data modernization and configuration services for the newly constructed Kendall Lakes Stormwater Improvements Project, resulting in accurate, current, and fully integrated geospatial information for City operations.





# Town of Lake Park, FL

## Lake Shore Drive Drainage Improvements

### SERVICES

- Modeling
- Preliminary Design
- Permitting
- Bidding
- Grant Assistance
- Construction Management
- CEI Services

### PROJECT TEAM

Rebecca Travis, PE, ENV SP  
Jeff Hiscock, PE  
Chuck Brunner, PE, SE  
Brad Stoecker  
Anthony Monroe  
Anthony Capellini

### COMPLETED

2022 (On time and on budget)

The Town of Lake Park contracted with Baxter & Woodman to provide engineering services for the design of drainage and other related improvements on Lake Shore Drive starting from the entrance of the Lake Park Marina north 3,220 feet to Castlewood Drive. Lake Shore Drive was prone to frequent flooding with road elevations ranging from 2.0 to 3.2 feet, NAVD. An innovative drainage system was designed that includes pumping stormwater up into a dry detention area/bioswale for water quality treatment before discharging to the Lake Worth Lagoon. The project addressed flooding issues, King Tides and Sea Level Rise (SLR) as well as providing a completely new pedestrian friendly corridor for the area's residents. Baxter & Woodman also provided assistance with a Hurricane Mitigation Grant application for \$3.5M. Services include:

#### Drainage System Design

- ICPR4 Modeling
- Level of Service Assessment
- Sea Level Rise Evaluation
- Drainage System and Pump Station
- Water Quality Improvements
  - Pollution Control Devices
  - Bioswale
- Permitting with SFWMD and USCOE

#### Roadway Design

- Roadway Replacement/Mill and Overlay
- US 1 Corridor Coordination
- Designed with Black Base for Tidal Impacts
- ADA Compliant Sidewalks and Shared Path
- Landscaping and Irrigation
- Street Lighting

Baxter & Woodman provided engineering design, permitting, and bidding services for certain utility and roadway drainage improvements to Lake Shore Drive. Baxter & Woodman also provided full construction management services with a construction manager and full time inspector to process pay applications, clarifications, shop drawings and as-builts. The project earned three major Excellence in Engineering awards, receiving top recognition from FSA, APWA, and ACEC. Watch our project feature on Vimeo: <https://vimeo.com/709217823>



# Town of Lantana, FL

## Atlantic Drive Drainage Improvements Design

### SERVICES

- Drainage Study Analysis
- Stormwater Improvements
- Outfall Piping/Inline Check Valves
- Grant Assistance
- Outfall Easements
- Permitting
- Public Outreach
- Roadway Mill & Overlay

### PROJECT TEAM

Jeff Hiscock, PE  
David Cowan, PE  
Thu Nguyen, EI  
Megan Berg, PE

### COMPLETED

2024 (On time and on budget)

The Town of Lantana requested the services of Baxter & Woodman to design drainage improvements in flood-prone areas on Hypoluxo Island to reduce flooding and ponding that occurs in the road rights-of-way. The recommended stormwater improvements included installation of 1,300 LF of 18-inch stormwater pipes along N. Atlantic Drive; pipe size increase of an existing 12-inch outfall pipe to 24 inches at the North Pump Station; and inline check valves at three outfall pipe locations.

To address the flooding in the area of Beach Curve Road, a new 30-inch outfall pipe was recommended at the east end of Barefoot Lane. Another outfall pipe (18-inch) is recommended at the east end of Lagoon Lane to replace an existing smaller privately-owned PVC pipe. Both outfalls include check valves. Additional recommendations to the southern basin include drainage inlets and piping connecting to the existing structures on Beach Curve Road.

Work also included benthic surveys, permit applications, and assistance with obtaining outfall easements. The project is currently under construction.



# City of Delray Beach, FL

## NW Neighborhood Improvements

### SERVICES

- Preliminary Design
- Final Engineering Design
- Permitting
- Public Involvement
- ROW Acquisition
- Cost Estimating
- Bidding Services

### PROJECT TEAM

Emily Altman, EI  
 Thu Nguyen, EI  
 Sira "Jockey" Prinyavivatkul, PE  
 Rebecca Travis, PE, ENV SP  
 Alexis Shotton, PE  
 Jeff Hiscock, PE  
 David Cowan, PE  
 Megan Berg, PE  
 Jeff Weatherford, PE, PTOE  
 Andrew Capellini

### COMPLETED

2025 (Design)

The City of Delray Beach desires to improve the NW Neighborhood to result in a comprehensive and cohesive neighborhood through roadway, utility, and safety improvements. Baxter & Woodman was selected to develop the overall improvements program for the 330-acre residential neighborhood. Data collection and condition assessment efforts included topographic survey, geotechnical data collection, road ROW determination, review of CCTV inspection reports for the gravity sewer and drainage system, and field reviews. Baxter & Woodman and the City presented the project details at 15 public meetings to obtain information on residents' concerns and preferences prior to preparing the Preliminary Design Report. Once the improvements in the report were approved by the City, work commenced on the design of the following improvements:

- **Transportation Planning, Roadway, and Traffic Calming:** Analysis and design of traffic calming, roadway, side street parking, and pervious pavement alleyway paving; pedestrian system improvements (ADA compliance); signing; and pavement marking improvements. Design for a unifying street name sign package along with the neighborhood enclave monument identification signs. Assistance to City in identification and preparation of ROW agreements for obtaining needed road ROW.
- **Stormwater Improvements:** Modeling of the existing stormwater system, and design and permitting for additional drainage infrastructure improvements.
- **Water, Sewer & Reclaimed Water Improvements:** Sanitary infrastructure improvements (replacement of rehabilitation); potable water main and fire hydrant coverage upgrades; and reclaimed water main improvements.
- **Street Lighting:** Street lighting improvements based on the FP&L (LED) Street Lighting Program and LED lighting of the alleyways.
- **Landscaping & Irrigation:** Development of the preferred landscaping plant palette, and strategic placement of landscaping features and irrigation to provide a unified identity to the neighborhood.

**Public Works**  
**PUBLIC NOTICE**

**NW NEIGHBORHOOD IMPROVEMENTS**  
 CITY PROJECT NO. 2017-020

Improvements include roadway and alley paving, traffic calming, sidewalks, driveway aprons, stormwater, watermain, reclaimed watermain and sanitary sewer, decorative street lighting, landscaping and irrigation.

This public outreach meeting will focus on the collection of comments received at the 9 prior public meetings and will discuss the final design details for the following based on these comments:

- Types of Traffic Calming
- Alleyway Lighting & Paving
- Neighborhood & Street Signs

**Upcoming Public Meeting**  
 6:30 p.m., Thursday, July 21, 2022  
 Pompey Park, 1101 NW 2nd St.  
 Auditorium

Legend  
 Project Area  
 Surrounding Project Area  
 Surrounding City Project Area

# City of West Palm Beach, Florida

## Lift Stations No. 26, 45 and 51 Rehabilitation

### SERVICES

- Design Services
- Conversion of the Existing "Can-Type" Station to Submersible Stations
- Engine Operator Replacement

### PROJECT TEAM

Sira "Jockey" Prinyavivatkul, PE  
Rebecca Travis, PE, ENV SP

### COMPLETED

Ongoing



The City of West Palm Beach contracted with Baxter & Woodman to provide engineering design and construction administration services for the rehabilitation of Lift Stations 45 and 51 in the City of West Palm Beach.

The project included the following components:

- Converted the existing "can-type" station (with two 20 HP pumps) to submersible stations which are located within the median of Australian Avenue. Installed two (2) new 20 Hp submersible pumps with associated rails and hatches.
- Provided structural modifications of the existing wetwell to convert it into a submersible wetwell. Demolished the concrete entrance tube and extend the concrete walls to grade. Provided new concrete top slab with hatches.
- Replaced the existing control panel and RTU in accordance with City standards.
- Replaced the existing 30 KW with a new 30 KW standby generator with base mounted tank. (LS 51)
- Replaced approx. 190 LF of 12-inch gravity sewer line and 43 LF of 10-inch gravity sewer line.
- Replaced approx. 75 LF of 10-inch forcemain in the discharge line.
- At lift station No. 51, the existing emergency diesel driven standby generator was replaced with a new generator unit.

The project is currently in construction with a construction cost of \$3,622,466.



# Town of Lauderdale-by-the-Sea, FL

## Terra Mar Drainage Improvements

### SERVICES

- Data Collection
- Permit Coordination
- Drainage Analysis
- Drainage, Outfall, and Swale Improvements
- Roadway Milling/Paving
- Construction Administration and Inspection Services

### PROJECT TEAM

Jeff Hiscock, PE

### COMPLETED

2021

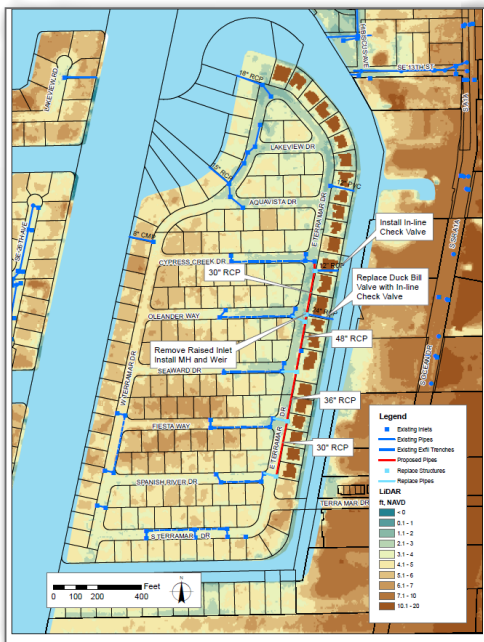


Baxter & Woodman was retained to provide data collection, permit coordination, drainage analysis and CMS Services to determine extent of drainage improvements needed to reduce flooding in the Terra Mar community.

Terra Mar Drive is located in the Town of Lauderdale-by-the-Sea and is bounded by the Intracoastal Waterway on all sides. This area has an existing drainage system that has three outfalls to the Intracoastal Waterway; however, the Town has experienced roadway flooding during rainfall events and during King Tides. The Town requested Baxter & Woodman to study the system to determine where and what improvements are needed to help alleviate this roadway flooding.

Recommendations included pipe improvements to establish positive discharge that will function with a future pump station that will be needed to combat sea level rise. This design narrowed down the extent of improvements in order to optimize the services needed for design and minimize construction costs as well as disruption to the residents. The scope of the project included:

- **Data Collection and Review**
- **Permit Coordination** - The South Florida Water Management District (SFWMD) dewatering and Broward County Environmental Protection and Growth Management Department ERP and SW License.
- **Modeling** - Inter-Connected Pond Routing (ICPR) Version 4 software was used for hydrologic and hydraulic modeling to assess the existing conditions and alternative scenarios.
- **Letter Study** - The results of the study recommended interconnecting the stormwater system with a new positive outfall designed to work with a future pump station.
- **Detailed Design** - Drawings, specifications, and cost prepared at 60, 90, and 100 percent of completion.
- **Construction Management** - Baxter & Woodman worked with the Town's Contract Manager at Risk to oversee and administer the successful implementation of the stormwater improvements.



# Town of Lauderdale-By-The-Sea, FL

## Codrington Drive Drainage Improvements

### SERVICES

- Survey
- Geotechnical Engineering
- Preliminary Engineering
- Data Collection
- Public Outreach
- Design and Permitting
- Construction Management

### PROJECT TEAM

Jeff Hiscock, PE

### COMPLETED

2023



Codrington Drive is a mostly residential street located at the southern end of the Town of Lauderdale-By-The-Sea, west of A1A. The street and several backyards have experienced frequent flooding. The land was developed in the 1950s with the drainage being served by a single 12-inch CMP pipe. Baxter & Woodman performed Town-wide modeling associated with the Town's Stormwater Master Plan and recommended the replacement of the 12-inch pipe with a 30-inch pipe with a series of pipes to collect the runoff within the street.

During design, it was decided that it would not be feasible to replace the 12-inch pipe, which is located between two homes, because of the potential adverse impacts to the buildings. The new 30-inch outfall pipe was instead located on an undeveloped lot within a cul-de-sac at the west end of the street, for which the property owners granted an easement.

Services included:

- Survey (Topographic and Drainage Easement Sketch/Legal)
- Geotechnical – Organic Soils Found and Quantified for Removal
- Preliminary Engineering with ICPR4 Modeling
- Drainage System Design of 1,700 linear feet of pipe
  - Inline Check Valves Utilized
  - System Designed for Future Pump Station
- Water Quality (swales) and Landscaping Improvements Included
- Permitting with Broward County, SFWMD, and USACOE
- Public Outreach
- Full Construction Management Services
- Project Certification



## Lakeland, FL

**Lakeland Linder International Airport****SERVICES**

- Master Stormwater Modeling
- Drainage Design
- Critical Storm Duration Analysis
- Agency Coordination

**COMPLETED**

Ongoing



Lakeland Linder International Airport is located along the I-4 corridor midway between Tampa and Orlando with easy access to I-4 via the Polk Parkway. The Airport has continued to expand its service offerings and therefore expand its footprint.

Our team has worked over the years at the Airport site to provide master stormwater modeling, drainage design, critical storm duration analysis, site grading, and permitting with various agencies including Southwest Florida Water Management District, the City of Lakeland Public Works and the Florida Department of Transportation. Baxter & Woodman was responsible for the design of a regional pond north of Runway 9/27, which enabled the Airport to maximize leaseholder space by eliminating the need for many small detention ponds. Baxter & Woodman also created the current stormwater master model, which covers more than 3,500 acres.



The map above identifies locations of where Baxter & Woodman provided drainage related engineering services, while working as a subconsultant. Projects included updates to the regional drainage model, drainage calculations, and permit submittals.

# City of Boynton Beach, FL

## Lakeside Gardens Drainage Improvements

### SERVICES

- Design Engineering and Construction Management
- Drainage Pipe
- 25 Drainage Structures
- New Gravity Outfall

### PROJECT TEAM

Sira "Jockey" Prinyavivatkul, PE  
 Brad Stoecker  
 Megan Berg, PE  
 Jeff Hiscock, PE  
 Andrew Capellini

### COMPLETED

2025



Baxter & Woodman was awarded engineering services including successor engineering, constructability review, value engineering, permitting, bidding assistance, and construction management and part-time inspection services.

The project was previously engineered by others including the 100% design phase drawings, technical specifications, estimated construction schedule, and cost estimate. The major work items for the project include the design of approximately 1,600 linear feet (LF) of drainage pipe, 25 drainage structures, a new gravity outfall, a discharge pipe for a portable emergency stormwater pump, and 1,130 LF of water main replacement. Ancillary items associated with the construction of the stormwater management system include but are not limited to sanitary and water service line adjustments, driveway replacements, curbing, roadway widening and restoration, and erosion control measures.

The project included the following streets in the Lakeside Gardens Community:

- Dimick Road
- Potter Road
- North Lake Drive
- Connections at North Federal Highway





# City of Delray Beach, FL

## Osceola Neighborhood Improvements

### SERVICES

- Drainage Improvements
- Roadway Improvements
- Alleyway Improvements
- Water & Sewer Improvements
- Traffic Calming
- CEI Services
- Public Involvement
- LED Lighting
- Landscape & Irrigation Improvements

### PROJECT TEAM

Rebecca Travis, PE, ENV SP  
Jeff Hiscock, PE

### COMPLETED

2024



The City of Delray Beach contracted with Baxter & Woodman to provide design and construction management services to improve roadways (approximately 3.90 miles in total), pave alleys, sidewalks, swales, driveways, stormwater system, sanitary sewer system and provide street lighting and selective landscaping in this residential neighborhood. Design components include:

- Topographic survey
- Pavement design
- Paving of unpaved alleys
- Investigating and upgrading existing storm drain pipes, inlets, and manholes
- Investigating and upgrading existing sanitary sewers, manholes, and services
- ADA compliant sidewalks
- Upgraded pedestrian ramps, sidewalks, and driveways
- Signing and pavement markings
- Lighting - Light Emitting Diode (LED)
- Clean, video, and inspect all sewer, drainage pipes

The work includes design of 810 LF of potable water main; 4,345 LF of drainage pipe; 13,030 LF of sanitary sewer lining/replacement; 10,125 LF of roadway reconstruction; 16,875 LF of roadway mill and overlay; 4,350 LF of alleyway clearing and paving improvements; signage and pavement marking; curbing, sidewalk, and driveway improvements; upgrades to provide LED street lighting; and landscaping and associated irrigation for the City of Delray Beach.

Baxter & Woodman provided utility coordination with FPL, Comcast and AT&T, conducting monthly utility coordination meetings during design and construction, ensuring pole and utility relocation work was completed in a timely manner. Services also included public involvement presentations during design to obtain resident "buy in" and continued social media and notifications to stakeholders during construction.



# Town of Lantana, FL

## Bicentennial Park Seawall Hardening Improvements

### SERVICES

- Seawall Hardening
- Permitting

### PROJECT TEAM

Rebecca Travis, PE, ENV SP  
 Jeff Hiscock, PE  
 Megan Berg, PE  
 Thu Nguyen, EI

### COMPLETED

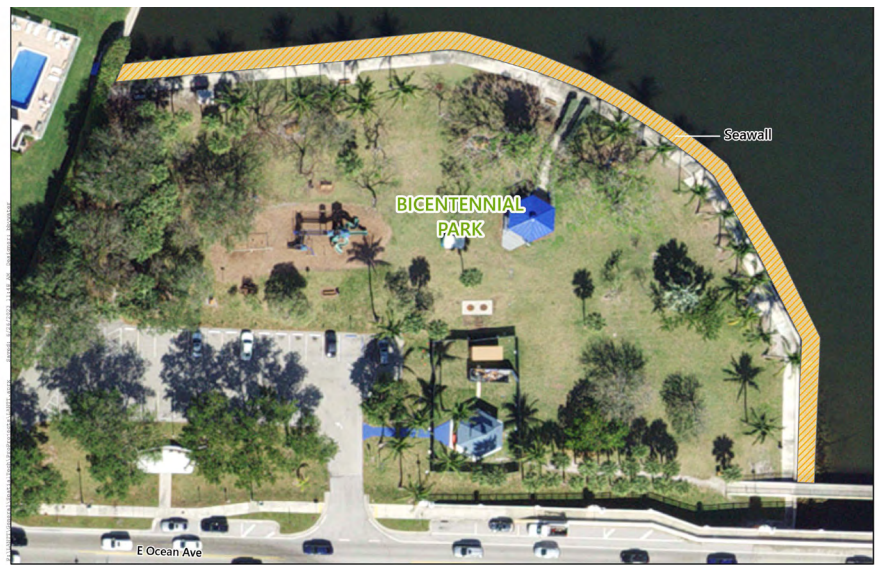
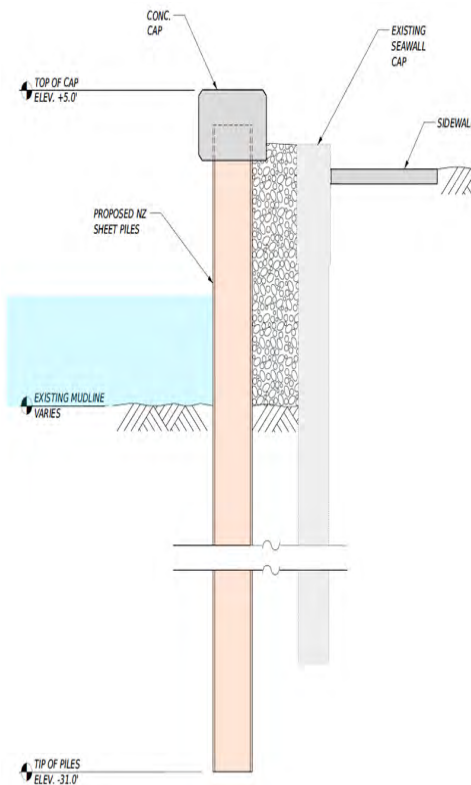
Ongoing



The Town of Lantana has received grant funding from the Florida Department of Environmental Protection for seawall hardening at the Town's Bicentennial Park located along the Intracoastal Waterway in Palm Beach County. The purpose of the project is to protect public safety from sea-level rise, high tides, and storm-related surge events. Baxter & Woodman, evaluated the condition of the existing seawall, recommended improvements, and provided permitting and design services for the 550+ linear feet of seawall.

The proposed improvements are for the installation of a new seawall on the water-ward side of the existing seawall and raising the top of the seawall cap approximately 1.5 feet. A bathymetric survey was performed to identify whether sea grasses were in the area of construction and park sidewalk and drainage improvements are proposed. Permitting for the project was obtained through US Army Corps of Engineers and Florida Department of Environmental Protection for work within the Intracoastal Waterway and for possible impacts to adjacent mangroves, seagrass and manatees. Permitting was also required through Palm Beach County Engineering for the proposed raising of the seawall at the interface with the County's Ocean Avenue bridge abutment as it crosses over the waterway. Baxter & Woodman is also assisting the Town in the necessary reporting for the grant funding.

Bids were opening in November 2025 and construction is anticipated to begin in early 2026.



# City of Wilton Manors, FL

## Water, Wastewater, and Stormwater Integrated Master Plan

### SERVICES

- Water, Wastewater, and Stormwater Modeling
- GIS Services
- Capital Improvement Planning

### PROJECT TEAM

Jeff Hiscock, PE  
Sira "Jockey" Prinyavivatkul, PE  
Rebecca Travis, PE, ENV SP

### COMPLETED

2020



Baxter & Woodman provided engineering and GIS services to produce the Water, Wastewater, and Stormwater Integrated Master Plan for the City of Wilton Manors. Baxter & Woodman performed an in-depth analysis of the City's water distribution network by creating a hydraulic model to simulate system pressures, water demands, and water quality for existing and future projected conditions, including population growth and future redevelopments. Field evaluations of the City's water infrastructure were performed in conjunction with the review of record documentation. A GIS hydrant analysis was performed using GIS proximity functions to determine where additional hydrants were needed based on maximum separation standards.

The project included a detailed sanitary sewer Infiltration & Inflow (I&I) study using GIS to geocode addresses of water services that lie within sanitary lift station zones and using spatial statistical functions to compare the water usage to the lift station records and identify areas where groundwater inflow may be occurring within the sanitary system. An assessment of the City's main gravity trunk line was also evaluated to determine its ability to provide capacity for future population growth and future redevelopments. Field evaluations of the City's 11 lift stations were performed in addition to the review of record documentation.

The stormwater section utilized GIS datasets of land use, soils, topography (LiDAR), and infrastructure with customized GIS algorithms to create hydraulic and hydrologic model data for the entire City. Algorithms were built using ArcGIS Model Builder and Python code to produce datasets for stage-area tables, time of concentrations, imperviousness, and runoff curve numbers based on soil characteristics, land use, and depths to the water table. Since the Middle River is tidal, there are concerns regarding Sea Level Rise (SLR) in areas that are already impacted by king tides. Inter-connected Pond Routing Program (ICPR4) was used to assess the existing conditions and future conditions using a GIS future land use dataset and assumptions for SLR based on the Army Corps of Engineers' predictions. Short-term and long-term improvements were recommended based on the modeling results in terms of improving the City's overall roadway Level of Service (LOS).

Baxter & Woodman compiled the recommended improvements identified from the analyses of the Water, Wastewater, and Stormwater systems to develop a 20-Year Capital Improvements Plan.

## **C&W Engineering, Inc.**

C&W was established in 1992 and provides Electrical and I&C engineering and construction services specializing in municipal facilities.

C&W is a certified local Small Business Enterprise (SBE) who is centrally located in West Palm Beach, FL conveniently serving clients (typically civil engineering firms, municipalities and private industry) throughout southeast, southwest and central Florida.

C&W's areas of expertise include:

- WTP/WWTP
- Photometric Analysis
- Pump Stations
- I&C, SCADA and Telemetry Systems
- Roadway and Parking Lot Lighting
- Power Distribution

C&W has provided electrical and I&C subconsultant services to our clients over the past 30 years on numerous wastewater and stormwater pump stations and other large projects.

## **C&W Engineering, Inc.**

### **Pompano Beach Work Experience**

#### **1. Pompano Beach Master Lift Station 61 Design and Construction Services**

Converted the existing dry pit pumps inside the building to a triplex wetwell submersible pumps. Designed VFD instead of MCC starters and replaced the existing controls with a new PLC control panel along with DFS CTU pump controller. The former electric generator was replaced by a diesel driven pump and installed new HVAC for the electric room and a new MTS switch and receptacle.

C&W also assisted during construction for review of shop drawings, responded to RFIs and performed several site inspections during construction and start up and provided a punch list.

#### **2. Pompano Beach Lift Station 92**

Provided the design to rehabilitate existing Pump Station 92 to a new duplex lift station. The design included coordination with FPL and the design of a new 480V service. Designed new main disconnect, new control panel and telemetry back to the City SCADA. This project is now under construction.

#### **3. Pompano Beach Avondale Storm Water Pump Station Design and Construction Services**

Designed a new storm water pump station. The design included a new 480V service, coordination with FPL, new panels, control panel, ATS switch and on site generator, several field instruments.

C&W also provided construction services. Reviewed shop drawings, participated on meetings, provided several inspections, start up and punch list.



### FIRM OVERVIEW

**WIRX Engineering, LLC** (WIRX) is a Professional Engineering Firm with offices in Broward and Palm Beach Counties. Our services include Geotechnical Engineering, Environmental Engineering, Water Resource Engineering, Geotechnical Drilling, Construction Management, and Construction Materials Testing and Inspections. Our 3 Principals have decades of combined engineering experience, covering all aspects of a project including Design, Construction Engineering Inspection, Material Testing, Project Management, and Heavy Civil Construction. Our experience includes working on 100's of high-profile projects with federal and local government agencies, including South Florida Water Management District (SFWMD), United States Army Corps of Engineers (USACE), Florida Department of Transportation (FDOT), and numerous City and County Agencies. We incorporate our experience and insight into the Contractor's means and methods during the project design phase. This ultimately improves the constructability and the quality of the project, reducing unwanted change orders, facilitating communication and conflict negotiations, and providing the owner with the most cost-effective end-product.

WIRX holds all the required certifications and licenses from the State of Florida and the Board of Professional Engineers to operate our Professional Engineering Business. WIRX also holds small and minority certifications with the State of Florida M/WBE, Florida DOT DBE, Palm Beach County S/MBE, West Palm Beach S/MBE, Broward County CBE and South Florida Water Management District SBE.

### Relevant Project Experience

- 54" Finished Water Line from Prospect Clean Water Center to the Fiveash Water Treatment Plant Project, Broward County, Florida
- Dreher Park Restrooms Replacement Project, Palm Beach County, Florida
- Powerline Road & NW 33rd Street Stormwater Improvements Project, Broward County, Florida
- Fiveash Water Treatment Plant – High Service Pump Station & Ground Storage Tank Project, Broward County, Florida
- SW 61st Avenue Bridge Widening Project, Broward County, Florida
- Riverland Road Watermain Replacement Project, Broward County, Florida

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515 E Las Olas Boulevard, Suite 120 | Fort Lauderdale, FL 33301 / (954) 451-0354  
 Offices in Palm Beach & Broward Counties  
 A Certified SBE, CBE, DBE, and MBE Firm





**CITY OF WEST PALM BEACH – DREHER PARK RESTROOMS REPLACEMENT PROJECT  
PALM BEACH COUNTY, FLORIDA**

**CLIENT: MOCK, ROOS & ASSOCIATES, INC.**

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Garry Gruber, PE

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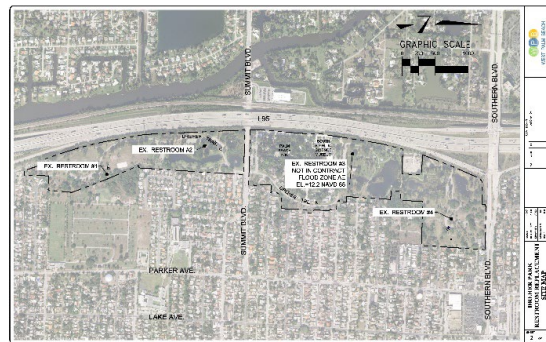
(561) 722-9185

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[garry.gruber@mockroos.com](mailto:garry.gruber@mockroos.com)

## PROJECT DESCRIPTION

The Dreher Park Restrooms Replacement Project includes the replacement of 3 of the 4 existing restrooms structures located within Dreher Park in West Palm Beach, Florida. The existing Restroom #1, #2 and #4 structures will be replaced with concrete precast structures



manufactured by Precast Products; Building Number TA-271. Restroom #3 is not being replaced as part of this project. The anticipated average mat foundation soil contact pressure for the precast structures is less than 500 pounds per square foot (psf).

Performed three (3) Standard Penetration Test borings to depths of 15 feet in general accordance with ASTM D-1586.

Soil samples were classified in general accordance ASTM D 2488. Laboratory tests consisting of moisture content tests (ASTM D 2216), organic content tests (ASTM D 2974), mechanical grain size analysis (ASTM D 422), and percent of material passing through No. 200 tests (ASTM D 1140) were conducted to aid in soil classification for engineering purposes in accordance with ASTM D 2487.

Provided a Geotechnical Engineering Report which included detailed graphical logs of the soil borings, groundwater levels, subsurface soil stratigraphy and classifications. Site preparation and foundation recommendations were provided.

**Key Personnel: Andrew Nixon, P.E.**

## PROJECT ELEMENTS

- RESTROOM STRUCTURES
- RECREATIONAL

## FIELD EXPLORATION

- UTILITY CLEARANCES
- SPT BORINGS
- GROUNDWATER MEASUREMENT

## LABORATORY TESTING

- MOISTURE CONTENT TESTS
- FULL SIEVE ANALYSIS TESTS
- % PASSING #200 SIEVE TESTS
- ORGANICS CONTENT TESTS

## ENGINEERING SERVICES

- SOIL CLASSIFICATION
- DATA REPORTING
- EARTHWORK SPECIFICATIONS
- FOUNDATION DESIGN

**DATES: 2024**

**CONTRACT VALUE: \$5,700**

515 E Las Olas Boulevard, Suite 120 | Fort Lauderdale, FL 33301  
Offices: Palm Beach & Broward Counties  
A Certified SBE, DBE, and MBE Firm



MARTIN COUNTY - HOGG AND MAPP CREEK WATER QUALITY PROJECT  
MARTIN COUNTY, FLORIDA

**CLIENT: WGI, INC.**

**N** Rick Harman, PWS, CEP

**P** (561) 537-4539

**E** [Rick.Harman@wginc.com](mailto:Rick.Harman@wginc.com)

**PROJECT DESCRIPTION**

The project consists of the feasibility of a Stormwater Treatment Area (STA), conveyance improvements and complete stream restoration in the downstream vicinity of Mapp Creek. The project involves taking two uncompleted past Capital Improvement Projects (CIP) projects (Mapp Creek and Hogg Creek) and merging them together into one project. In addition to treating water from Mapp Creek, the project will route water from Hogg Creek into the Mapp Creek system.



Performed four (4) Standard Penetration Test borings to depths of 40 feet in general accordance with ASTM D-1586. To obtain Saturated Horizontal Conductivity values within the upper 20 feet of the subsurface profile, two (2) temporary wells were installed to a depth of 20 feet. Constant head permeability tests were performed within each well. To obtain Unsaturated Vertical Conductivity values of the surficial soils, two (2) Double Ring Infiltrometer Tests were conducted in accordance with ASTM D 3385. For groundwater monitoring, three (3) piezometers were installed to a depth of 20 feet. The piezometers will be equipped with continuous downhole loggers (In-Situ Level Troll 500).

Soil samples were classified in general accordance ASTM D 2488. Laboratory tests consisting of moisture content tests (ASTM D 2216), organic content tests (ASTM D 2974), mechanical grain size analysis (ASTM D 422), and percent of material passing through No. 200 tests (ASTM D 1140) were conducted to aid in soil classification for engineering purposes in accordance with ASTM D 2487.

Provided a Geotechnical Data Report which includes the detailed graphical logs of the soil borings, groundwater levels, subsurface soil stratigraphy and classifications.

**Key Personnel: Andrew Nixon, P.E.**

**PROJECT ELEMENTS**

- WATER QUALITY TREATMENT
- RECREATIONAL

**FIELD EXPLORATION**

- UTILITY CLEARANCES
- SPT BORINGS
- PERMEABILITY TESTS
- INFILTRMETER TESTS
- MONITORING WELLS
- WELL INSTRUMENTATION
- GROUNDWATER MEASUREMENT

**LABORATORY TESTING**

- MOISTURE CONTENT TESTS
- FULL SIEVE ANALYSIS TESTS
- % PASSING #200 SIEVE TESTS
- ORGANICS CONTENT TESTS

**ENGINEERING SERVICES**

- SOIL CLASSIFICATION
- DATA REPORTING
- WELL MONITORING

**DATES: 2023**

**CONTRACT VALUE: \$44,000**

515 E Las Olas Boulevard, Suite 120 | Fort Lauderdale, FL 33301  
Offices: Palm Beach & Broward Counties  
A Certified SBE, DBE, and MBE Firm



JEFFERY STREET SEAWALL REPLACEMENT PROJECT  
BOCA RATON, FLORIDA

CLIENT: AECOM, Inc. - 2090 Palm Beach Lakes Blvd., Suite 600, West Palm Beach, Florida 33409

N

Fernando Navarrete PhD, PE

P

(561) 809-6665

E

[fernando.navarrete@aecom.com](mailto:fernando.navarrete@aecom.com)

## PROJECT DESCRIPTION

The existing seawall was constructed between 1969 and 1975, and reportedly consisted of a precast T-pile seawall with a concrete cap and dead-man anchors for lateral resistance. According to a set of plans from 1979, six (6) new batter piles were installed along the northern half of the seawall to provide additional lateral support. In addition, two (2) new vertical piles were installed on either side of a broken T-pile toward the center of the seawall. A new seawall cap was also constructed at that time. Reportedly in 2022-2023, filter fabric was installed behind the existing wall in attempt to prevent soil migration through the concrete panels. Based on a recent inspection, the existing seawall cap is in poor condition and soil is still migrating through the concrete panels causing depressions behind the seawall. It is proposed to replace the existing seawall.



Using Ground Penetration Radar (GPR), we scanned the area adjacent and along the length of the existing seawall to identify/locate any existing tie backs and anchors supporting the wall. Once tieback supports were identified/located, used vacuum truck to remove the soils along the length of the tieback(s) to categorize their makeup. Performed two (2) Standard Penetration Test borings to depths of 40 feet in general accordance with ASTM D-1586.

Soil samples were classified in general accordance ASTM D 2488. Laboratory tests consisting of moisture content tests (ASTM D 2216), organic content tests (ASTM D 2974), mechanical grain size analysis (ASTM D 422), and percent of material passing through No. 200 tests (ASTM D 1140) were conducted to aid in soil classification for engineering purposes in accordance with ASTM D 2487.

Provided a geotechnical report providing the results of the SPT borings, the soil laboratory testing, and our engineering recommendations.

**Key Personnel: Andrew Nixon, P.E.**

## PROJECT ELEMENTS

- SEAWALL REPLACEMENT

## FIELD EXPLORATION

- UTILITY CLEARANCES
- TIE-BACK INVESTIGATION
- GPR
- SPT BORINGS
- GROUNDWATER MEASUREMENT

## LABORATORY TESTING

- MOISTURE CONTENT TESTS
- FULL SIEVE ANALYSIS TESTS
- % PASSING #200 SIEVE TESTS
- ORGANICS CONTENT TESTS

## ENGINEERING SERVICES

- SOIL CLASSIFICATION
- SOIL PARAMETERS
- PILE DESIGN
- CONSTRUCTION RECOMMENDATIONS

**DATES:** 9/27/24 – 12/31/24

**CONTRACT VALUE:** \$20,000

515 E Las Olas Boulevard, Suite 120 | Fort Lauderdale, FL 33301  
Offices: Palm Beach & Broward Counties  
A Certified SBE, DBE, and MBE Firm



VILLAGE OF WELLINGTON - MONCADA PROJECT  
PALM BEACH COUNTY, FLORIDA

CLIENT: MOCK, ROOS & ASSOCIATES, INC.

**N** Garry Gruber, PE

**P** (561) 722-9185

**E** [garry.gruber@mockroos.com](mailto:garry.gruber@mockroos.com)

### PROJECT DESCRIPTION

The project includes the construction of a recreational facility within an undeveloped outparcel of land located immediately east of the Section 24 Impoundment. The project will include the construction of surface water features, culverts, timber pile supported boardwalks/observation decks, a small 1-story structure, and a parking lot with dry detention area.



Performed twelve (12) Standard Penetration Test borings to depths of 25 feet in general accordance with ASTM D-1586. Performed fifteen (15) muck probes across the site to determine the depth of the surficial soft deposits at the site. To obtain Unsaturated Vertical Conductivity values of the surficial soils, one (1) Double Ring Infiltrometer Test was conducted in accordance with ASTM D 3385.

Soil samples were classified in general accordance ASTM D 2488. Laboratory tests consisting of moisture content tests (ASTM D 2216), organic content tests (ASTM D 2974), mechanical grain size analysis (ASTM D 422), and percent of material passing through No. 200 tests (ASTM D 1140) were conducted to aid in soil classification for engineering purposes in accordance with ASTM D 2487.

Provided a Geotechnical Engineering Report which included detailed graphical logs of the soil borings, groundwater levels, subsurface soil stratigraphy and classifications. Site preparation and foundation recommendations were provided. Pile capacity analysis were performed for the timber piles. Pavement design recommendations were provided for both flexible and rigid pavements.

**Key Personnel: Andrew Nixon, P.E.**

### PROJECT ELEMENTS

- EMBANKMENTS
- RECREATIONAL
- UTILITIES
- BOARDWALKS

### FIELD EXPLORATION

- UTILITY CLEARANCES
- TRACK-MOUNTED RIG
- SPT BORINGS
- AUGER BORINGS
- MUCK PROBES
- INFILTRMETER TESTS
- GROUNDWATER MEASUREMENT

### LABORATORY TESTING

- MOISTURE CONTENT TESTS
- FULL SIEVE ANALYSIS TESTS
- % PASSING #200 SIEVE TESTS
- ORGANICS CONTENT TESTS

### ENGINEERING SERVICES

- SOIL CLASSIFICATION
- DATA REPORTING
- EARTHWORK SPECIFICATIONS
- BEARING CAPACITY
- SETTLEMENT
- PILE CAPACITY ANALYSIS
- PAVEMENT RECOMMENDATIONS

**DATES: 2023**

**CONTRACT VALUE: \$28,000**

515 E Las Olas Boulevard, Suite 120 | Fort Lauderdale, FL 33301  
Offices: Palm Beach & Broward Counties  
A Certified SBE, DBE, and MBE Firm



## Summary/Firm Overview

### Statement of Skills and Experience.

Subconsultants should provide a statement describing their experience and project history as it relates to the types of projects described in the scope of services.

Moffatt & Nichol (M&N) has been ranked #1 by *Engineering News-Record* for Marine & Port Facilities for the past four years. We have more than 1,400 planning and design professionals and support personnel across more than 60 offices, including nine in Florida. M&N has a strong background in marine engineering projects throughout South Florida, with a regional presence since 1994. The firm employs over 100 staff members in Florida, with more than 25 specializing in coastal and maritime engineering and sciences. Our expertise encompasses a wide range of services, including coastal and marine structural engineering, mechanical and electrical engineering, civil engineering, and environmental permitting. We are particularly adept at addressing complex challenges in coastal environments, including shoreline protection studies, waterfront master planning, and the design of marine structures such as piers, bulkheads, and docks. M&N is also recognized for its proficiency in numerical modeling to optimize infrastructure design for performance and cost-effectiveness in dynamic coastal settings.

The firm's coastal engineering and resilience experts have assessed hazards, developed adaptation plans, and designed solutions in at-risk coastal areas experiencing intense, high-profile climate-related impacts, including Florida, California, New York, Virginia, North Carolina, and Louisiana. More than half a century of designing coastal storm protection projects has equipped our staff with expertise in how current and projected sea level rise hazards vary across regions and coastal reaches. The firm pioneered the modern practice of coastal engineering, and our current team builds upon that legacy. M&N brings innovative shoreline solutions to urban environments, combined with powerful analytical and numerical modeling skills to evaluate compounding climate-change impacts. We leverage this expertise to deliver adaptive, smart designs aligned with community needs and budgets that are feasible, permittable, and implementable. M&N has decades of experience designing innovative shorelines worldwide and is actively involved in emerging technologies.



# Alice Wainwright Park and Baywalk

## Miami, Florida

### CLIENT/OWNER

City of Miami

### DESIGN START DATE

11/2017

### DESIGN END DATE

12/2021

### CONTRACT VALUE

\$215,157



Alice Wainwright Park, with resiliency features including raised seawall and solar lighting.

### PROJECT OVERVIEW

The City of Miami retained Moffatt & Nichol to assist with a shoreline improvement project at the 15-acre Alice Wainwright Park located on Biscayne Bay. The project included design and permitting of approximately 1,150 linear feet of seawall replacement and a baywalk, with stormwater, hardscape, and landscape improvements. Field investigations were conducted, including topographic, hydrographic, tree, and marine biological resource surveys. A geotechnical investigation was performed as well. The seawall was further damaged during Hurricane Irma in 2017, and Moffatt & Nichol assisted the city with data collection and cost estimates for Federal Emergency Management Agency reimbursement. Moffatt & Nichol also provided support to the city regarding Florida Inland Navigation District funding for the project.

The seawall was designed with steel sheet piling, and the seawall was raised for additional coastal protection, resiliency, and to meet the city's seawall elevation requirements. The adjacent grade was also raised by approximately 2.5 feet. The baywalk was constructed with crushed stone hardscape with a binder, and landscaping includes native species that require minimal maintenance. Solar lighting was provided to improve security.

Environmental permits were processed through the U.S. Army Corps of Engineers, Florida Department of Environmental Protection, and Miami-Dade County RER Division of Environmental Resources Management, including mitigation negotiations and design for unavoidable impacts in the form of riprap placement at the toe of the bulkhead and mitigation bank



Alice Wainwright Park and Baywalk  
Miami, Florida

contribution. Moffatt & Nichol provided the city with permitting services and construction and permit compliance administration services during construction.

**CLIENT**

CES Consultants

**OWNER**

City of Miami

**DESIGN START DATE**

8/2017

**DESIGN END DATE**

7/2020

**CONTRACT VALUE**

\$180,555

# West Avenue Phase II Lincoln Road

## Baywalk Bridge

Miami, Florida



Concept rendering.

**PROJECT OVERVIEW**

Moffatt & Nichol was contracted to assist with the City of Miami Beach's design-build construction of roadway and infrastructure improvements north of 14th Street along West Avenue to Lincoln Road. Working with the contractor and lead designer, Moffatt & Nichol's responsibilities include waterfront structural improvements to the Lincoln Road street end to accommodate the outfall infrastructure for the 120,000-gallons-per-minute stormwater pump station. A dissipator box and other improvements are being incorporated into the existing sheet pile bulkhead, and the bulkhead is being raised to meet the city's standard for resiliency.

In addition, Moffatt & Nichol is designing and processing environmental permits for the overwater public multi-modal segment of baywalk that will connect Lincoln Road to the existing baywalk along the waterfront to the south, going around an existing private overwater deck. Field data collection services completed include hydrographic and marine biological surveys. The baywalk will be pile-supported and will be designed using elevated and grated or planked decking to minimize impacts to the seagrass that is present within the project area.

Environmental permits will be processed for the baywalk through the U.S. Army Corps of Engineers, Florida Department of Environmental Protection, and Miami-Dade County Regulatory and Economic Resources Division of Environmental Resources Management. Initial agency consultations have been completed relative to the project design approach and potential mitigation options for unavoidable seagrass shading impacts.



# Seawall Design Criteria

## North Bay Village, Florida

### CLIENT

EAC Consulting, Inc.

### OWNER

North Bay Village

### DESIGN START DATE

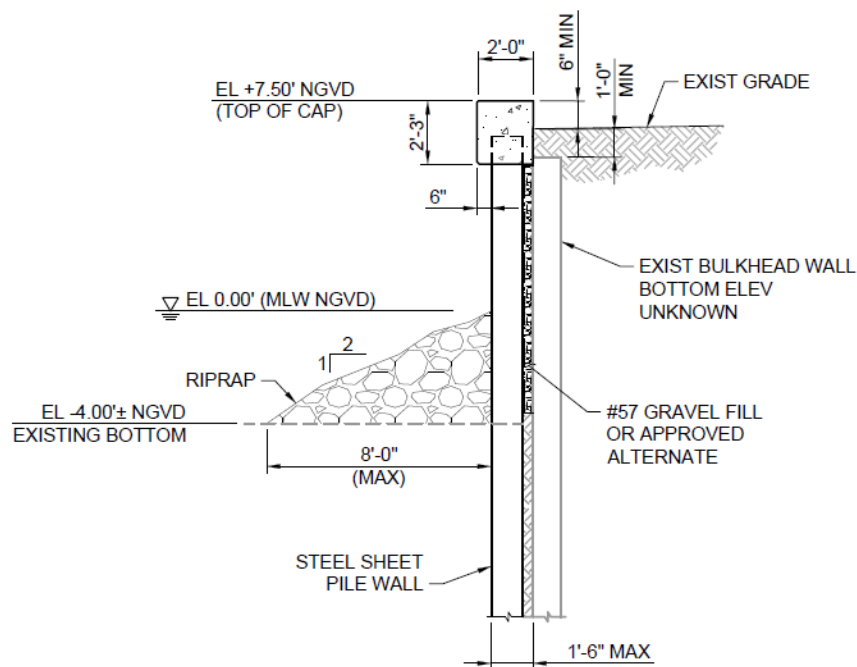
11/2019

### DESIGN END DATE

11/2021

### CONTRACT VALUE

\$18,500



Seawall design criteria cross section.

### PROJECT OVERVIEW

In an effort to preserve public and private properties along the North Bay Village coastline against sea level rise and wave action, Moffatt & Nichol was retained by North Bay Village, as a subconsultant, to develop minimum design criteria for new seawalls to be designed and constructed within the village. These criteria will be used to facilitate overall resiliency and coastal defense through code creation. The village recently completed a master planning study highlighting resilient design and sustainability as a community wide approach titled NBV100 by DPZ CoDESIGN, which calls for the adaptability of seawalls and for the use of innovative design.

Moffatt & Nichol conducted a comprehensive review of current code requirements throughout Southeast Florida and the latest trends in predicted sea level rise and developed a minimum seawall cap elevation of 7.5 feet National Geodetic Vertical Datum. To account for variables in the future and with the various sea level rise curves used in the Southeast Florida Regional Climate Change Compact, Moffatt & Nichol recommended future seawalls also account for an additional 2.5 feet of cap elevation increase in the future without the need for redesign.

Moffatt & Nichol provided typical details of acceptable seawall configurations including, concrete pile and panel walls, innovative designs (including a glass fiber polymer reinforced concrete wall developed by the University of Miami), sheet pile walls (composite materials and steel), and living shorelines. Design conditions for seawalls relative to local geotechnical conditions and coastal processes (winds, wave, surge, etc.) were presented in the report. Moffatt & Nichol also presented environmental permitting requirements from the U.S. Army Corps of Engineers, Florida Department of



Seawall Design Criteria  
North Bay Village, Florida

Environmental Protection, Miami-Dade Department of Regulatory and Economic Resources, and the North Bay Village Building Department. The report will be used by the village to develop new codes for seawalls throughout the village as part of its ongoing resiliency planning by adapting to rising sea levels.

PLANW3ST is a Certified planning firm. State-Certified Woman and Minority-Owned Small Business and a Palm Beach County-Certified Small/Minority/Women Business Enterprise (S/M/WBE) that provides professional and sound land use knowledge, focusing on facilitating the approval process on all sides. PLANW3ST handles land development concerns and issues for both private and public clients to make the best and legal use of land. Projects range from single family through multifamily high-rise, commercial stand-alone and multi-building development, mixed use development, institutional, and industrial development. Paola West, as sole business-owner, has over 5 years of experience managing projects as principal land planner for multiple clients and over 20 years of combined experience in planning and site design.

#### Similar Projects:

Sabbia Beach Rezoning; 12-unit multi-family project

(Direct Consultant; 2020)

Scope: Representation and processing of a rezoning application RM-20 to RPUD. Process included submittal, coordination, and comment responses, DRC AAC, & PZB, and City Commission meeting attendance, public outreach meeting coordination and attendance, and ordinance adoption.

Entourage In The Sun- Site Plan, Permitting; 42 unit condominium project

(Direct Consultant; 2022-current)

Scope: Representation and processing of a site plan and permit management/expediting. Process included submittal, coordination, and comment responses, DRC, AAC, & PZB meeting attendance, permitting submittals through the city and Broward County, processing of a Unity of Title and Minor Administrative Adjustment, and permit approvals.

Aviara West- Site Plan, Flex Allocation; 369-unit 4,624 sq. ft. Mixed Use Project

(Direct Consultant; 2022)

Scope: Representation and processing of a site plan and flex allocation application. Process included submittal, coordination, and comment responses, DRC AAC, & PZB meeting attendance, public outreach meeting coordination and attendance, development order issuance.

Big Tree BBQ- Site Plan, Variance; Restaurant

(Direct Consultant; 2025-current)

Scope: Representation and processing of a site plan and variance application for a CRA property. Process included submittal, coordination, and comment responses, DRC and ZBA meeting attendance. Preparation of Crime Prevention Through Environmental Design (CPTED) Plan and Narrative for submittal, and preparation of Tree Disposition Plan with arborist report of tree assessment and appraisal.

Vera- Site Plan, Plat, Major Administrative Adjustment; 132-unit 78,734 sq. ft. Mixed Use/Mixed Income Project

(Direct Consultant; 2024-current)

Scope: Representation and processing of a site plan and plat application. Process included submittal, coordination, and comment responses, DRC AAC, & PZB meeting attendance, platting submittals through the city and Broward County, and processing of a Major Administrative Adjustment from the PZB.



TAB 7  
**Resumes of Key Personnel**



## Jeff Hiscock, PE

Client Services Liaison



Joined Firm in 2018  
Years of Experience: 39

### EDUCATION

B.S., Mechanical Engineering,  
University of Florida, 1986

### REGISTRATIONS

Licensed Professional  
Engineer: Florida

### PRESENTATIONS

Keeping Ahead of Sea Level  
Rise - A Holistic Approach in  
Lake Park, Florida - Florida  
Stormwater Association  
Annual Conference, June 2020

GIS Tools for Assessing  
Sea Level Rise Vulnerability  
- South Florida GIS Expo,  
August 2023



Jeff has extensive engineering management experience with a focus on water management engineering, stormwater pumping station design, and Geographic Information Systems (GIS) programming. He has experience with watershed assessments and detailed basin flood-routing analyses using computational hydrology and hydraulics computer modeling and GIS.

## REPRESENTATIVE PROJECTS

### Pompano Beach, FL

#### *Esquire Lake Stormwater Improvements*

Project Manager for the design, permitting, and bidding of the proposed stormwater improvements within the Esquire Lake Neighborhood to address roadway flooding and standing water issues after rainfall events. The project included proposed drainage structures, piping, exfiltration trench, and outfall improvements. Permits obtained include Broward County Environmental Resource Permit, Broward County Surface Water Management License, Broward County Traffic Permit, and City of Pompano Beach Building Department.

### Pompano Beach, FL

#### *Gateway Drive Stormwater Improvements*

Project Manager for the design, permitting, and bidding of the proposed stormwater improvements within the Gateway Drive area to address roadway flooding. The project included proposed drainage structures, piping, and outfall improvements. Permits obtained include Broward County Environmental Resource Permit, Surface Water Management License and Traffic Permit, SFWMD Dewatering and ROW permits, and US Corps of Engineers Nationwide and 408 Permits.

### Pompano Beach, FL

#### *Kendall Lake Drainage Improvements*

Project Manager for the design, permitting, and bidding of the proposed stormwater improvements within the Kendall Lake Neighborhood to address roadway flooding. The project included drainage structures, piping, exfiltration trench, and outfall improvements to an Impaired Waterbody. Various permits were obtained for this project as well. Permits obtained include Broward County Environmental Resource Permit, Broward County Surface Water Management License, Broward County Environmental License, and Broward County Traffic Permit.

## Jeff Hiscock, PE

### Lake Park, FL

#### *Lake Shore Drive Drainage Improvements*

Project Manager for the reconstructed roadway, ADA-compliant shared pathway, lighting, landscaping and other related improvements on Lake Shore Drive, starting from the entrance of the Lake Park Marina north 3,220 feet to Castlewood Drive. Innovative design was proposed to combat sea level rise and incorporate water quality with an offsite bioswale/detention system, including a 50 cfs stormwater pumping station.

### Lantana, FL

#### *Sea Level Rise Vulnerability Assessment & Ocean Avenue Adaptation Plan*

Project Manager for a comprehensive vulnerability assessment funded through the Resilient Florida Grant Program (RFGP). Managed data collection, stormwater modeling, and exposure and sensitivity analyses to evaluate flood risks under multiple sea level rise scenarios. Led public outreach and prepared a final report with adaptation strategies, drawings, and cost estimates to address flooding and sea level rise impacts at critical areas including A1A and Ocean Avenue.

### West Palm Beach, FL

#### *Stormwater Master Plan*

Served as Project Manager and Engineer of Record for preparation of the City-wide Master Plan, which included recommendations regarding the implementation of stormwater programs and projects throughout the City.

### Lauderdale-by-the-Sea, FL

#### *Terra Mar Drainage Improvements*

Project Manager for the Terra Mar Drainage Improvements project, Jeff led efforts to evaluate chronic flooding in the Lauderdale-by-the-Sea community by overseeing data collection, permit coordination, and hydrologic/hydraulic modeling to assess system performance and identify effective improvements. He directed the development of recommended pipe upgrades and a new positive outfall compatible with a future pump station to address sea level rise impacts, and managed the preparation of detailed design plans, specifications, and cost estimates while providing construction management support to guide successful implementation of the stormwater improvements.

### Lauderdale-By-The-Sea, FL

#### *Codrington Drive Drainage Improvements*

Project Manager for the Codrington Drive Drainage Improvements, leading the replacement of an undersized 12-inch CMP system serving a 1950s neighborhood that experienced chronic roadway and backyard flooding. Jeff oversaw survey, geotechnical evaluation, ICPR4 modeling, and the design of 1,700 feet of new stormwater piping and a 30-inch outfall relocated to an easement-granted parcel to avoid impacts to adjacent homes.

## Rebecca Travis, PE, ENV SP

QA/QC Review



Joined Firm in 2003  
Years of Experience: 41

### EDUCATION

B.S., Civil Engineering, Iowa State University, 1984

### REGISTRATIONS

Licensed Professional Engineer: Florida, Texas

LEED Green Associate

Envision Sustainability Professional Credential

Florida Dept. of Environmental Protection, Stormwater Erosion & Sedimentation Control

Qualified Stormwater Management Inspector (#34512)



Rebecca has provided progressively responsible civil engineering design and project management experience in both private sector residential, and commercial land development, as well as municipal stormwater, roadway, and utility projects. Her range of experience includes performing complex professional engineering work involving investigation, planning, design development, permitting, management, and construction of public and private developer improvement projects.

## REPRESENTATIVE PROJECTS

### Lake Park, FL

#### *Lake Shore Drive Drainage Improvements*

Project Director and Design Engineer for roadway, ADA-compliant pathway, side street parking, signing and pavement markings, and other related improvements on Lake Shore Drive, starting from the entrance of Lake Park Marina, north 3,220 feet to Castlewood Drive. The Preliminary Design Report included stormwater modeling analysis to compare drainage alternatives and to size drainage facilities for the appropriate level of protection. The final pavement section called for Asphalt Base Course, Type B-12.5 ("Blackbase") to provide additional resistance to pavement degradation due to groundwater tidal influence, resulting in repeated base rock inundation from the adjacent Intracoastal Waterway.

### West Palm Beach, FL

#### *Nottingham Boulevard Roadway and Utility Improvements*

Project Manager for the engineering design, permitting, and bidding services for the roadway and utility improvements on Nottingham Boulevard and Miller Avenue, including Phipps Park. The comprehensive project is located on Nottingham Boulevard, from Miller Avenue to South Dixie Highway; and Miller Avenue, from Ogston Street to Southern Boulevard, including Phipps Park. The project included potable water main improvements, sanitary sewer improvements, stormwater improvements, sidewalk, and roadway improvements.

### Pompano Beach, FL

#### *US 1 Transit Hub - Survey, Site Plan, and Engineering Design*

Project Manager for the Transit Hub project design. Services include site layout of a parking lot on the CRA-owned parcels, stormwater and driveway turnout design, coordination with the City for provision of security cameras and gates - public wi-fi (to be maintained), perimeter fencing, parking lot lighting and EV charging stations, traffic signing and marking, landscaping, irrigation, permitting, and arborist services.

## Rebecca Travis, PE, ENV SP

### Pompano Beach, FL

#### *Esquire Lake Stormwater Improvements*

Project Manager for design, permitting, and bidding of the proposed stormwater improvements within the Esquire Lake Neighborhood to address roadway flooding and standing water issues after rainfall events. The project included proposed drainage structures, piping, exfiltration trench, and outfall improvements. Permits obtained include the Broward County Environmental Resource Permit, Broward County Surface Water Management License, Broward County Traffic Permit, and City of Pompano Beach Building Department Permit.

### Delray Beach, FL

#### *SW 4<sup>th</sup> Street, SW 6<sup>th</sup> Street, SW 7<sup>th</sup> Avenue, and SW 3<sup>rd</sup> Court*

#### *Neighborhood Improvements*

Project Engineer for the preliminary design report, final design, public outreach, permitting, bidding, and construction engineering services for 8,720 linear feet of reclaimed water main; 740 linear feet of potable water main; 5,950 linear feet of sanitary sewer improvements; 2,440 linear feet of drainage improvements; 7,750 linear feet of roadway reconstruction; 3,300 linear feet of roadway mill and overlay; 4,300 linear feet of permeable alleyway paving; landscaping; lighting; sidewalk; and signing and marking improvements in the SW Neighborhood. Project included coordination with utility companies for relocation of above-ground facilities in conflict with the proposed improvements. An FDEP Alternative Water Supply (AWS) grant was obtained for the reclaimed water main construction funding by the City and grant administration assistance was provided to the City during construction.

### Delray Beach, FL

#### *Osceola Park Neighborhood Improvements*

Project Engineer for the engineering preliminary design report, final design, public outreach, permitting, bidding, and construction engineering services for 810 linear feet of potable water main; 13,030 linear feet of sanitary sewer improvements; 4,345 linear feet of drainage improvements; 10,125 linear feet of roadway reconstruction; 16,875 linear feet of roadway mill and overlay; 4,350 linear feet of permeable alleyway paving; landscaping; street lighting; sidewalk; and signing and marking improvements in the Osceola Park Neighborhood. The project included coordination with utility companies for the relocation of above ground facilities in conflict with the proposed improvements.

## Sira "Jockey" Prinyavivatkul, PE

Water and Wastewater Project Manager



Joined Firm in 2019

Years of Experience: 25

### EDUCATION

B.S. Ocean Engineering,  
Florida Atlantic University,  
2002

### REGISTRATIONS

Licensed Professional  
Engineer: Florida

### ASSOCIATIONS

American Society of Civil  
Engineers (ASCE)

Water Environment Federation  
(WEF)



Jockey's expertise includes design of water and wastewater infrastructure including lift stations, sanitary sewer, stormwater management, potable water, and water reclamation projects. His background includes providing engineering design, permitting, bidding, construction management, and observation for roadway, pavement, culverts, pressure pipes, pump stations, as well as levee inspections.

## REPRESENTATIVE PROJECTS

### West Palm Beach, FL

#### *Lift Stations No. 47 and 76 Rehabilitation*

Project Engineer for the engineering design services for the rehabilitation of Lift Station Nos. 47 and 76. These lift stations have structural and electrical components that are nearing the end of their useful service life. The project also includes engineering design services for the required structural and electrical upgrades at each of the lift stations. Baxter & Woodman previously prepared a condition assessment at both of the lift stations to determine and document the upgrades and improvements required.

### West Palm Beach, FL

#### *Lift Station 100 Improvements*

Project Engineer for the Design Services to prepare Contract Documents (drawings and technical specifications) for the detailed design of an inline booster pump station to replace the existing submersible-type lift station at the LS-100 site. The detailed design includes the necessary site-civil, mechanical, electrical and instrumentation and control (I&C) improvements required to accommodate a shop fabricated, skid mounted in-line booster pump station at the site.

### West Palm Beach, FL

#### *North Shore Drive Subaqueous Water Main Crossing*

Project Manager for the design of a subaqueous crossing at North Shore Drive in the City. The existing bridge mounted water main had reached the end of its useful service life. Baxter & Woodman had previously provided design drawings and specifications. The City requested Baxter & Woodman to re-evaluate the design and make adjustments as needed. Additional subsurface utility locates, geotechnical exploration, and survey data collection were included for the design.

## Sira "Jockey" Prinyavivatkul, PE

### **Boynton Beach, FL**

#### ***Lakeside Gardens Drainage Improvements***

Project Manager for the "Dimick and Potter Utility Stormwater and Water Improvements (Lakeside Gardens Drainage Improvements Phase 1)". The engineering services included successor engineering, a constructability review, value engineering, permitting, bidding assistance, and construction management, and part-time inspection services.

### **Delray Beach, FL**

#### ***NW Neighborhood Improvements***

Utilities lead engineer for the data collection, engineering design, permitting, and bidding assistance for the City of Delray Beach NW Neighborhood Improvements project. The project consists of approximately 400 acres of single-family and multi-family residences, institutional, and commercial properties. The improvements included the replacement of undersized water mains, extension of reclaimed water mains, and rehabilitation of sanitary sewer mains in addition to the stormwater improvements and complete reconstruction of roadways.

### **Lantana, FL**

#### ***Water Treatment Plant High Service Pump Improvements***

Project Manager for the Design Services to prepare Contract Documents (drawings and technical specifications) for the detailed design of the replacement of four existing high service pumps for the Lantana Water Treatment Plant. The detailed design included the necessary site-civil, mechanical, electrical, instrumentation and control (I&C), and structural improvements required for the replacement of the high service pumps and relocation of electrical control components into a new independent concrete masonry unit electrical building.

### **Pompano Beach, FL**

#### ***Lyons Park Improvements Project Value Engineering and Constructability Review***

Project Manager for value engineering and constructability review of the Lyons Park Neighborhood Improvements Project. Stormwater and sanitary sewer improvements are proposed for the 130 acre area. The construction plan documents, basis of design report, drainage report, and 90% construction cost estimate prepared by others, were reviewed for clarity, consistency, completeness, ease of construction, and discipline coordination. Issues identified as potential value enhancements for the project were also noted and reported.

## Erik Sanchez, PE

Water/Wastewater Engineer



Joined Firm in 2016  
Years of Experience: 15

### EDUCATION

B.S., Civil Engineering,  
Universidad de Guadalajara  
Guadalajara, Jalisco, 2014

### REGISTRATIONS

Licensed Professional  
Engineer: Florida, Texas

### ASSOCIATIONS

National Society of  
Professional Engineers  
  
American Water Works  
Association

### HONORS/AWARDS

Secretary, Texas Society of  
Professional Engineers –  
Greater Houston Chapter



Erik has over 15 years of experience in civil engineering planning and design, primarily in the areas of water supply, wastewater treatment, and geotechnical engineering.

## REPRESENTATIVE PROJECTS

### West Palm Beach, FL

#### *Wastewater Master Plan 2024 Update*

Project Manager responsible for the assessment of the City's system, including an update to its existing wastewater master model. The project consisted of evaluating the wastewater utility system and providing recommendations for necessary improvements needed to maintain adequate level of service for the anticipated 20-year planning period. The wastewater master model consisted of the City's entire service area, inclusive of force mains, lift stations, and gravity collection systems. The City's gravity collection system is composed of approximately 7,224 manholes and 286 miles of gravity pipe. The gravity collection system also has a wide array of pipe sizes, ranging from 4-inches to 48-inches in diameter.

### Orlando, FL

#### *New Hope Road Lift Station and Force Main for Nona South Apartments*

Engineer of Record for the construction of the New Hope Road Lift Station and Force Main to serve Nona South Apartments. The project included a new 300 gpm submersible duplex station, 1,600 linear feet of 6-inch force main, and 500 linear feet of 8-inch gravity sewer with associated manholes.

### Kleinwood, TX

#### *Joint Powers Reclaimed Water System - WWTP Facility Improvements*

Project Engineer responsible for the design calculations and preparation of plans and specifications for a tertiary treatment basin and reclaimed water pumping station. Responsibilities included selection of tertiary treatment equipment based on information provided by vendors and on-site observation of similar installations, performing hydraulic calculations, and designing a basin that fit the selected tertiary treatment equipment. Selected equipment included 14 84-inch x 84-inch rotating cloth media disk filters capable of treating on average 2.5 MGD of effluent to a Type I standard per guidelines for reclaimed water issued by the Texas Commission on environmental quality. Erik also developed detailed construction phasing and sequencing diagrams to keep the plant in operation during construction.

## Alexis Shotton, PE

Water/Wastewater Engineer and Grant Assistance



Joined Firm in 2017  
Years of Experience: 8

### EDUCATION

B.S., Civil Engineering  
University of Illinois at Urbana-  
Champaign, 2017

A.S, Engineering Science,  
Kishwaukee College, 2014

### REGISTRATIONS

Licensed Professional  
Engineer: Florida



Alexis routinely assists senior engineers with the design of water main and sewer improvements. Since joining Baxter & Woodman, Alexis has excelled in the fields of computerized maintenance and management systems, underground infrastructure, and water and sewer rate studies.

## REPRESENTATIVE PROJECTS

### West Palm Beach, FL

#### *Lead Service Line Inventory Program*

Project Manager assisting the City with USEPA Lead and Copper Rule Revisions (LCRR) compliance. This rule requires community water systems to develop a material inventory for water service lines; develop a lead service line replacement plan; prepare public education and notification documentation; and prepare for future sampling requirements. The project efforts included the creation of an ArcGIS online water service inventory map, reviewing City documentation to identify service line materials, conducting field investigations to verify water service materials, preparing a lead service line replacement plan for any unknown or confirmed lead water services, preparing public notification and education materials, and reporting to the regulatory agencies based on the federal deadlines.

### West Palm Beach, FL

#### *Lift Station 127 Rehabilitation*

Project Engineer for the engineering design services for the rehabilitation of Lift Station No. 127 to a submersible-type lift station. The detailed design includes the necessary site-civil, mechanical, and electrical improvements required to rehabilitate the existing lift station and wet well.

### Lantana, FL

#### *Integrated Master Plan*

Project Engineer for the preparation of an Integrated Master Plan to inventory, assess, and prepare a Capital Improvement Plan for the water distribution system, wastewater collection system, and stormwater system.

### Gulf Stream, FL

#### *Grant Funding for Vulnerability Assessment*

Project Engineer assisting the town with the preparation of a grant application for the Florida Department of Environmental Protection (FDEP) Resilient Florida Grant Program. The project included preparation and submittal of an application for funding to perform a Vulnerability Assessment.

## Raed Yousef, PE

Water/Wastewater Engineer



Joined Firm in 2024  
Years of Experience: 12

### EDUCATION

B.S., Civil Engineering, South Dakota State University, 2013

### REGISTRATIONS

Licensed Professional Engineer: Florida, South Dakota, Oregon, Washington, Illinois



Raed has 12 years of experience leading large-scale municipal projects from inception to completion. His expertise encompasses project management, construction oversight, water and wastewater utilities, and engineering evaluations, utilizing tools like AutoCAD, ArcGIS, and Primavera P6. Raed is also proficient in permitting, grant application assistance and utility coordination.

## REPRESENTATIVE PROJECTS

### Pasco County Utilities, FL\*

#### *Cypress Manor Wastewater Treatment Plant Replacement*

Project Engineer responsible for designing the replacement of existing sanitary plant with a prebuilt batch sanitary treatment plant. The existing plant needed to stay in operation while the new plant was being installed.

### Pasco County Utilities, FL\*

#### *Embassy Hills Wastewater Treatment Plant Improvements*

Project Engineer responsible for the rehabilitation of Embassy Hills Wastewater Treatment Plant. The project was implemented into two phases. Phase I consisted of improvements of two clarifiers and chlorine contact basins, and installation of a new electrical building, switchgear, generators, disc filters, and reject diversion structure. Phase II consisted of installing VFDs and MCCs, replacing blowers, submersible influent pumps, and bar screens, and upgrading the SCADA system and aeration basins.

### Sioux Falls, SD\*

#### *Pump Station 240 Improvements*

Project Manager for the multi-phase improvements for Pump Station 240. Phase I consisted of grading the sanitary detention EQ basin. Phase II consisted of a 12-mile stretch of 30-inch sanitary force main from the pump station to the sanitary treatment plant. Phase 2A consisted of installing 1 mile of 30-inch HPDE forcemain and an 8-inch gravity sewer. Phase 2B consisted of installing 11 miles of 30-inch forcemain.

### Sioux Falls, SD\*

#### *Basin 371 Drainage Improvements Project*

Project Manager responsible for overseeing the installation of culverts, low flow pipe, drain tile, and regrading of pond and drainage ditches. The purpose of this project was to increase drainage conveyance through a residential neighborhood.

*\*While working for others*

## Jennifer Sorensen, PE

Water/Wastewater Project Engineer



Joined Firm in 1999  
Years of Experience: 26

### EDUCATION

B.S., Civil Engineering,  
University of Minnesota, 1999

### REGISTRATIONS

Licensed Professional  
Engineer: Illinois

### ASSOCIATIONS

Central States Water  
Environment Association  
- Wisconsin Pretreatment  
Committee Member

### HONORS/AWARDS

2025 Illinois Water  
Environment Association  
(IWEA) Best Technical  
Presentation Award



Jennifer's area of expertise is working with Industrial Pretreatment Programs, which includes local limits evaluations, pretreatment ordinance and Enforcement Response Plan (ERP) updates, industrial user surveys and classifications, and running pretreatment programs daily. She has also been a vital asset to our clients when there have been changes in their pretreatment staff. She has helped train client staff on how to properly implement and maintain their pretreatment programs.

## REPRESENTATIVE PROJECTS

### Lake in the Hills, IL

#### *Water & Sewer Interconnect Study*

Project Manager for a water and sewer interconnect study to evaluate the required utility improvements for Lake in the Hills future development along IL 31 to connect to the existing utilities in the Village of Cary. The evaluation was documented in a report that outlined the evaluation process, required improvements and projected cost.

### South Elgin, IL

#### *2025 Water Main Replacement*

Project Manager for the replacement of 5,300 feet of 6-inch water main within a residential subdivision to replace aging water mains. Fast track design to allow for water main installation before repaving as part of the Village's annual MFT road project. Project value was \$1.45 million.

### McHenry, IL

#### *Water & Wastewater Capacity Development*

Project Engineer providing recommendations for future water and sanitary sewer improvements for future developments within the City of McHenry. Evaluated capacity of existing utilities to determine upgrades needed to accommodate the new developments. The cost for these improvements were used to determine water and sewer connection fees for new developments.

### Carpentersville, IL

#### *Water & Sewer Master Plan*

Project Manager for water and sanitary sewer evaluation study for future development on the west side of the Village. Evaluate capacity of existing water storage facilities and sanitary lift stations and provide recommendations for improvements based on the proposed future developments. Provide recommendations for water main and sanitary sewer improvements for the future developments including estimated engineering and construction costs.

## Emily Altman, EIT

### Water/Wastewater Engineer



Joined Firm in 2023  
Years of Experience: 3

#### EDUCATION

B.S., Environmental  
Engineering, Florida Atlantic  
University, 2022



Emily recently joined Baxter & Woodman after receiving her Environmental Engineering degree from Florida Atlantic University. She regularly assists Project Managers on a wide variety of infrastructure improvement projects including wastewater needs assessments, neighborhood utilities improvements, and master planning.

#### REPRESENTATIVE PROJECTS

##### **Delray Beach, FL**

###### ***Northwest Neighborhood Improvements***

Project Engineer assisting with the data collection, engineering design, permitting, and bidding assistance for the City of Delray Beach NW Neighborhood Improvements project. The project consists of approximately 400 acres of single and multi-family residences, institutional, and commercial properties. The improvements included the replacement of undersized water mains, extension of reclaimed water mains, and rehabilitation of sanitary sewer mains in addition to stormwater improvements and complete reconstruction of roadways.

##### **Gulf Stream, FL**

###### ***Core Area Neighborhood Improvements***

Project engineer assisting with the data collection, engineering design, permitting and bidding assistance for the Town of Gulf Core Area Improvements project. The Core Area consists of approximately 80 acres of single and multi-family residences. The improvements included the replacement of all existing asbestos cement water mains, remediation of localized ponding, and replacement of roadway pavement. The existing asbestos cement water mains were replaced with C900 PVC water mains via open cut trench methods. All roadways were redesigned with valley gutters, longitudinal grading with modifications to the existing stormwater system to provide positive discharge.

##### **Lantana, FL**

###### ***Lift Station No. 3, 4, 8 and 9 Rehabilitation***

Project Engineer assisting with the data collection, engineering design, permitting, and bidding for the rehabilitation of Lift Station Nos. 3, 4, 8, and 9. These dry pit lift stations were identified in the Town's 2023 Integrated Master Plan to be converted to modern submersible lift stations as they had exceeded their useful service lives. Design included modifications to the gravity sewer system and discharge force mains to connect to new submersible stations.

## Zach Schuster, PE, Ph.D., CFM

Water/Wastewater Engineer



Joined Firm in 2022  
Years of Experience: 12

### EDUCATION

Ph.D., Nelson Institute for Environmental Studies, University of Wisconsin – Madison, 2017

M.S., Water Resources Engineering and Water Resources Management, University of Wisconsin – Madison, 2011

### REGISTRATIONS

Licensed Professional Engineer: Illinois

### CERTIFICATIONS

Certified Floodplain Manager



Zach is a Water Resources Engineer with a professional and academic background in floodplain and stormwater management. He received a Doctorate and Masters from the University of Wisconsin-Madison. Zach serves as the lead technical modeler for Baxter & Woodman's Water Resources Department. His technical work focuses on city-wide sanitary system and stormwater modeling in Infoworks ICM and PCSWMM. He also manages projects for both public and private clients, focusing on stormwater and green infrastructure improvements and streambank stabilization.

## REPRESENTATIVE PROJECTS

### West Palm Beach, FL

#### *Sanitary Sewer Modeling*

Zach served as the Senior Hydraulic Modeler for Baxter & Woodman's contract with the City of West Palm Beach, Florida, to provide wastewater modeling support and update the 2019 Wastewater Master Plan. He has performed capacity and alternatives analyses for potential developments, such as the Jai Alai and assessed sanitary network capacity for project growth modeled using TAZ data and permitted developments. He also led the hydraulic modeling team updating the City's sanitary network in ICM and preparing population and growth estimates for the Wastewater Master Plan.

### Elmhurst, IL

#### *Sanitary Sewer Modeling*

Zach has provided hydraulic technical support for Baxter & Woodman's management of Elmhurst's wastewater system. He performed capacity assessments for several proposed developments and used model data to recommend sewers for lining by developers to offset increases in wastewater flow. Work has also included providing modeling support for the potential bypass routing of the North Industrial lift station during a force main lining program.

### DeKalb, IL

#### *Basin 16 Inflow and Infiltration Study*

Prepared a calibrated PC-SWMM model of a gaged sanitary sewer basin for the Kishwaukee Water Reclamation District. Project tasks included creating a sewer network in PCSWMM, calculating RDII parameters based on flow meter data, and calibrating the model for several rainfall events. Model results were used by the District to inform future lining and rehabilitation projects.

## Tyler Gates, PE

### Water/Wastewater Engineer



Joined Firm in 2018  
Years of Experience: 10

#### EDUCATION

B.S., Civil Engineering,  
University of Wisconsin –  
Madison, 2015

#### REGISTRATIONS

Licensed Professional  
Engineer: Wisconsin



Tyler is experienced in various aspects of infrastructure engineering. He has performed water system master planning, hydraulic modeling, underground sewer and water design, stormwater management design, wetland and waterway permitting, and many hydraulic calculations. His experience with infrastructure design enables him to develop realistic cost estimates for capital improvement plans and provide recommendations on cost-effectiveness of infrastructure projects. Tyler has also assisted in preparing a water conservation plan to receive approval to divert water from the Great Lakes to supply a community straddling the subcontinental divide.

## REPRESENTATIVE PROJECTS

### West Palm Beach, FL

#### *Water & Wastewater Hydraulic Modeling Support*

Project Engineer for ongoing water distribution system hydraulic modeling support for the City of West Palm Beach, Florida. The City contracted with Baxter & Woodman to provide both water and wastewater modeling support to their engineering staff. The project stemmed from the recently completed water and wastewater system master plan reports completed by Baxter & Woodman and offers ongoing modeling support for both systems. Tyler is responsible for maintaining the current model and completing miscellaneous modeling tasks for the City.

### Union Grove, WI

#### *Milldrum Street Infrastructure Improvements*

Project Engineer for the Milldrum Street Infrastructure Improvements consisting of partial street reconstruction, water main replacement, and force main installation. The Village intended to keep as much of the existing curb and gutter as possible since much of it was in good condition. The roadway elevations were designed so the new pavement would match the existing gutter to facilitate keeping the curb and gutter.

### Delavan, WI

#### *2024 Street and Utility Improvements*

Project Engineer providing design and construction engineering services of the street reconstruction along Michigan Street, Iowa Street, and Ninth Street. The project consisted of curb and gutter, asphaltic pavement, and minor sidewalk improvements.

## David Cowan, PE, ENV SP

### Stormwater Project Manager



Joined Firm in 2025  
Years of Experience: 18

#### EDUCATION

M.S., Civil Engineering (Water Resources), Florida Atlantic University, 2015

B.S., Civil Engineering, Florida Atlantic University, 2014

A.S., Environmental Science Technology, Palm Beach State College, 2007

#### REGISTRATIONS

Licensed Professional Engineer: Florida

State of Florida Mold Assessor

#### CERTIFICATIONS

Envision Sustainability Professional, Institute for Sustainable Infrastructure

Stormwater Management Inspector



David is a project manager with extensive engineering management experience, specializing in the renovation and design of stormwater, water, and wastewater pump facilities, as well as water conveyance and distribution systems. He also has expertise in long-term planning projects, capital improvement planning, and condition index observations. His background includes stormwater management on both the watershed and site development level.

## REPRESENTATIVE PROJECTS

### Pompano Beach, FL

#### ***NE 10th Street & Dixie Highway Drainage Improvements***

Project Engineer for the design, permitting, and bidding of drainage improvements within the NE 10th Street and Dixie Highway area of Pompano Beach, as identified in the stormwater master plan. This area, primarily single-family residential with some multi-family and commercial properties, was bounded by NE 10th Street, Dixie Highway, NE 6th Street, and NE 5th Avenue. Proposed improvements mitigated flooding and enhanced stormwater management. Work included 7,187 linear feet of drainage improvements, 10,912 square yards of swale grading, and 15,743 square yards of milling and resurfacing with profile-grade adjustments.

### Pompano Beach, FL

#### **NW 33rd St Drainage Improvements**

Project Engineer for the design and permitting of NW 33rd Street Drainage Improvements in Pompano Beach, a project identified in the stormwater master plan. This industrial and commercial area, including NW 33rd Court, NW 33rd Street, NW 18th Terrace, and NW 32nd Street, had extensive impervious surfaces. Designed for a five-year, 24-hour storm event (7.8 inches rainfall), improvements mitigated flooding and enhanced stormwater management. Work included 4,370 linear feet of drainage improvements, 5,806 square yards of swale grading, and 10,000 square yards of milling and resurfacing with profile grade adjustments.

### Lake Worth Beach, FL\*

#### ***South Palm Park Sea Level Rise Stormwater Pump Station***

Project Engineer for design, permitting, and construction administration services to mitigate flooding from king tides and heavy rainfall at the east end of 18th Avenue South. David designed a duplex stormwater pump station, which discharges directly to the Lake Worth Lagoon when tidal conditions prevent gravity flow. The project included a new control panel and integration with the RTU system of an adjacent lift station.

*\*While working for others*

## Ipek Aktuglu, PE, ENV SP

Stormwater Engineer and Landscape Design



Joined Firm in 2025

Years of Experience: 22

### EDUCATION

M.S., Civil and Environmental Engineering, George Mason University, 2004

B.S., Landscape Architecture, Ege University, 1993

### REGISTRATIONS

Licensed Professional Engineer: Florida & Virginia

Envision Sustainability Professional Certificate

### AWARDS

DPWES Champion Award – Leadership – May 2023

DPWES Champion Award – Leadership – December 2021



Ipek is a civil engineer with over 22 years of experience in land development, stormwater, transportation, and building projects across public and private sectors. She has led major Capital Improvement Projects from planning through construction, with a focus on sustainability, regulatory compliance, and design optimization. Her expertise includes hydrology, MS4 support, stormwater facility design, FEMA floodplain studies, and value engineering. As an Envision Specialist, she champions sustainable design and has over a decade of experience in peer reviews. Skilled in various project delivery methods, she is known for strategic problem-solving and collaborative leadership.

## REPRESENTATIVE PROJECTS

### Orange County, FL

#### *Jones Avenue Pond*

Project Manager for the Jones Avenue Pond project, responsible for developing comprehensive construction bid documents, including detailed specifications. Integrated topographic information from two field surveys and LiDAR data to confirm accurate site representation. She also designed erosion and sediment-control measures, including detailed plans to mitigate environmental impacts. Conducted thorough quality reviews to confirm compliance with project standards and regulatory requirements.

### Orange County, FL

#### *I-4 Daryl Carter Parkway Drainage Study*

Project Manager for a storm drainage analysis project, which evaluated lake recovery times to assess performance and efficiency. Compared the as-built drainage system with design plans to identify discrepancies and optimize functionality. Ipek conducted detailed modeling to evaluate discrepancies between planned and actual drainage outcomes. She prepared a comprehensive report presenting findings and recommendations based on the hydrologic analysis. She developed an alternative bypass storm sewer system to enhance lake recovery time and improve overall site drainage efficiency. Ipek also Prepared the final design and construction documents.

### West Palm Beach, FL\*

#### *Stormwater Treatment Area 1W Expansion 1*

Project Manager for the civil design of a 4,600-acre expansion to the existing Stormwater Treatment Area (STA), aimed at improving water quality in the Everglades watershed and achieving compliance with the Quality-Based Effluent Limit (WQBEL) under Florida's numeric phosphorus criteria. Ipek led the civil design process from preliminary planning to the final construction plans, confirming alignment with environmental and regulatory requirements.

*\*While working for others*

## Megan Berg, PE

Stormwater Engineer



Joined Firm in 2024  
Years of Experience: 16

### EDUCATION

M.S., Environmental  
Engineering and Science, The  
Johns Hopkins University, 2011

B.S., Civil and Environmental  
Engineering, University of  
Maryland, College Park, 2009

### REGISTRATIONS

Licensed Professional  
Engineer: Florida, Maryland



Megan has experience in civil and environmental engineering focusing on permitting, environmental inspection and post-construction monitoring, stormwater design, inspection, plan review, and biological surveys.

## REPRESENTATIVE PROJECTS

### Pompano Beach, FL

#### *NW 33rd St Drainage*

Project Engineer providing engineering design, permitting, bidding, and construction services for the project area bounded by Powerline Road on the west, NW 33rd Court on the north, NW 18th Terrace on the east, and NW 19th Terrace on the south. These roads and adjacent land uses have a significant impervious surface coverage, which prevents stormwater infiltration and increases runoff volumes. There are minimal existing City drainage facilities within the study area. There is an existing drainage system for Powerline Road, which extends into the right-of-way of NW 33rd Court.

### Pompano Beach, FL

#### *NE 10th St and Dixie Highway Drainage*

Project Engineer providing engineering design, permitting, bidding, and construction services for the project area bounded by NE 10th Street to the north, by Dixie Highway to the west, by NE 6th Street to the south, and by NE 5th Avenue to the east. The area primarily consists of a single-family residential neighborhood with a small amount of multi-family and some business located along the Dixie Highway/FEC corridor.

### Lantana, FL

#### *Drainage Permit Review*

Review drainage permit applications for the Town of Lantana, ensuring submitted plans and drainage calculations meet the intent and requirements of the Town of Lantana drainage regulations and ordinances.

### Delray Beach, FL

#### *Northwest Neighborhood Improvements*

Assisted with providing design engineering for multiple roadway and alleyway improvements in the NW Neighborhood area. The limits of the project are from I-95 to Swinton Avenue and from Atlantic Avenue to Lake Ida Road.

## Joanna Rodriguez

### Stormwater Engineer



Joined Firm in 2025  
Years of Experience: 1

#### EDUCATION

B.S., Civil Engineering, Florida  
Atlantic University, 2026



Joanna is an Engineering Intern with experience in the renovation and design of stormwater and water distribution systems. Joanna also has experience with preliminary planning, project design and plan production.

## REPRESENTATIVE PROJECTS

### Wilton Manors, FL

#### *NW 7th Avenue Stormwater Improvements*

Engineering Intern for the design, permitting, bidding, and construction administration of stormwater improvements (Project #4 in the City's Integrated Utility Master Plan) along NW 24th Street, NW 7th Avenue, and NW 22nd Street (1,270 linear feet). The project involved preliminary engineering to optimize improvements and outfall size, including potential easement acquisition. The new system, connecting to NW 8th Avenue's drainage, featured an 18-inch pipe to a 36-inch outfall requiring seawall modification. Key tasks included surveys, geotechnical work, drainage modeling, document preparation, permitting, bid support, and full construction administration. This project reduced street flooding and enhanced stormwater resilience in the residential corridor.

### Delray Beach, FL

#### *Northwest Neighborhood Improvements*

Engineering Intern for the design of approximately 10 miles of roadways, alleyways, and associated infrastructure in the NW Neighborhood of Delray Beach (I-95 to Swinton Avenue, Atlantic Avenue to Lake Ida Road). Work included 8.2 miles of roadway reconstruction, significant permeable concrete and standard pavement, and extensive concrete sidewalks/driveways. Drainage improvements (14,276 linear feet, 15"-48"), 7,890 linear feet of exfiltration trench, and CIPP sanitary sewer upgrades (600 linear feet, 8"-10") were completed. Potable water (1,885 linear feet, 4"-8") and reclaimed water (630 linear feet, 6") mains were improved. Additional elements included traffic calming, ADA-compliant sidewalks, swales, decorative street lighting, and landscaping with irrigation.

### Palm Springs, FL

#### *Dolan Road Streetscape Improvements*

Engineering Intern for the design and permitting of 1,300 linear feet of Dolan Road streetscaping improvements, from S. Congress Avenue to Alameda Drive. The project encompassed roadway reconstruction, enhanced stormwater infrastructure, shared-use paths, ADA-compliant sidewalks, and updated landscaping and lighting.

## Sierra Muga, MS, EIT

### Stormwater Engineer



Joined Firm in 2025

Years of Experience: <1

#### EDUCATION

M.S., Civil Engineering, Water Resources and Environmental Engineering, Florida Atlantic University, 2025

B.S., Environmental Engineering, Florida Atlantic University, 2024



Sierra is a Water Resources Engineer with a developing background in stormwater management, hydrologic analysis, and civil engineering principles. Her academic and project work includes stormwater system assessments, drainage concepts, and surface water evaluation. She supports field observations, data organization, and prepares technical documents. Sierra brings a detail-oriented and dependable approach to supporting water resources and stormwater projects.

#### REPRESENTATIVE PROJECTS

##### **Pompano Beach, FL**

###### ***NE 10th Street & Dixie Highway Drainage Improvements***

Project Engineer for the design, permitting, and bidding of drainage improvements within the NE 10th Street & Dixie Highway area of Pompano Beach, as identified in the stormwater master plan. This area, primarily single-family residential with some multi-family and commercial properties, was bounded by NE 10th Street, Dixie Highway, NE 6th Street, and NE 5th Avenue. Proposed improvements mitigated flooding and enhanced stormwater management. Work included 7,187 linear feet of drainage improvements, 10,912 square yards of swale grading, and 15,743 square yards of milling and re-surfacing with profile grade adjustments.

##### **Wilton Manors, FL**

###### ***NW 7th Avenue Stormwater Improvements***

Project Engineer for the design, permitting, bidding, and construction administration of stormwater improvements (Project #4 in the City's Integrated Utility Master Plan) along NW 24th Street, NW 7th Avenue, and NW 22nd Street (1,270 linear feet). The project involved preliminary engineering to optimize improvements and outfall size, including potential easement acquisition. The new system, connecting to NW 8th Avenue's drainage, featured an 18-inch pipe to a 36-inch outfall requiring seawall modification. Key tasks included surveys, geotechnical work, drainage modeling, document preparation, permitting, bid support, and full construction administration. This project reduced street flooding and enhanced stormwater resilience in the residential corridor.

## Cindy Young, PE

### Stormwater Engineer

Joined Firm in 2019  
Years of Experience: 29

#### EDUCATION

M.S., Water Resource  
Engineering, University of  
Central Florida, 1998

B.S., Environmental  
Engineering, University of  
Central Florida, 1996

#### REGISTRATIONS

Licensed Professional  
Engineer: Florida

Cindy has vast experience performing drainage engineering for a wide range of projects, including a major drainage model for Lakeland Linder Regional Airport. She has designed water and reuse distribution systems, sewer collection systems, and lift stations. She is proficient in the use of many software packages, such as CADD and geometry design packages, ICPR storm modeling, ASAD storm sewer design, Arc View/Avenue, Modret groundwater modeling, and Microsoft Office. She has attended the Highway Bridges seminar, and the ICPR training class by Streamline Technologies.

## REPRESENTATIVE PROJECTS

### Orange County, FL

#### *Fairbanks Shores Drainage Study and Retrofit*

Project Engineer on a project that performed a drainage study for Fairbanks Shores subdivision, which experienced severe flooding at an intersection. The project included designing a pipe system through a 10-foot easement, construction plans based on the selected alternative, and utility coordination. The project also included coordination with FDOT, FDEP (sovereign lands). Permitting with SJRWMD, ACOE.

### Orlando, FL

#### *Lake Olive to Lake Lawsona Drainage Retrofit*

Drainage Engineer for a conveyance improvement project to hydraulically connect Lake Olive to Lake Lawsona as part of the SE Lakes Improvements project. Project consisted of approximately 470 feet of 30-inch and 36-inch RCP pipe along Hyer Avenue, and the design of an adjustable control structure along Hyer Avenue. Scope included reconstruction of Hyer Avenue along the project limits, preparation of construction plans, utility coordination, MOT plans, and permitting through SJRWMD.

### Orange County Public Works, FL

#### *Anderson Road Outfall*

Drainage Engineer for a retrofit project that included the design of a new wet detention pond to improve water quality from an existing urban basin that was discharging untreated stormwater. The project included a drainage basin study, multiple alternatives analysis, several public information meetings, and was permitted through the SJRWMD.



## Thu Nguyen, EI

### Stormwater Engineer



Joined Firm in 2023  
Years of Experience: 3

#### EDUCATION

M.S., Civil Engineering, Florida Atlantic University, 2024

B.S., Environmental Engineering, Florida Atlantic University, 2022

#### REGISTRATIONS

Engineering Intern (EI)



Baxter & Woodman, Inc.

Thu joined Baxter & Woodman after receiving her Environmental Engineering degree from Florida Atlantic University and has since earned her master's degree. She regularly assists Project Managers on a wide variety of infrastructure improvement projects, including wastewater needs assessments, neighborhood drainage improvements, and drainage studies.

## REPRESENTATIVE PROJECTS

### Delray Beach, FL

#### *Northwest Neighborhood Improvements*

Project Engineer providing design engineering for multiple roadway and alleyway improvements in the NW Neighborhood area. The limits of the project are from I-95 to Swinton Avenue and from Atlantic Avenue to Lake Ida Road.

### Palm Springs, FL

#### *Dolan Road Streetscape Improvement*

Project Engineer assisting in developing storm routing model to demonstrate flooding in existing condition and proposed condition for various storm events, assisting in providing Engineer's opinion for cost estimate, and assist in providing drainage design for Dolan Road section extending from S. Congress Avenue to City Hall Park.

### Palm Beach County, FL

#### *Sims Road from Lakes of Delray Boulevard to Atlantic Avenue*

Project Engineer assisting with design services for a roadway extension and culvert design of the LWDD Canal L-34 crossing for Sims Road, extending from Lakes of Delray Boulevard to Atlantic Avenue. The unimproved road section is approximately 3,000 LF and is located in unincorporated Palm Beach County, west of Delray Beach.

### Lantana, FL

#### *Water, Wastewater & Stormwater Master Plan*

Project Engineer assisting with comprehensive master plan for the City's potable water distribution system, wastewater collection and transmission system, roadway, seawalls, parks and recreation facilities and stormwater system master plan including recommendations for Capital Improvement Projects (CIP).

### Gulf Stream, FL

#### *General Civil Engineering Services*

Project Engineer providing design engineering services for a wide variety of projects under a general engineering services contract. Projects include rehabilitation and maintenance improvements of existing storm drainage lines, new storm drain lines, renovation to existing storm sewer pumping stations, design of new storm sewer pumping stations, and replacement of existing water mains.

## Jeff Weatherford, PE, PTOE

Transportation Project Manager



Joined Firm in 2022

Years of Experience: 30

### EDUCATION

B.S., Civil Engineering, Illinois Institute of Technology, Chicago

### REGISTRATIONS

Licensed Professional Engineer: Florida No. 93940  
Texas No. 96338

### ASSOCIATIONS

ITS Texas  
Institute of Transportation Engineers

### TRAINING/CERTIFICATION

Professional Traffic Operations Engineer



Jeff has extensive experience in civil engineering and project management in both the private and public sectors. His experience includes transportation planning, roadway and drainage design, traffic engineering, traffic operations, street and drainage maintenance, construction management, and Intelligent Transportation Systems.

His public sector experience spans three states where he served the Pima County, AZ, Department of Transportation, the City of Lakeland, FL, Public Works Department, the City of Apopka, FL, Public Services Department, and the City of Houston, TX, where he was the Director of Transportation and Drainage Operations.

## REPRESENTATIVE PROJECTS

### Orlando, FL

#### *Haralson Subdivision Improvements*

Project Manager responsible for the completion of final plans for this neighborhood reconstruction project. The project began as a drainage project but has transitioned into a neighborhood reconstruction project including replacing the existing drainage system (primarily swales) with a storm drain system, the replacement of sanitary sewer lines and manholes, the replacement of water lines and meters, and reconstruction of the roadways with new curb and gutter, asphalt pavement, and sidewalks.

### Orange County, FL

#### *Gatlin Avenue/Bumby Avenue Sidewalk Design*

Engineer of Record for the design of approximately 5,500 feet of sidewalk and associated drainage structures along neighborhood streets. The project includes survey, geotechnical investigation, environmental investigation, design of sidewalk filling gaps on the north and south sides of Gatlin Avenue and new sidewalk along the west side of Bumby Avenue, an underground-drainage system, utility coordination, and pavement markings associated with the project.

### Palm Beach County, FL

#### *Haverhill Road from Hypoluxo Road to Lantana Road*

Transportation Design Team Leader for roadway design services to widen and resurface Haverhill Road, from Hypoluxo Road to Lantana Road (approximately 6,200 linear feet) from a two-lane divided section to a four-lane divided section in unincorporated Palm Beach County, west of Lake Worth Beach.

## Zack Williams, PE

### Transportation Engineer



Joined Firm in 2022  
Years of Experience: 22

#### EDUCATION

B.S., Civil Engineering,  
University of Florida,  
Gainesville, 2003

#### REGISTRATIONS

Licensed Professional  
Engineer: Florida No. 67718

#### TRAINING/CERTIFICATION

FDOT Advanced Maintenance  
of Traffic

FDOT Specification of Package  
Preparation Training for  
Consultants



Zack has vast civil engineering experience providing land development and transportation design services to various transportation agencies, school districts, municipalities, and county governments. He brings a broad range of talents, including efficient coordination of multi-discipline teams, collaborative concept and design plan development, and effective post-design and construction support.

## REPRESENTATIVE PROJECTS

### **Palm Beach County, FL**

#### ***Haverhill Road from Hypoluxo Road to Lantana Road***

Transportation Engineer to widen and resurface Haverhill Road from Hypoluxo Road to Lantana Road (approximately 6,200 linear feet) from a two-lane divided section to a four-lane divided section. The project site is located in unincorporated Palm Beach County, west of Lake Worth Beach. Work included mapping to expand the right-of-way from an existing 80-foot section to a proposed 100-foot section, as well as roadway and drainage design, signalization, signing, pavement marking design, and street lighting.

### **Palm Beach County, FL**

#### ***Sherwood Forest Boulevard from Lake Worth Road to North of 10th Avenue North***

Transportation Engineer for roadway widening and resurfacing along Sherwood Forest Boulevard, from the north right-of-way of Lake Worth Road to the south right-of-way of 10th Avenue North (approximately 5,500 linear feet) in Greenacres. The project includes drainage improvements, utility coordination, signage, and pavement markings.

### **Orange County, FL**

#### ***37th Street Sidewalk Design***

Transportation Engineer for the design of approximately 1,500 feet of sidewalk and drainage improvements along a neighborhood street. The project included survey, geotechnical investigation, environmental investigation, and the design of a sidewalk, including a transition from the north side of the street to the south side, as well as an underground drainage system, utility coordination, and pavement markings.

### **Palm Beach County, FL**

#### ***Lyons Road Sidewalk Design***

Transportation Engineer for the design of approximately 1,900 feet of sidewalk along a local street. The project includes survey, geotechnical investigation, environmental investigation, sidewalk design, and utility coordination.

## Michelle Zhao, EI

Transportation Engineer



Joined Firm in 2023  
Years of Experience: 3

### EDUCATION

B.S., Civil Engineering,  
University of Central Florida,  
2022

### REGISTRATIONS

Engineering Intern (EI)



Michelle is experienced in Open Roads Designer and engineering designs for roadway projects. Her experience also includes assisting senior engineers in traffic capacity analysis, traffic calming, corridor modelling, roadway design, and stormwater and water/wastewater system improvement projects.

## REPRESENTATIVE PROJECTS

### Lantana, FL

#### *Comprehensive Water, Wastewater, Roadway, and Stormwater Master Plan*

Engineering services for Lantana's potable water distribution system and wastewater collection and transmission system analyses. Michelle reviewed and organized historical lift station/wastewater flow, meter, and runtime data in preparation for performing the infiltration and inflow analysis. She produced a data visualization graph for the rainfall intensity comparison between Lantana and West Palm Beach.

### Orlando, FL

#### *Ivanhoe Boulevard Improvements - Area 6*

Engineering services for the project of Ivanhoe Boulevard Improvements for the undersized stormwater infrastructure causing flooding along Yale Street, University Drive, Harrison Avenue, Elizabeth Avenue, and Ivanhoe Road. Michelle provided CAD support to senior and project engineers on construction plan sets and prepared FDEP permitting applications.

### Orange County, FL

#### *37<sup>th</sup> Street Sidewalk Improvements*

Engineering services for the construction of sidewalk approximately 1,700 linear feet on 37<sup>th</sup> Street from Orange Blossom Trail to north side of Laguna Street to West Lake Holden Point with ADA accommodations for existing sidewalks and crossings within the project limits. Assisted senior and project engineers with Newsletter and CAD support for 60% design plan, utility adjustments, and corridor modeling.

### Palm Beach County, FL

#### *Sims Road from Lakes of Delray Boulevard to Atlantic Avenue (SR806)*

Project Engineer for the roadway extension of Sims Road in western Delray Beach for Palm Beach County Engineering and Roadway Production. The current 80-foot road right-of-way is an unimproved section at approximately 3,000 linear feet extending between Lakes of Delray Boulevard and West Atlantic Avenue. The design includes roadway, drainage, sidewalk improvements, and the design of a culvert crossing of the Lake Worth Drainage District (LWDD) Canal L-34.

## Charles "Chuck" Brunner, PE, SE

Structural Engineer



Joined Firm in 1987

Years of Experience: 42

### EDUCATION

B.S., Civil Engineering, Purdue University, 1983

### REGISTRATIONS

Licensed Structural Engineer: Illinois

Licensed Professional Engineer: Florida, Illinois, Wisconsin, Texas, and Michigan

### CERTIFICATIONS

NBIS Certified Program Manager, Illinois Department of Transportation



Chuck is called upon to review the structural design of all projects, including well houses, pumping stations, water storage facilities, water and wastewater treatment facilities, bridges, retaining walls, and drainage structures. He is also an IDOT-approved National Bridge Inspection Program Manager and routinely prepares bridge inspection reports for our municipal clients.

## REPRESENTATIVE PROJECTS

### West Palm Beach, FL

#### *Lift Stations 47 and 76 Remodeling*

Structural Engineer of Record for design including removal deteriorated concrete flat top covers and installation of new fiberglass reinforced plastic removable covers over the wet wells, replacement of exterior handrails, modification of electrical equipment pads, and rehabilitation of concrete structure and pipe supports.

### Highland Beach, FL

#### *Water Treatment Plant Grating Study*

Structural Engineer of Record for analysis to define allowable load for the existing aluminum grating and framing flooring system and develop alternatives for strengthening of the system to support increased loading imposed by proposed usage of fork lift trucks.

### Loxahatchee River District, FL

#### *Lift Station Fall Protection Improvements*

Structural Engineer of Record for design services to installation retrofit safety grating on 300 below-grade lift station structures. Services included development of typical installation details, specifications, and construction cost opinion.

### Waukegan, IL

#### *East Reservoir Renovations and Repairs*

Structural Engineer assisting with rehabilitation design services for the City of Waukegan's East Reservoir. The rehabilitation work included installing dewatering wells, removing and disposing of soil material and roofing on reservoir, partial depth concrete patching, crack injection, installing tapered insulation and ethylene propylene diene monomer (EPDM) roofing on top of the roof slab, and replacing hatches and vents.

### Addison, IL

#### *Water System Improvements*

Lead Structural Engineer for design of the Woodland Avenue/ Chestnut Street water pumping station building and a 1,500,000-gallon prestressed concrete water storage reservoir.

## James Pearce, PE, Esq.

Airpark



Joined Firm in 2023  
Years of Experience: 35

### EDUCATION

B.S., Civil Engineering, NC  
State University, 1982

### REGISTRATIONS

Licensed Professional  
Engineer: Florida

### CONTINUING EDUCATION

Stormwater Management,  
North Carolina State University

Survey Registration Review,  
Tidewater Community College,  
Virginia

Project Management  
Professional, Jacksonville,  
Florida



James has over 35 years of broad professional experience in civil engineering. His expertise is site development and planning with special emphasis on transportation, utility and stormwater drainage up-grades. James served as the Lead Civil Engineer for the Automated Skyway Express project in Jacksonville, Florida, Project Manager for the St. Augustine Airport five-year General Consultant Contract, and Design Manager/Engineer for multiple smaller projects throughout northeast Florida.

## REPRESENTATIVE PROJECTS

### St. Augustine Airport, FL\*

#### *General Design Consultants*

As project manager, coordinated with the client, the design subconsultants, and outside permitting agencies on various design projects at the airport. Assisted the airport in budget planning on a yearly basis. Project design efforts from budget estimates to the final design and construction. Projects included hangar additions, taxiway improvements and extensions, stormwater master plan designs, stormwater pollution prevention plan updates, utility extensions, and development studies.

### St. Augustine, FL\*

#### *T Hangar Expansion*

Provided design and project management for the infrastructure for three future 12-unit T hangars and five portable hangars. Design included coordination with the SJRWMD and Corps of Engineers for the crossing of a wetland ditch, design of five taxiway ditch crossings (60" pipes), 4-35' wide taxiways, 2,000 linear feet of closed drainage system with pipe sizes to 42", site grading and permitting.

### St. Augustine, FL\*

#### *10 Acre Airfield Infrastructure Design*

Provided project management and design for new corporate hangar area at Saint Augustine Airport. Design included preparation of plans and specifications for the construction of 860' x 50' taxiway, 680' x 18' access road, 1,110 linear feet of sanitary sewer, 520 linear feet water main extension, and 380 linear feet of storm drainage piping along with the design of 1.2-acre retention pond. Purpose of the project was to provide the infrastructure required for the future construction of six to ten corporate aircraft storage hangars.

*\*While working for others*

## Eric Rush, PE

### Construction Manager



Joined Firm in 2024  
Years of Experience: 27

#### EDUCATION

B.S. Civil Engineering, New Mexico State University

#### REGISTRATIONS

Licensed Professional Engineer: Florida

#### CERTIFICATIONS

ArcGIS Pro Basics



Eric is a licensed Professional Engineer who has worked in roadway construction management at both the state and city levels. His experience includes direct and indirect management of bridge and highway reconstruction projects, auditing construction project files, processing subcontracts, change orders, and contractor payments, developing and maintaining construction forms and spreadsheets, drafting and updating state DOT construction policies, manuals and specifications, and supervising construction management staff for roadway, building, and park-related projects.

## REPRESENTATIVE PROJECTS

### Delray Beach, FL

#### *SW Alleys and SE 1<sup>st</sup> Avenue Improvements*

Construction Manager for improvements to SE 1<sup>st</sup> Avenue (addition of on-street parking, drainage improvements, resurfacing) and improvements to three alleyways, which included the installation of pervious concrete, protective bollards, and associated sidewalk and driveway improvements.

### Northern Palm Beach County Improvement District, FL

#### *Unit 38 Harbor Isles Bridge Inspections*

Structural inspections of two existing over-water single-span bridges. Managed and attended above-waterline bridge inspections along with a Resident Compliance Specialist and Bridge Department Manager (remotely). Personally documented street-level conditions for compilation into the final report.

### Palm Springs, FL

#### *2025 Sidewalk Inventory*

Inspection services for the analysis of the Village-wide sidewalk system to determine compliance with ADA standards and general conditions. Managed a crew of 2-3 Resident Compliance Representatives for inspection over a three-week period. Also provided technical support, scheduling, and quality control.

### Broward County, FL\*

#### *Bus Projects*

Construction Project Manager covering projects such as bus stop improvements (ADA, shelters) and bus maintenance facility improvements (bus lifts, bus washes, electric bus charging stations). His duties include scoping the work, developing the contract specifications, design, drafting, cost estimating, bid support, construction management, invoicing, inspections, and closeout. Value of Contracts managed is approximately \$10M.

*\*While working for others*

## Mark Dachsteiner, PE

### Construction Manager



Joined Firm in 1996  
Years of Experience: 39

#### EDUCATION

B.S., Mining Engineering,  
Southern Illinois University,  
1987

#### REGISTRATIONS

Licensed Professional  
Engineer: Florida

FDEP-Storm Water Erosion  
& Sedimentation Control  
Qualified Storm Water  
Management Inspector  
(#38853)

QC Manager

Pavement Preservation  
(AXI080313)

Permeable Pavement Design:  
Elements and Case Studies  
(AWI011218)



Mark has extensive experience in survey, transportation and infrastructure design, construction engineering, and project management. He is involved in all phases of project development, conducting topographical surveys, design of roadways, sewers, water mains, pump stations, and providing construction engineering services for these projects. Since joining our firm, Mark has concentrated his efforts on the administration of governmental agencies and municipal engineering projects. He is very knowledgeable about the requirements of various funding programs for project inspection, documentation, and procedures.

#### REPRESENTATIVE PROJECTS

##### Pompano Beach, FL

###### *Esquire Lake Neighborhood Storm Water Improvements*

Project Manager for the construction of new drainage facilities (18 inch to 42 inch piping, catch basins, manholes, exfiltration trenches, outfalls, etc.) swale grading and sodding, roadway reconstruction, and pavement resurfacing. Construction also included clearing and grubbing, dewatering, MOT's, pavement markings and signage, complying with permit conditions, testing, and all restoration work for an operating system.

##### Pompano Beach, FL

###### *Kendall Lake Drainage Improvements*

Construction Manager for design, permitting, and bidding of the proposed stormwater improvements within the Kendall Lake neighborhood to address roadway flooding. The \$5.1M project included drainage structures, piping, exfiltration trench, and outfall improvements to an impaired waterbody. Various permits were obtained for this project.

##### Pompano Beach, FL

###### *US 1 Transit Hub - Survey, Site Plan and Engineering Design*

Construction Project Manager for the Transit Hub project design. Services include site layout of a parking lot on the CRA-owned parcels, stormwater and driveway turnout design, coordination with the City for provision of security cameras and gates - public wi-fi (to be maintained), perimeter fencing, parking lot lighting and EV charging stations, traffic signing and marking, landscaping, irrigation, permitting and arborist's services. Anticipated contract approval in August.

##### Pompano Beach, FL

###### *Reuse System NE Expansion Phase II*

Project Manager for the construction of approximately 7,125 linear feet of new reuse water mains in a residential area.

## Anthony Monroe

Construction Inspector



Joined Firm in 2022  
Years of Experience: 25

### CERTIFICATIONS

Asphalt Paving Level 1

PBC MS4 IDDE & SEC Training



Anthony is a skilled construction inspector offering 25 years of experience serving as a superintendent for contractors in Florida. He is consistently praised for his effective coordination between clients and contractors. Anthony's main priority while overseeing projects are maintaining clients' budgets and schedules.

## REPRESENTATIVE PROJECTS

### Pompano Beach, FL

#### *Pompano Beach Palm Club Water Main Improvements*

Provided engineering assistance with the City's Palm Club Water Main Improvements. The project included a connection of the terminal end of the 6-inch water main on Sunset Lane to the 4-inch water main along Palm Club Drive within the Palm Club development, eliminating the dead end water main on Sunset Lane. The new water main is approximately 115-linear-feet long and 6-inch in diameter, with a fire hydrant located adjacent to Palm Club Drive.

### Gulf Stream, FL

#### *Bluewater Cove Residential Development*

Construction Inspector for the Bluewater Cove Residential Development project. Improvements include water, wastewater, drainage, and paving work.

### Lantana, FL

#### *East Lantana Road Improvements*

Construction Inspector for roadway improvements for East Lantana Road from Dixie Highway to the Intracoastal Waterway. The Town identified potential roadway settling along the route. Failure in two stormwater pipes that outfall at the east end of East Lantana Road is a possible cause for the roadway settling.

### Lantana, FL

#### *Sea Pines Storm Water Station*

Construction Inspector for the construction of a new stormwater pump station with a wet well with an anticipated bottom of about 17 feet below grade. The wet well will be constructed using the Caisson (or Tremie) method. In addition, about 300 linear feet of associated 16 inch diameter PVC piping will be installed (for the pump station) that will bear about five to six feet below grade. The pump station and associated piping will be located in an existing detention area just west of Caribbean Way. Stormwater system improvements are also planned near the intersection of South 14<sup>th</sup> Street and Hypoluxo Road.

## Brad Stoecker

Construction Inspector and Spatial Technology



Joined Firm in 1998

Years of Experience: 35

### EDUCATION

A.S., Building Construction  
Technology, Morrison College,  
1990

### FEDERAL AVIATION ADMINISTRATION

Remote Pilot Certification,  
#4366310, February 2020

### CERTIFICATIONS

Small Drainage Structures  
CMMS  
ACI/IDOT Level I and Level II  
Concrete Field Technician  
FDOT Asphalt Paving Level 1  
& 2  
FDOT Pile Driving Inspector  
Piling  
Earth Excavation and  
Embankment  
Material Inspection  
Storm Sewer Design



Brad has strong background in construction survey and layout, inspection, and documentation. His eight years of experience with the Illinois Department of Transportation gives him in-depth knowledge of IDOT standards and procedures. His interpersonal skills were developed while supervising IDOT projects, where he coordinated work between the engineer and contractor and kept the general public informed of project status. Since relocating to Florida in 2016, Brad has been involved in various project site inspections and construction progress documentation for many water, sewer, paving and drainage projects. Brad also provides daily reporting in the format of photography, video and visual arts which are uploaded to various social media platforms for public notification, design and construction status updates.

## REPRESENTATIVE PROJECTS

### Boynton Beach, FL

#### *Lakeside Gardens Drainage Improvement*

Construction inspections for roadway improvements along Dimick Rd, Potter Rd and N Lake Dr in the Lakeside Gardens neighborhood. Improvements included new Drainage and outfall to the Intercostal waterway, new sanitary sewer and services, new potable water main and services, and new roadway.

### Delray Beach, FL

#### *SW 4<sup>th</sup> Street/SW 6<sup>th</sup> Street/SW 7<sup>th</sup> Street Improvements*

Brad provided Construction Inspection for the City's SW 4<sup>th</sup> Street/SW 6<sup>th</sup> Street/SW 7<sup>th</sup> Street Improvements. The project consisted of improvements to roadways, paved alleys, sidewalks, swales, stormwater system, sanitary sewer system, and street lighting.

### Delray Beach, FL

#### *NE 3<sup>rd</sup> Avenue Streetscape*

Provided inspections for the improvements along NE 3<sup>rd</sup> Avenue between NE 4<sup>th</sup> Street to NE 3<sup>rd</sup> Street in the Arts District. Improvements included installation of new potable water, drainage improvements. Roadway improvement included new street parking and sidewalks and street lighting. Highlights included new decorative sidewalks with glow rocks.

### Delray Beach, FL

#### *Lowson Boulevard Improvements*

Construction inspection for the Lowson *Boulevard* Improvements Project. The project consisted of drainage improvements, Roadway Improvements, adding new Shared Use Path and installation of two pedestrian bridges to improve the safety for the Pedestrian traffic.

## Donovan Verge

Construction Inspector



Joined Firm in 2025  
Years of Experience: 6

### EDUCATION

M.S., Construction  
Management, Eastern  
Michigan University, 2022

B.S., Geology, Eastern  
Michigan University, 2017



Donovan has experience with Construction Engineering and Inspection (CEI). Previously, he focused on subsurface utility inspection and repair, sub-base and base construction, tunneling, and mining inspection, geotechnical subsurface exploration, and underground engineering inspection for water mains, force mains, tunnels, and drainage.

## REPRESENTATIVE PROJECTS

### Delray Beach, FL

#### *Lakeview Dr. Drainage Improvements*

Construction Inspector for improvements to Lakeview Drive, including drainage improvements, two new drainage outfalls, roadway, sidewalk, and swale reconstruction. Close coordination with an adjacent golf course was necessary for access to construct and abandon outfalls as part of the scope.

### Delray Beach, FL

#### *Reclaimed Water Expansion Area 5, Area 10, Area 14*

Construction Inspector for the construction of the City's Reclaimed Water Area 5, Area 10, and Area 14 projects.

### Hendry County, FL\*

#### *Caloosahatchee River (C-43) West Basin Storage Reservoir Project*

As Senior Construction Inspector, Donovan assisted with preconstruction meetings and reviewed monthly payment applications submitted by the contractor for completed work. He participated in biweekly progress meetings and required on-site meetings, managed the budget, reviewed the erosion and sedimentation control plan, and performed Quality Assurance (QA) oversight, inspection, and acceptance for earthen dam features, including embankment construction, erosion remediation, and soil cement slope plating and protection. He confirmed compliance with the work plan, RFIs, and project specifications. He also documented the contractor's daily progress, observed quality deficiencies, and production quantities.

*\*While working for others*

## Rick Adams

Construction Inspector



Joined Firm in 2016

Years of Experience: 32

### EDUCATION

CIPP, Toronto, ON Degree,  
Cured-in-Place Pipe, August  
2009

Buried Facility Locate Training,  
Palm Beach Gardens, FL

Underground Utility Locating,  
January 1995

### CERTIFICATIONS

NAASCO – 2012 - 2024  
Inspector Training &  
Certification Program (ITCP)  
For Cured-in-Place Pipe

NAASCO – 2018 - 2025  
Inspector Training &  
Certification Program (ITCP,  
PACP, LACP, MACP) For  
Assessment, Maintenance, and  
Rehabilitation of Underground  
Infrastructure



Rick is a Construction Operations Manager with more than 32 years of experience in the fast-paced construction industry. He demonstrates excellent observation and compliance skills and has an outstanding track record of achieving exceptional results with pump stations, lift stations, and other water/wastewater utility installations.

## REPRESENTATIVE PROJECTS

### Pompano Beach, FL

#### Area D Sanitary Sewer Improvements

Construction Inspector for the construction of a new gravity sewer system to serve the un-sewered Area D – Martin Luther King Boulevard within the City of Pompano Beach. Specific project elements included approximately 1,650 linear feet of 8-inch gravity sanitary sewer; manholes, sewer laterals, and clean-outs; and roadway trench repair.

### Pompano Beach, FL

#### Liberty Park Sewer Improvements

Construction Inspector for sewer system improvements in the Liberty Park area. Five new sanitary doghouse-style manholes were designed to be inserted into the existing 8-inch sanitary sewers, along NW 21st Street, NW 20th Court, NW 20th Street, NW 19th Street, and NW 6th Avenue.

### Boca Raton, FL

#### Lift Station No. 33 and 226 Upgrades

Construction Inspector for the design, permitting, bidding, and construction administration services for a lift station improvements project. LS 33 is located east of the Federal Highway in the median on Camino Real. The station is a duplex station with three HP pumps. LS 226 is located on the west side of the Federal Highway in a combination with the commercial/residential area. The station operates as a duplex station with 5.4 HP pumps.

### Delray Beach, FL

#### Osceola Neighborhood Improvements

Construction Inspector for the resurfacing/reconstruction of 3.9 miles of roadway, construction of 1.2 miles of new permeable pavement alleyways, temporary traffic calming pilot projects, rehabilitation of water mains, sanitary sewers, storm sewers, area drainage improvements, parkway landscaping, sidewalk improvements, and LED lighting analysis and improvements. The project included a dedicated project website created and maintained by our staff.

## Lori Polantz

### Public Outreach



Joined Firm in 1995  
Years of Experience: 35

#### EDUCATION

B.A., Business Administration  
St. Norbert College, 1990

#### ASSOCIATIONS

Crystal Lake Chamber  
Foundation Board of Directors:  
Board Member | 2022 - 2023



Lori serves as the firm's Corporate Communications Manager, ensuring the firm's messaging aligns with key business strategies. She has developed and implemented integrated public information campaigns for roadway construction and high-profile projects to increase awareness, promote public understanding, and enhance communication during construction activities. She has designed and maintained numerous project websites and stays current with the latest technology and online communication tools including X, Facebook and blogs. Lori is adept at tailoring a project communication program to meet the needs and budget of a client.

## REPRESENTATIVE PROJECTS

### Delray Beach, FL

#### *Osceola Neighborhood Improvements*

Public Relations Specialist for design and construction of improvements to the Osceola neighborhood public infrastructure. Provides support for public information meetings and development and maintenance of the project website. Provides regular project updates to residents through social media.

### Delray Beach, Florida

#### *Beach Master Plan*

Public Relations Specialist for the construction of the Beach Master Plan Improvements. The project included installation of beach pedestrian turtle-friendly lighting for the beach promenade and intersection improvements focusing on pedestrian roadway crossings along S.R. A.1.A. Developed and maintained the project website and social media pages. Provided regular project updates to residents.

### Town of Lauderdale by the Sea, FL

#### *El Mar Design*

Public Relations Specialist for El Mar Drive Improvement Project. Community outreach efforts included providing support for virtual public information meetings. Managed development and maintenance of the project website. Designed multiple project surveys to encourage public participation input and buy-in into the final design concept selected.

### Wilmette, IL

#### *West Side Neighborhood Storage Project*

Public Relations Specialist for construction of Phase I of the West Side Neighborhood Stormwater Storage Improvements. Various communication techniques were utilized on the project for community outreach. The techniques included neighborhood canvassing, updating a project-specific website, and developing several videos including: Meet the Project Team, Virtual Project Open House, and Project Progress Video.

## Andy Zaletel, GISP

Spatial Technology



Joined Firm in 2005  
Years of Experience: 26

### EDUCATION

M.S., Resource Analysis and GIS, Saint Mary's University of Minnesota, 2000

B.S., Biology (Ecology), Winona State University, 1999

### CERTIFICATIONS

Geographic Information Systems Professional (GISP), GIS Certification Institute



Andy has served as Project Manager for numerous custom application development, utility mapping, data collection and basemap development projects. He has been instrumental in assisting communities with data analysis and conversion, custom application development, web-based Geographic Information System (GIS) solutions, infrastructure system surveys, and educational workshop presentations and trainings.

## REPRESENTATIVE PROJECTS

### Lantana, FL

#### *GIS Data Conversion*

Conversion of the Town's existing water distribution, storm water, and sewer system AutoCAD data layers into Esri Geodatabase format. The data was then networked in Esri and corresponding attribution was populated for the relevant feature classes for each utility system. The Town was delivered datasets in Esri Geodatabase format with the associated map documents.

### Bartlett, IL

#### *GIS Master Plan and Pilot Project*

Developed a GIS Master Plan and Pilot Project to assist the Village in creating the foundation for a functional GIS. Developed and prepared a GIS needs assessment, GIS conceptual design, and GIS implementation plan. Established an internet-based pilot project incorporating County data and Village-specific data layers.

### Berkeley, IL

#### *GIS Implementation and Development*

Project Manager for the Village-wide GIS base development, storm sewer system development, zoning classification GIS development, address map GIS development, and water and sanitary sewer system map digitization.

### Itasca, IL

#### *Village-wide Utility GIS*

Project Manager responsible for preparing a user-friendly GIS basemap and layers maintained in-house by Village staff. GIS was also installed at three locations, and staff was provided with training.

### Lombard, IL

#### *Utility GIS Mapping and Implementation*

Project Advisor for identification of attribute information for water, wastewater, and stormwater pumping stations. Future efforts may include development of an asset management system integrated with the Village's GIS.



#### **Education**

BS in Electrical Engineering, 1993  
Florida Atlantic University

#### **FL Registration:**

PE No. 60755

#### **Professional Associations:**

Florida Engineering Society (FES)  
Florida Institute of Consulting Engineers (FICE)

#### **Michael A. Guida, P.E.**

*C&W Engineering, Inc. - President/Electrical Engineer*

#### **Professional Employment History**

Michael has over 28 years of proven experience in commercial, industrial, health care, educational, residential and photovoltaic designs for construction. His experience includes electrical engineering design and project management of various municipal, commercial, industrial, educational and health care facilities. He has project managed and coordinated/designed projects with Electrical, HVAC, Plumbing and Fire Protection systems through to completed construction. He has a firm knowledge of FFPC, NFPA codes, Florida Building Code and of course NEC.

#### **Representative Projects**

##### **Palm Beach County Lift Station Rehabilitation Project B, Bid Pkg. 2**

Work Included new service wires, conduit, main service, control panel; sizing for pumps and voltages.

##### **Okeechobee Deep Well Injection System**

Designed two new deep injection wells including power and control systems monitored remotely through SCADA.

##### **Okeechobee Utility Authority Water Treatment Plant – High Service and other Plant improvements**

The work included filter effluent transfer pump rehabilitation and provided server improvements to the ground storage tank, a new sludge thickener, including new high service pump station, modifications to the existing electrical system and a new main breaker.

##### **Martin County Golden Gate Vacuum Sewer Pump Station**

The project included conversion of septic to vacuum sewer including a new pump station building with VFD equipment, generator, ATS switch, building lighting and miscellaneous field instruments.

##### **West Palm Beach ECR Water Reclamation Facility**

The project included GBT building, HVAC evaluation and design, electrical and HVAC load calculations, design.

##### **Palm Beach A-7 Pump Station**

Upsizing of pumps to 12HP, reuse the power service, reuse and modify control panel, wet well level control system, RTU points.

##### **Palm Beach E-3 and G-9 Sanitary Pump Station Improvements**

The work included Electrical Engineering and design of new control panels, conduits, service conductors, main breakers. New RTU system, as needed. New remote telemetry system.

##### **Pembroke Pines WWTP Rehabilitation, Phase 1**

The project included Electrical Engineering and design of new control panels, conduits, service conductors, main breakers. RTU system, as needed and new remote telemetry system.

C&W Engineering, Inc.  
6903 Vista Parkway North, Suite 10  
West Palm Beach, FL 33411  
561-642-5333



## Jose L. Reyes

*C&W Engineering Inc. – Electrical Engineer*

### Professional Employment History

Jose has over twenty-six years of proven experience in industrial, municipal and electric utility design and construction projects. His experience includes electric power distribution, design of water and waste water, and storm water projects, and their construction. He also has experience with telecommunications, lighting and recreational lighting. His greatest strengths include power, instrumentation, telecommunications systems, controls and telemetry systems

### Education:

BS in Electrical Engineering-  
1989, Florida International  
University

### Representative Projects

#### **Palm Beach County Water Utilities MLS 5133**

Rehabilitation of a wet well lift station to a booster pump station using VFD equipment and Fiber Optics based telemetry, with PLC control and field instruments, along with lightning protection and the like.

#### **Okeechobee Deep Well Injection System**

Designed two new Deep injection wells including power and controls systems monitored remotely through SCADA.

#### **Okeechobee Utility Authority Water Treatment Plant – High Service and other plant improvements**

The work included Filter Effluent Transfer Pump rehabilitation, and provided several improvements to the ground storage tank, a new sludge thickener including new high service pump station, modifications to the existing electrical system, including installing a new main breaker.

#### **Martin County Utilities Golden Gate Vacuum Sewer Pump Station**

The project included conversion of septic to vacuum sewer including a new pump station building, with VFD equipment, generator, ATS switch and building lighting and miscellaneous field instruments.

#### **Palm Beach County Water Utilities Department of Lift Stations**

The project included rehabilitation of 30 existing stations with new power service, control panels, remote telemetry equipment and field instruments.

#### **Town of Palm Beach Ejector Lift Stations**

The project included converting several air operated lift stations to electrically operated stations and interface new electrical equipment with telemetry.

### Professional Experience

Project Engineer, Resource Management International, Inc.  
Field Engineer, City of Lake Worth Utilities.

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C&W Engineering Inc.  
6903 Vista Parkway North, No 10  
West Palm Beach, FL 33411  
(561) 642-5333



## Gregory J. Stelmack, PE

Principal Engineer / Managing Partner

34 Years of Experience

Mr. Stelmack, PE, has over 34 years of experience and an extensive history of work involving all types of Civil Engineering and Infrastructure-related projects. He has served as the Sr. PM and Engineer of Record on 1000's of projects, including numerous large scale and high-profile projects and Continuing Service Contracts in South Florida for both private and public clients, including: The South Florida Water Management District (SFWMD), Florida Department of Transportation (FDOT), the United States Army Corps of Engineers (USACE), Broward, Palm Beach and Miami Dade Counties and their School Districts, and numerous Cities and other County Agencies.

Mr. Stelmack prepares and reviews geotechnical and materials engineering and inspection reports, coordinates and supervises engineering staff and drilling personnel, and conducts foundation observations, foundation design reviews and geotechnical instrumentation monitoring.

### RELATED PROJECT EXPERIENCE

**City of West Palm Beach: Continuing Contract for Geotechnical and Testing Services, West Palm Beach, Florida** - Senior Contract Manager, Senior Geotechnical and Materials Engineer. Mr. Stelmack served as Senior PM providing geotechnical, and material testing and inspection services for over 12 years on numerous municipal projects ranging in nature from roadway construction, pavement analysis, sidewalk and curb replacements, building foundations, seepage studies, historical studies, Park improvements; seawalls and piers, water treatment plants and waste disposal sites.

**Palm Beach County Division of Engineering and Public Work: Continuing Service Contract, Palm Beach County, Florida** - Senior Contracts Manager / Sr. Geotechnical Engineer and CMT/CEI Administrator. Multi-year Geotechnical Engineering and Construction Materials Testing and Inspection support Contract for Palm Beach County Engineering and Public Works Depts. Have secured multiple Continuing Services Contracts with PBC over the last 12 years. For this Contract, provided Geotechnical Drilling and Engineering Design Services and Construction Materials Testing in the Laboratory and Field, and Quality Assurance Inspection support on dozens of roadways and utility construction and rehabilitation Projects.

**Palm Beach and Broward County School Districts: Continuing Service Contracts, Palm and Broward County, Florida** - Senior Contracts Manager / Sr. Geotechnical Engineer and CMT/CEI Administrator. Multi-year Geotechnical Engineering and Construction Materials Testing and Inspection support Contract for the Broward County School District. For this duration of Contract, provided Geotechnical Drilling and Engineering Design Services and Construction Materials Testing, laboratory testing and Quality Assurance Inspection support services on over 50 Broward County and 50 Palm Beach County School District Projects.

### CONTACT

901 Northpoint Pkwy, Suite 100  
West Palm Beach, FL 33407  
GregoryStelmack@wirxeng.com  
(561) 307-0166

### EDUCATION

Bachelor of Science in Civil  
Engineering, University of  
Wisconsin, Madison (1989)  
Civil Engineering

### PROFESSIONAL LICENSING

Engineer – FL #PE 70556  
CTQP Drilled Shaft Inspection  
CTQP Pile Driving Inspection

### CAPABILITIES

Project Management  
Geotechnical Engineering  
Foundation Design  
Quality Control Inspections  
Materials Testing



## Andrew Nixon, PE

Senior Project Engineer / Managing Partner  
18+ Years of Experience

Mr. Nixon has 18+ years of experience including providing Environmental, Geotechnical and Construction Materials Testing Services for low and high-rise structures, single family residential developments, bridges, piers, buried structures, transmission towers, silos, roadways, etc. He prepares and reviews geotechnical and materials engineering inspection reports, coordinates and supervises engineering staff and drilling personnel, and conducts foundation observations, foundation design reviews and geotechnical instrumentation monitoring.

He has provided oversight of field and laboratory testing programs during the construction phase of a variety projects and supervised other engineers in the Construction Materials Testing Department. The testing programs typically included the performance of earthwork inspections, field and laboratory testing of soils, and field sampling of concrete. Mr. Nixon has also inspected and supervised testing programs during the construction of various roadway projects.

### REPRESENTATIVE PROJECTS

#### **Sunny Isles Central Island Area Pump Stations, Sunny Isles Beach, Florida.**

Mr. Nixon served as the Geotechnical EOR for two new pump stations on the southeast side of the intersection of N. Bay Drive and 178<sup>th</sup> Drive, and the northeast side of the intersection of N. Bay Drive and NE 181<sup>st</sup> Street.

**Golden Shores Pump Station Rehabilitation, Sunny Isles Beach, Florida.** Mr. Nixon served as the Geotechnical EOR for two new pump stations on the southeast side of the intersection of N. Bay Drive and 178<sup>th</sup> Drive, and the northeast side of the intersection of N. Bay Drive and NE 181<sup>st</sup> Street.

**NE 25th Avenue 24-inch Force Main Replacement Project, Fort Lauderdale, Florida.** Mr. Nixon served as the Geotechnical EOR for the replacement of the existing Pump Station located north of the intersection of North Bay Road and 191st Terrace in a single-family neighborhood in the north end of the City of Sunny Isles Beach.

**NE 38th Avenue 42-inch Force Main and 19th Avenue 24-inch Force Main Replacement Project, Fort Lauderdale, Florida.** Mr. Nixon served as the Geotechnical EOR for the replacement of approximately 8,000 LF of 42-inch Ductile Iron Pipe (DIP) force mains along NE 38th Street and the construction of approximately 3,000 LF of new 24-inch force main along 19th Street.

**Bermuda Riviera Small Water Mains Improvements Project, Fort Lauderdale, Florida.** Mr. Nixon served as the Geotechnical EOR for water main improvements within the Bermuda Riviera district including an aerial pipe crossing.

**Water and Sanitary Sewer System Improvements for Utility Analysis Zone 113A, Broward County, Florida.** Mr. Nixon served as the Geotechnical EOR for the replacement of approximately 168,100 LF of existing water mains, approximately 122,100 LF of existing sanitary sewer mains, and approximately 23,600 LF of existing force mains.

#### CONTACT

515 E Las Olas Blvd., Suite 120  
Fort Lauderdale, FL 33301  
AndrewNixon@wirxeng.com  
(561) 762-8918

#### EDUCATION

Bachelor of Science in Ocean  
Engineering, Florida Atlantic  
University, Florida (2005)

#### PROFESSIONAL LICENSING

Engineer – FL #PE 71458  
OSHA 40-hour HAZWOPER  
Advanced MOT  
Qualified Stormwater Inspector

#### CAPABILITIES

Project Management  
Geotechnical Engineering  
Foundation Design  
Quality Control Inspections  
Environmental Engineering



## Timothy K. Blankenship, PE

Coastal/Civil Engineer, Project Manager

### EDUCATION

ME, Coastal Engineering,  
Old Dominion University,  
Virginia, 1994

BS, Civil Engineering, Old  
Dominion University,  
Virginia, 1992

### REGISTRATION

#### Professional Engineer:

Florida, #55910, 2000

Virginia, #0402032214, 1999

### AFFILIATIONS

Florida Engineering Society

American Society of Civil  
Engineers (ASCE), Miami-  
Dade Branch, Past President

ASCE, Ports and Harbors  
Committee, Engineer/Diver  
Standard Task Committee

ASCE, Florida Section,  
Report Card on Florida  
Infrastructure Committee on  
Coastal Areas

Tim Blankenship has extensive experience as a coastal engineer, having completed beach nourishment, inlet, and coastal structure studies and design throughout Miami-Dade County and the Florida Keys. He has led coastal engineering teams in numerical modeling of shoreline evolution using DHI MIKE sediment transport models. He has completed design and permitting for several truck haul nourishment projects that have included erosion "hot spot" areas. He has also managed teams on site-specific coastal engineering analyses and private development projects to evaluate coastal erosion, wave forces, and hydraulic flow associated with storm surge.

### REPRESENTATIVE PROJECT EXPERIENCE

**Marjory Stoneman Douglas Visitor Center, Everglades City, FL.** Senior civil engineer for Moffatt & Nichol's (M&N's) waterfront engineering scope of work, responsible for waterfront improvements design. A replacement structure and overall site improvements to the Gulf Coast Visitor Center were required due to severe damage from Hurricane Irma in 2017. The main requirements for the project were resiliency and provisions for climate change. Raising the entire waterfront site by several feet was required to meet flood-resilience objectives. This required a complete replacement of the bulkhead along the shoreline and marina basin and implementation of upland retaining walls. Improvements also included the addition of small-craft and accessible kayak launch ramps.

**West Avenue Phase II Improvements, Miami Beach, FL.** Project principal for the waterfront components of the design-build construction of roadway and infrastructure improvements north of 14th Street along West Avenue to Lincoln Road. Working with the contractor and lead designer, M&N's responsibilities include waterfront structural improvements to the Lincoln Road street end, along with the relocated dissipator box at the end of West Avenue to accommodate the outfall infrastructure for the 120,000-gpm stormwater pump station at 1671 West Avenue. In addition, the firm is designing and permitting the overwater baywalk that will connect Lincoln Road and the existing baywalk along the waterfront street end of Lincoln Terrace.

**Beachwalk, Miami Beach, FL.** Project manager for the civil/coastal engineering design and environmental permitting for the 4,000-foot on-grade paver walkway that connects Lummus Park north to 21st Street in the South Beach district of Miami Beach, along with associated amenities and landscaping.

**Bayfront Street Ends, Miami Beach, FL.** Project manager for the bulkhead design and environmental permitting for street ends at South Shore Drive, 10th Street, 14th Street, Lincoln Road, and Island View Park. The streetscape design for street ends at South Shore Drive, 10th Street, and Lincoln Road.

**Village of Key Biscayne Resilient Infrastructure Program Strategy and Integrated Implementation Plan, FL.** Project manager for a technical advisory role to support the Village with the USACE CSRSM study for the development of shoreline stabilization and flood protection alternatives for the beaches and back bay as part of the Village's Elevating Our Island Paradise Resilience Program, with the goal of protecting the Village from the effects of flooding, sea level rise, and environmental changes. Developing alternative solutions for shoreline stabilization, working with the USACE and the Village to integrate nature-based solutions for shoreline stabilization.



moffatt &amp; nichol

## Manuel Castaño, PE

Coastal Engineer

### EDUCATION

MS, Civil Engineering,  
Oregon State University, 2015

BS-MS, Civil Engineering,  
University of Cantabria,  
Santander, Spain, 2013

### REGISTRATION

#### Professional Engineer:

Florida, #86926, 2019

California, #87649, 2017

Puerto Rico, #29160, 2024

### AFFILIATIONS

American Society of Civil  
Engineers

Coasts, Oceans, Ports, and  
Rivers Institute – Corporate  
Member

World Association for  
Waterborne Transport  
Infrastructure (PIANC) -  
Corporate Member

Member of PIANC's WG-  
168 – "Single Point Yacht  
Moorings"

### EXPERIENCE

Manuel Castaño leads a range of coastal engineering and marina projects, focusing on the design and master planning of coastal infrastructure, including floating docks, breakwaters, and shoreline stabilization structures; hydrodynamic and wave-propagation numerical modeling; navigation analyses and the design of Aids to Navigation; FEMA coastal flood studies; and environmental permitting. Manuel completed PIANC's Marina Designers Training Program and has been involved in the planning and design of numerous marine projects locally and internationally. Additionally, Manuel was one of the co-authors of PIANC's WG 168 Guidelines on Single Point Yacht Moorings and is currently involved in PIANC's Working Group 222 (Floating Breakwaters) and with ASCE's Sea Level Change Task Committee.

### REPRESENTATIVE PROJECT EXPERIENCE

**5775 Collins Avenue, Miami Beach, FL.** Engineer in charge of the numerical modeling required for a FEMA CLOMR based on fill to modify the proposed structure's effective flood zone from a partial AE flood zone to an X zone. Services included coordination with the design team on fill activities to meet base flood elevation requirements and coordination with the local municipality. Services also include Florida Department of Environmental Protection (FDEP) Coastal Construction Control Line (CCCL) permitting for a new condominium with a pool deck/amenity area, and associated Florida Fish and Wildlife Conservation Commission (FFWCC) exterior lighting approval, to reduce impacts on nesting/hatchling marine life.

**Armani/Casa Development, Sunny Isles Beach, FL.** Project engineer for the FDEP CCCL permitting, flood regulation compliance review, mitigation design, and coordination assistance for a condominium development. The project includes a garage pedestal requiring a balance of excavated material/mitigation.

**Sarasota Bayfront Masterplan, Sarasota, FL.** Moffatt & Nichol served as the marine lead consultant for the master planning of the "Sarasota The Bay" project, a redevelopment of approximately one mile of waterfront in downtown Sarasota. This project includes several piers, relocation of the existing boat ramp, dredging of the existing bayou, and a kayak dock. Moffatt & Nichol continued its involvement with the project to complete the design for the marine elements in Phase 1 (the southernmost portion of the shoreline).

**Marine Stadium Mooring Field, Key Biscayne, FL.** Project engineer who developed several mooring layouts, supported the sizing of the mooring system, progressed the design, and coordinated with local and federal environmental agencies. Moffatt & Nichol was involved in concept development and in the preliminary and final design of a small mooring field facility for the City of Miami.

**Dinner Key North Mooring Field, Miami, FL.** Project engineer who developed several mooring layouts, sized the mooring system, progressed the design to final design, coordinated with local and federal environmental agencies, and supported the city of Miami during construction. Moffatt & Nichol was involved in concept development and in the preliminary and final design of a small mooring field facility for the City of Miami.



## Paola A. West

Owner, President

### Name of the Firm

PLANW3ST LLC

### Years of Experience

20 Years

### Years employed with Firm

5 Years

### Education

Master of Landscape Architecture,  
Florida International University  
2008

Bachelor of Art in Architecture,  
Florida International University  
2005

### Registration

N/A

### Certifications

AICP #34020

ISA Certified Arborist  
#FL-6295A

### Summary Bio

AICP Certified Planner and an ISA-Certified Arborist with a Master's Degree in Landscape Architecture and a Bachelor's Degree in Architecture. Experience includes site design as well as entitlement securing and application processing for the private and public sector. She has also served in planning management capacity for public sector municipalities. Sole business-owner with over 5 years of experience managing projects as principal land planner for multiple clients. Projects range from single family through multifamily high-rise, commercial stand-alone and multi-building development, mixed use development, and industrial development. Over 20 years of combined experience in planning and site design.

### Relevant Pompano Beach Project Experience

#### Development Services Miscellaneous Planning Staff

Assistance- PM Jennifer Gomez  
(Direct Consultant; 2020-2024)

Scope: drafted technical advisory board minutes for the Architectural Appearance Committee (AAC), Zoning Board of Appeals (ZBA) and Planning & Zoning Board (PZB), provided landscape permit reviews, provided zoning permit reviews, provided Zoning Use Certificate application reviews, assisted with several zoning and landscape code amendments in research and drafting for adoption, assisted in research and drafting of zoning and landscape policies.

#### BSO Substation- Site Plan, Plat, Special Exception- PM Tammy Good

(Direct Consultant; 2020 & 2023)

Scope: Representation and processing of a site plan and plat application. Process included submittal, coordination, and comment responses, DRC meeting attendance, Broward County bus stop relocation research, coordination, and

**Paola A. West**, PlanW3st LLC

submittal, Broward County Platting determination and platting submittals through the city and Broward County, processing of a Unity of Title, and securing of a Special Exception approval for the use through the city's Zoning Board of Appeals.

Public Safety Complex Right-of-Way Dedication, and Plat Note Amendment

(Sub Consultant to Architect; 2021 & 2022)

Scope: Directly hired surveyor for sketch and legal, coordination with city staff, title company, and surveyor for required documents, submittal and recordation. Plat note amendment processing included scheduling and attendance for pre-application meeting, document submittal for city recommendation, county submittal and coordination, county commission meeting attendance, recordation.

Weaver Park Arborist Services- PM Chris Schlageter

(Direct Consultant; 2021)

Scope: Site visits for tree location, condition, and assessment, preparation of tree location plan on CAD, preparation of arborist appraisal and assessment table, and permitting assistance.

Gateway Drive Arborist Services - PM Gary Eagle

(Direct Consultant; 2021)

Scope: Site visits for tree location, condition, and assessment, preparation of tree location plan on CAD, preparation of arborist appraisal and assessment table, and permitting assistance.

NE 10<sup>th</sup> Street Arborist Services - PM Gary Eagle

(Direct Consultant; 2021)

Scope: Site visits for tree location, condition, and assessment, preparation of tree location plan on CAD, preparation of arborist appraisal and assessment table, and permitting assistance.

Kendall Lakes Arborist Services - PM Gary Eagle

(Direct Consultant; 2021)

Scope: Site visits for tree location, condition, and assessment, preparation of tree location plan on CAD, preparation of arborist appraisal and assessment table, and permitting assistance.



## SURVEY SUPPORT

Mr. Mason is an experienced Professional Surveyor and Mapper with more than a decade of experience, primarily in the South Florida area, providing right-of-way, control survey, subsurface utility engineering, and topographic design surveys for the Florida Department of Transportation. He is proficient in the latest industry technology and software including: 3D laser scanning, all forms of conventional and GPS survey equipment operation, AutoCAD Civil 3D, MicroStation SS4, Geopak, Carlson 2019, Trimble Business Center, Hector, Cyclone, ArcGIS, data processing, full 3D modeling and both Static and RTK GPS post processing. Mr. Mason is a skilled problem solver and has been involved with all aspects of subsurface utility engineering (SUE) and survey and mapping processes. His ability to establish strong working relationships with clients and co-workers and commitment to consistently meeting project budgets and schedules are highly beneficial to the Ritzel-Mason team.



**Clyde  
Mason II, PSM**

### RELEVANT EXPERIENCE

**I-595 Expressway, Broward County, FL, FDOT D4, Senior Crew Chief**, As the Sr. Crew Chief for this I-595 corridor improvement project, Mr. Mason was responsible for all field survey activities, including the establishment of horizontal and vertical control via redundant GPS observations over multiple weeks and a 12 mile close bench run as-well-as the collection of multiple topographic and hydrographic features along the project. In addition, Mr. Mason was responsible for the logistics of all terrestrial laser scanning operations for multiple bridge crossings to support design efforts.

**I-95 from Becker Rd to Midway Rd, FDOT District 4, St. Lucie County, Project Surveyor**, As the Project surveyor for this Overpass Topographic Surveying and Design project, Mr. Mason was responsible for all field survey activities and Control Survey Maps. In addition, Mr. Mason prepared a Design Survey for all four I-95 overpasses including DTM creation for new roadway design.

**SR 5 / US Highway 1, George Bush Blvd. to Murano Bay, Palm Beach County, FL., FDOT District 4, Project Surveyor**, supported the engineer of record's design efforts for this 3R design project. The firm provided horizontal and vertical primary and secondary control utilizing static GPS, RTK GPS and total station methods. The historic baseline was re-established and approved by the FDOT District Surveyor. Aerial targets were set and the data was provided to the aerial mapping firm. Obscure and soft topographic data was also provided to the aerial mapping firm for merging. The firm was responsible for the survey of utility designates and locates by others. Existing rights-of-way were determined using readily available data and limited title search reports and submitted to the FDOT right-of-way department for review. Data was processed in MicroStation SS4 and submitted to FDOT.

**Flamingo Road from Griffin Rd to I-595, Broward County, FL., FDOT District 4, Project Surveyor**, for this 3.4-mile topographic survey for 3R and design project, Mr. Mason was responsible for all, project planning including field survey coordination, control retracement and establishment. In addition, Mr. Mason was responsible for the post processing of all field data and creating the surfaces necessary to combine with LAMP photogrammetric drawings to generate a final surface for the design engineer.

#### REGISTRATIONS:

Professional Surveyor/Mapper:  
Florida #6905, 2012

Professional Surveyor/Mapper:  
Ohio #8601, 2013

Professional Surveyor/Mapper:  
North Carolina #5297, 2018

#### EDUCATION:

Bachelor of Science, Geomatics  
Engineering – Florida Atlantic  
University, 2011

#### AFFILIATIONS:

Florida Surveying and Mapping  
Society (FSMS)

Gold Coast Land Surveyors  
Council

#### YEARS OF EXPERIENCE

**TOTAL: 21**  
**WITH FIRM: 6**

OFFICE LOCATION: DELRAY BEACH



## SURVEY SUPPORT

Dennis has worked in the discipline of surveying and mapping since 1996. He began his career as a survey technician in Maryland and relocated to the South Florida area in 2002. Since 2002, Dennis has continuously worked on FDOT projects. This includes well over 250 projects and task-work orders through various continuing services and subcontractor contracts. His extensive experience includes right-of-way mapping, control surveys, design surveys, and sketches and legals. His proficiency in the latest industry technology and software includes: TopoDOT, Carlson 2024, AutoCAD Civil 3D 2024, MicroStation v8i SS4, Geopak, CAICE, Trimble Business Center, Trimble Total Control, Hector, Cyclone, ArcMap, GPS RTK, and Static network downloading and post-processing. Dennis has been utilizing laser scanning equipment since 2005 and excels at all aspects of point cloud processing including full 3D modeling and corridor mapping. He has been involved with all aspects of subsurface utility engineering (SUE) since 2006 and is certified to plan and evaluate SUE processes. He is proficient in the use of unmanned aerial vehicles (UAVs) and is UAV-certified to operate at a commercial level. Dennis's experience also includes two years as a project designer for various engineering design tasks such as hydraulic, hydrology, storm drainage, sediment control, and mining. Dennis possesses highly effective problem-solving and leadership skills. His ability to establish strong working relationships with clients and co-workers and his commitment to consistently meeting project budgets and schedules are some key benefits to the Ritzel-Mason team.



**Dennis  
Ritzel, PSM**

### RELEVANT EXPERIENCE

**AET Phase 4C – Dolphin Stadium Plaza, Miami-Dade County, FL, Florida's Turnpike Enterprise, Survey Project Manager.** Dennis provided survey support services for the improvement of the Dolphin Stadium ramp. Services included setting primary and secondary control, topography, drainage, utility designates, utility locates, and geotechnical data collection. The data was merged with a previous survey and submitted to the client in a MicroStation SS4 format.

**SR 821 HEFT Widening, Broward and Miami-Dade Counties, FL, Florida's Turnpike Enterprise, Survey Technician.** Dennis provided survey support for a PD&E study of 13 miles of the HEFT. The services include setting primary and secondary control to facilitate the data collection of cross sections, bridges, drainage, and right-of-way surveys.

**SR 821 HEFT Widening, Broward and Miami-Dade Counties, FL, Florida's Turnpike Enterprise, Survey Technician.** Dennis provided survey support for a PD&E study of 13 miles of the HEFT. The services include setting primary and secondary control to facilitate the data collection of cross sections, bridges, drainage, and right-of-way surveys.

**SR 91 Turnpike Widening – Johnson Street to Griffin Road, Broward County, FL, Florida's Turnpike Enterprise, Survey Technician.** Dennis provided survey support for a PD&E study of 3.4 miles of the Turnpike. The services include setting primary and secondary control to facilitate the data collection of DTM, cross sections, bridge, drainage, and right-of-way surveys. The project was completed on schedule and under budget.

**I-595 Express Lanes P3, Broward County, FL, FDOT District 4, FDOT District 4, Project Surveyor.** Dennis supported the engineer of record's design efforts for this major design-build. The firm was responsible for all SUE and topographic efforts. Data was processed in MicroStation SS4 and submitted to the engineer.

**SR 5/US Highway 1, George Bush Boulevard to Murano Bay, Palm Beach County, FL, FDOT District 4, Project Surveyor.** Dennis supported the engineer of record's design efforts for this 3R design project. The firm provided horizontal and vertical primary and secondary control utilizing static GPS, RTK GPS, and total station methods. The historic baseline was re-established and approved by the FDOT District Surveyor. Aerial targets were set and the data was provided to the aerial mapping firm. Obscure and soft topographic data were also provided to the aerial mapping firm for merging. The firm was responsible for the survey of utility

#### REGISTRATIONS:

Professional Surveyor/Mapper:  
Florida #6953, 2013

Engineer in Training:  
#1100022325

#### EDUCATION:

Bachelor of Science, Geomatics  
Engineering – Florida Atlantic  
University, 2013

Associate of Arts - Palm Beach  
Community College, 2008

#### CERTIFICATIONS:

Maintenance of Traffic  
Intermediate

NSPS CST IV #1102-1681

Trenchless Technology Utility  
Investigation

UAV part 107 #4167143

Advanced Cyclone 2006

#### AFFILIATIONS:

Gold Coast Surveying Council  
(Vice President)

#### YEARS OF EXPERIENCE

TOTAL: 28

WITH FIRM: 6

OFFICE LOCATION: DELRAY BEACH

# Proposer's Project Workload

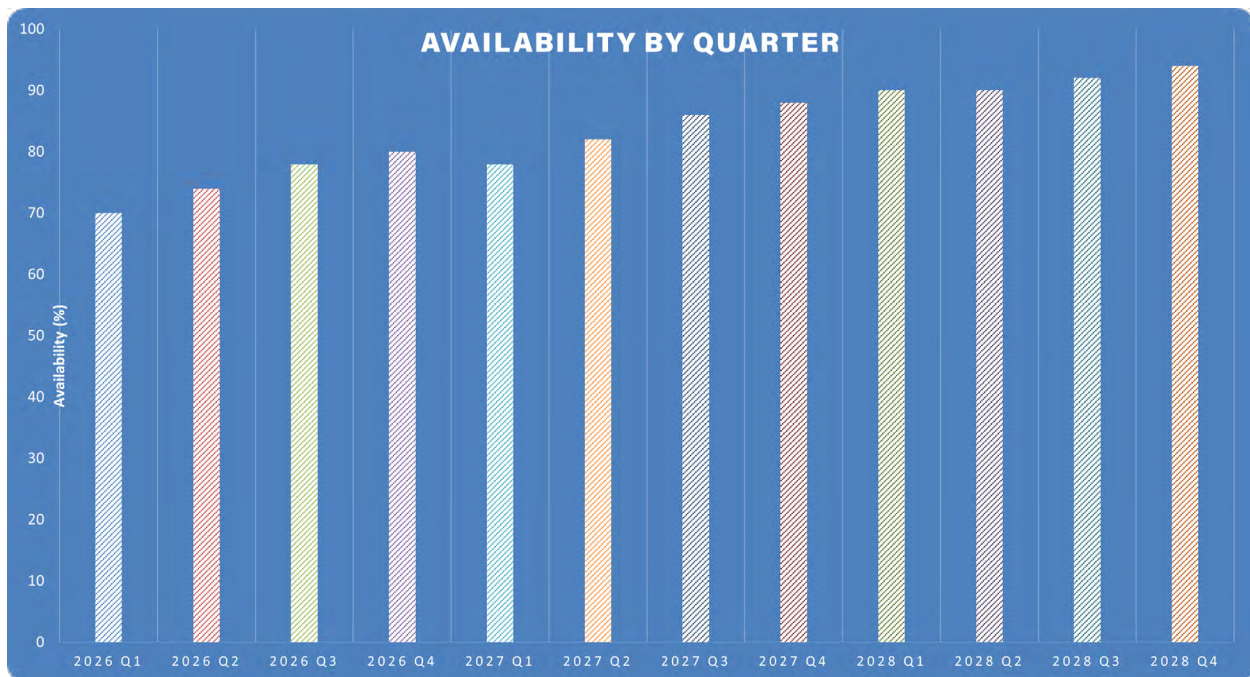
## Commitment to Accessibility, Availability & Staffing Capacity

Baxter & Woodman serves municipal clients throughout Florida with a strong emphasis on accessibility, direct communication, and dependable response. For the City of Pompano Beach, our team will provide project leaders and technical staff who remain directly engaged throughout the duration of assignments, supporting open dialogue, timely decisions, and efficient project progression. Clear communication channels guide our work, helping your team receive updates, answers, and technical input when needed.

## Current and Projected Workload Capacity

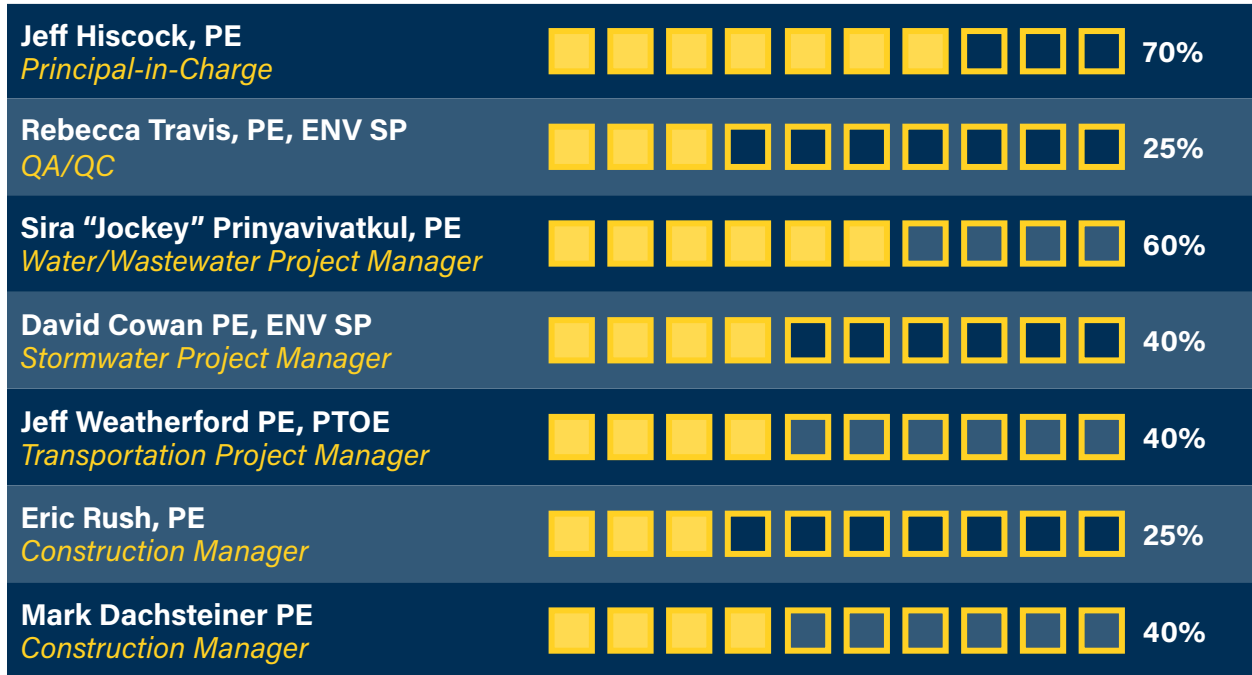
Our firm actively evaluates staffing commitments across our offices to maintain a balanced workload and reliable project delivery. Current and forecasted assignments for the next three years have been reviewed, and our proposed team has full capacity to support Pompano Beach without overextension. Based on planned workload projections, we are prepared to begin work upon contract award in 2026 and remain fully available throughout the life of the agreement.

With the depth of our staff, project experience, and resource planning, we are well-positioned to deliver high-level engineering services that advance Pompano Beach initiatives, maintain schedule expectations, and provide solutions that are both technically strong and cost-efficient.



## ■ Availability of Assigned Staff Members

Baxter & Woodman is dedicated to maintaining a high standard of accessibility and responsiveness. Our team provides clients with direct access to key personnel throughout the various phases of a project, facilitating timely communication, efficient decision-making, and effective collaboration. By fostering consistent availability and clear lines of contact, we support the seamless progression of projects while addressing questions and concerns promptly and professionally.





# TAB 8

# Office Locations



# Office Locations

All firms involved, including Baxter & Woodman, maintain offices within the tri-county area (Broward, Palm Beach, and Miami-Dade), allowing our team to provide prompt and reliable support to the City of Pompano Beach throughout the contract term.

## Regional Offices

With 18 regional offices, Baxter & Woodman offers a strong local presence backed by firmwide technical depth. Services for this contract will be led by our **West Palm Beach, Florida** team, with support from our other Florida offices and additional nationwide resources as needed. Our **West Palm Beach** office is located at **1601 Forum Place, Suite 400, West Palm Beach, FL 33401**. Our West Palm Beach office has 22 staff members.

BAXTER & WOODMAN'S STAFF INCLUDES:		
450 STAFF MEMBERS		
STORMWATER <b>43</b>	WATER/WASTEWATER <b>98</b>	TRANSPORTATION <b>56</b>
INFRASTRUCTURE <b>20</b>	PLANNING/LANDSCAPE ARCHITECTURE <b>5</b>	CONSTRUCTION <b>85</b>
SPATIAL TECHNOLOGY <b>14</b>	ELECTRICAL/SCADA <b>14</b>	CADD <b>19</b>
STRUCTURAL <b>10</b>	SURVEY <b>9</b>	GEOLOGIST <b>3</b>

As of 07/2025



## Subconsultant Offices

<p><b>Electrical</b> <i>C&amp;W Engineering, Inc.</i> 6903 Vista Parkway North, Suite 10 West Palm Beach, FL 33411</p>	<p><b>Geotechnical</b> <i>WIRX Engineering, LLC</i> 515 E Las Olas Boulevard, Suite 120 Fort Lauderdale, FL 33301</p>	<p><b>Marine Engineering</b> <i>Moffatt &amp; Nichol</i> 100 W Cypress Creek Road, Suite 1047 Fort Lauderdale, FL 33309</p>
<p><b>Arborist</b> <i>PLANW3ST, LLC</i> 16350 115th Avenue North Jupiter, FL 33478</p>	<p><b>Surveying/SUE</b> <i>Ritzel-Mason, Inc.</i> 5119 Beechwood Rd, Delray Beach, FL 33484</p>	



TAB 9  
**City Forms**





## ■ Qualifications of Bidders

Bidder Company Name Baxter & Woodman, Inc.

### Qualifications Of Bidders

To demonstrate qualifications to perform the work, and to be considered for award, each bidder shall submit at least three (3) business customer references. Provide information for business customers for whom you have performed work of this nature which you list as references, excluding the City of Pompano Beach. (Use an attachment if necessary.)

1. Name and address of customer: Town of Lauderdale-By-The-Sea  
4501 N. Ocean Drive, Lauderdale-By-The-Sea, FL 33308  


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Contact person name, telephone number and email address: Ken Rubach  
P: 954-640-4200; E: kenr@lauderdalebythesea-fl.gov  


---

Description of services provided and date(s) of service: 2011- Ongoing  


---

Baxter & Woodman has provided engineering design, permitting, public coordination, and construction services for sewerage the Palm Club neighborhood, including a gravity sewer system, lift station and force main, electrical telemetry, sanitary sewer lines, and roadway reconstruction.  


---
  
2. Name and address of customer: City of Wilton Manors  
2020 Wilton Drive, Wilton Manors, FL 33305  


---

Contact person name, telephone number and email address: Alan Dodd, PE  
P: 954-390-2129; E: adodd@wiltonmanors.com  


---

Description of services provided and date(s) of service: 2021-Ongoing  


---

Baxter & Woodman has provided lift station evaluations for the City of Wilton Manors, including operational inspections, structural assessments, and electrical system reviews as part of the City's Integrated Stormwater, Wastewater, and Water Master Plan. Services also included design of asbestos cement water main replacements using pre-chlorinated pipe bursting and water and force main extensions via bridge attachment.  


---
  
3. Name and address of customer: City of West Palm Beach  
401 Clematis St. 4th Floor, West Palm Beach, FL 33401  


---

Contact person name, telephone number and email address: Laura Le, PE  
P: 561-494-1093; E: LLe@wpb.org  


---

Description of services provided and date(s) of service: 2017- Ongoing  


---

Baxter & Woodman has provided engineering design services for lift station rehabilitation in the City of West Palm Beach, including condition assessments, hydraulic modeling, permitting, and construction management for mechanical, structural, and electrical upgrades. Services also included sewer system improvements to reduce overflows and development of the City's Water and Wastewater Master Plans.  


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**Attachment H: W-9**

Form **W-9**  
(Rev. March 2024)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer  
Identification Number and Certification**

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)</p> <p><b>Baxter &amp; Woodman, Inc.</b></p>	<p><b>2</b> Business name/disregarded entity name, if different from above.</p>	
	<p><b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor    <input checked="" type="checkbox"/> C corporation    <input type="checkbox"/> S corporation    <input type="checkbox"/> Partnership    <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____</p> <p><b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) _____</p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____</p> <p><i>(Applies to accounts maintained outside the United States.)</i></p>	
	<p><b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/></p>		
	<p><b>5</b> Address (number, street, and apt. or suite no.). See instructions.</p> <p><b>8678 Ridgefield Road</b></p>	<p>Requester's name and address (optional)</p>	
	<p><b>6</b> City, state, and ZIP code</p> <p><b>Crystal Lake, IL 60012</b></p>		
	<p><b>7</b> List account number(s) here (optional)</p>		

**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. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>										
<b>or</b>										
<b>Employer identification number</b>										
3	6		-	2	8	4	5	2	4	2

**Part II Certification**

Under penalties of perjury, I certify that:

- 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
- 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 and dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- 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.

<b>Sign Here</b>	Signature of U.S. person	Date 12/17/2025
------------------	--------------------------	-----------------

**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](http://www.irs.gov/FormW9).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an



LOCAL BUSINESS  
LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR

N/A - Refer to Exhibit D

Bid Number RLI 26-003

TO: \_\_\_\_\_  
(Name of Prime or General Bidder)

The undersigned City of Pompano Beach business intends to perform subcontracting work in connection with the above contract as (check below)

\_\_\_\_\_ an individual

\_\_\_\_\_ a corporation

\_\_\_\_\_ a partnership

\_\_\_\_\_ a joint venture

The undersigned is prepared to perform the following work in connection with the above Contract, as hereafter described in detail:

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

at the following price: \_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name of Local Business Contractor)

BY: \_\_\_\_\_

EXHIBIT "B"

LOCAL BUSINESS  
UNAVAILABILITY FORM

BID # RLI 26-003

I, Rebecca Travis, Executive Vice President  
(Name and Title)

of Baxter & Woodman, Inc., certify that on the 17th day of  
December, 2025, I invited the following LOCAL BUSINESSES to bid work  
items to be performed in the City of Pompano Beach:

Business Name, Address	Work Items Sought	Form of Bid Sought (i.e., Unit Price, Materials/Labor, Labor Only, etc.)
N/A - Refer to Exhibit D		

Said Local Businesses:

- Did not bid in response to the invitation
- Submitted a bid which was not the low responsible bid
- Other: Refer to Exhibit D

Signature: 

Date: 12/17/2025

Note: Attach additional documents as available.

EXHIBIT "C"

GOOD FAITH EFFORT REPORT  
LOCAL BUSINESS PARTICIPATION

BID # RLI 26-003

1. What portions of the contract have you identified as Local Business opportunities?

Surveying, Geotechnical, Professional Engineer (Prof, Civil, Elect)

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2. Did you provide adequate information to identified Local Businesses?  
Please comment on how you provided this information.

**Professional Surveyor** - KEITH (did not contact because competitor on this RLI); ACCURATE LAND SURVEYORS INC. (key service required from our surveying sub is underground locates (SUE) and ACCURATE does not provide this service)

**Geotechnical** - no geotechnical engineers on the City's BTR Classifications Listing, and while EPAC Environmental Services offers foundation analysis recommendations, they do not offer the full geotechnical services we require for this contract.

**Professional Engineering (Prof, Civil, Elect)** - KEITH, HARRIS ENGINEERING, SHAH DROTOS, STRUC TECH ENGINEERING - B&W did not contact these 4 firms as they are possible competitors on this RLI or offer services not anticipated to be required.

3. Did you send written notices to Local Businesses?

Yes     No

If yes, please include copy of the notice and the list of individuals who were forwarded copies of the notices.

4. Did you advertise in local publications?

Yes     No

If yes, please attach copies of the ads, including name and dates of publication.

5. What type of efforts did you make to assist Local Businesses in contracting with you ?

Reviewed the BTR Classifications listing for possible subconsultant partners that would enhance our team without being a competitor. Reviewed their websites or business profiles online or had previous knowledge of their services.

---

7. List the Local Businesses you will utilize and subcontract amount.

N/A

_____	\$ _____
_____	\$ _____
_____	\$ _____

8. Other comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EXHIBIT "D"

**Tier1/Tier 2 Compliance Form**

**TIER 1/TIER 2 COMPLIANCE FORM**

**IN ORDER FOR YOUR FIRM TO COMPLY WITH THE CITY’S LOCAL BUSINESS PROGRAM AS A TIER 1 OR TIER 2 VENDOR, BIDDERS MUST COMPLETE THE INFORMATION BELOW AND UPLOAD THE FORM TO THE RESPONSE ATTACHMENTS TAB IN THE EBID SYSTEM.**

**TIER 1 LOCAL VENDOR**

My firm has maintained a permanent place of business within the city limits and maintains a staffing level, within this local office, of at least 10 % who are residents of the City of Pompano Beach.

And/Or

My firm has maintained a permanent place of business within the city limits and my submittal includes subcontracting commitments to Local Vendors Subcontractors for at least 10 % of the contract value.

Or

My firm does not qualify as a Tier 1 Vendor.

**TIER 2 LOCAL VENDOR**

My firm has maintained a permanent place of business within Broward County and maintains a staffing level, within this local office, of at least 15% who are residents of the City of Pompano Beach

And/Or

My firm has maintained a permanent place of business within Broward County and my submittal includes subcontracting commitments to Local Vendors Subcontractors for at least 20% of the contract value.

Or

My firm does not qualify as a Tier 2 Vendor.

**I certify that the above information is true to the best of my knowledge.**

December 18, 2025  
(Date)

Baxter & Woodman, Inc.  
(Name of Firm)

BY: Rebecca Travis, PE, ENV SP  
(Name)

## Project Team Form

**COMPLETE THE PROJECT TEAM FORM ON THE ATTACHMENTS TAB IN THE EBID SYSTEM. PROPOSERS ARE TO COMPLETE FORM IN ITS ENTIRITY AND INCLUDE THE FORM IN YOUR PROPOSAL THAT MUST BE UPLOADED TO THE RESPONSE ATTACHMENTS TAB FOR THE RLI IN THE EBID SYSTEM.**

### PROJECT TEAM

RLI NUMBER 26-003

Federal I.D.# 36-2845242

#### PRIME

Role	Name of Individual Assigned to Project	Number of Years Experience	Education, Degrees
Principal-In-Charge	<u>Jeff Hiscock, PE</u>	<u>39</u>	<u>B.S.</u>
Project Manager	<u>David Cowan, PE, ENV SP</u>	<u>18</u>	<u>M.S.</u>
Asst. Project Manager	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Other Key Member	<u>Sira "Jockey" Prinyavivatkul, PE</u>	<u>25</u>	<u>B.S.</u>
Other Key Member	<u>Rebecca Travis, PE, ENV SP</u>	<u>41</u>	<u>B.S.</u>

#### SUB-CONSULTANT

Role	Company Name and Address of Office Handling This Project	Name of Individual Assigned to the Project
Surveying	<u>Ritzel-Mason, Inc.</u> <u>5119 Beechwood Rd, Delray Beach, FL 33484</u>	<u>Dennis Ritzel, PSM</u> <u>Clyde Mason II, PSM</u>
Landscaping	<u>N/A</u> <u>N/A</u>	<u>N/A</u>
Marine Engineering	<u>Moffatt &amp; Nichol</u> <u>100 W Cypress Creek Road, Suite 1047 Fort Lauderdale, FL 33309</u>	<u>Timothy Blankenship, PE</u> <u>Manuel Castano, PE</u>
Geotechnical	<u>WIRX Engineering, LLC</u> <u>515 E Las Olas Boulevard, Suite 120 Fort Lauderdale, FL 33301</u>	<u>Gregory J. Stelmack, PE</u> <u>Andrew Nixon, PE</u>
Electrical	<u>C&amp;W Engineering, Inc.</u> <u>6903 Vista Parkway North, Suite 10 West Palm Beach, FL 33411</u>	<u>Michael Guida, PE</u> <u>Jose Reyes</u>
Arborist	<u>PLANW3ST, LLC</u> <u>16350 115th Avenue North, Jupiter, FL 33478</u>	<u>Paola West, AICP, ISA CA</u>
Other Key Member	<u></u>	<u></u>

(use attachments if necessary)



TAB 10

# Reviewed and Audited Financial Statements



**Please find this information in the in the Response Attachments Tab as a separate file titled  
"FINANCIAL STATEMENTS."**



TAB 10

# Reviewed and Audited Financial Statements



## ■ Reviewed and Audited Financial Statements

Baxter & Woodman, Inc. is a privately held, employee-owned corporation that has been providing consulting engineering for 79 years. During this time, the firm has continued to grow in terms of staffing, clients served, and billings. In the last year, the firm served more than 500 municipalities, county governments, utility districts and state agencies. As a privately held corporation, we do not release our financial statements. However, we have included a letter of reference from our bank, St. Charles Bank, and our consolidated balance sheets for the last two years. We will release other confidential financial reports to the City, as required, once awarded the contract.



June 24, 2025

RE: Baxter & Woodman, Inc.

To Whom It May Concern:

I am pleased to inform you that Baxter & Woodman, Inc. has been a valued customer of St. Charles Bank & Trust Company since 2010. They maintain balances, in their deposit accounts, in the mid-seven figures, and have handled all loan accounts as agreed. They are currently in compliance with all covenants set forth by their loan agreement.

If you require additional information, please contact me.

Sincerely,

Richard A. Davis  
Chairman & CEO  
1001 S. Randall Road  
Elgin, IL 60123

Phone: 630-563-7916  
RDavis2@bankstcharles.com

411 W. Main Street – St. Charles, IL 60174 (630) 377-9500







LOCAL BUSINESS  
UNAVAILABILITY FORM

BID # RLI 26-003

I, Rebecca Travis, Executive Vice President  
(Name and Title)

of Baxter & Woodman, Inc., certify that on the 17th day of  
December, 2025, I invited the following LOCAL BUSINESSES to bid work  
items to be performed in the City of Pompano Beach:

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N/A - Refer to Exhibit D		

Said Local Businesses:

- Did not bid in response to the invitation
- Submitted a bid which was not the low responsible bid
- Other: Refer to Exhibit D

Signature: 

Date: 12/17/2025

Note: Attach additional documents as available.

EXHIBIT "C"

GOOD FAITH EFFORT REPORT  
LOCAL BUSINESS PARTICIPATION

BID # RLI 26-003

1. What portions of the contract have you identified as Local Business opportunities?

Surveying, Geotechnical, Professional Engineer (Prof, Civil, Elect)

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**Professional Surveyor** - KEITH (did not contact because competitor on this RLI); ACCURATE LAND SURVEYORS INC. (key service required from our surveying sub is underground locates (SUE) and ACCURATE does not provide this service)

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3. Did you send written notices to Local Businesses?

\_\_\_ Yes     No

If yes, please include copy of the notice and the list of individuals who were forwarded copies of the notices.

4. Did you advertise in local publications?

\_\_\_ Yes     No

If yes, please attach copies of the ads, including name and dates of publication.

5. What type of efforts did you make to assist Local Businesses in contracting with you ?

Reviewed the BTR Classifications listing for possible subconsultant partners that would enhance our team without being a competitor. Reviewed their websites or business profiles online or had previous knowledge of their services.

---

7. List the Local Businesses you will utilize and subcontract amount.

N/A

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

8. Other comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EXHIBIT "D"

**Qualifications Of Bidders**

To demonstrate qualifications to perform the work, and to be considered for award, each bidder shall submit at least three (3) business customer references. Provide information for business customers for whom you have performed work of this nature which you list as references, excluding the City of Pompano Beach. (Use an attachment if necessary.)

1. Name and address of customer: \_\_\_\_\_

\_\_\_\_\_

Contact person name, telephone number and email address: \_\_\_\_\_

\_\_\_\_\_

Description of services provided and date(s) of service: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Name and address of customer: \_\_\_\_\_

\_\_\_\_\_

Contact person name, telephone number and email address: \_\_\_\_\_

\_\_\_\_\_

Description of services provided and date(s) of service: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Name and address of customer: \_\_\_\_\_

\_\_\_\_\_

Contact person name, telephone number and email address: \_\_\_\_\_

\_\_\_\_\_

Description of services provided and date(s) of service: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**Give form to the  
 requester. Do not  
 send to the IRS.**

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

<b>Print or type.</b> See <i>Specific Instructions</i> on page 3.	<b>1</b>	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)  Baxter & Woodman, Inc.			
	<b>2</b>	Business name/disregarded entity name, if different from above.			
	<b>3a</b>	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) _____	<b>4</b>	Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  <i>(Applies to accounts maintained outside the United States.)</i>	
	<b>3b</b>	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions _____ <input type="checkbox"/>			
	<b>5</b>	Address (number, street, and apt. or suite no.). See instructions. 8678 Ridgefield Road	<b>6</b>	City, state, and ZIP code Crystal Lake, IL 60012	
	<b>7</b>	List account number(s) here (optional)	<b>Requester's name and address (optional)</b>		

## 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.

<b>Social security number</b>									
<b>or</b>									
<b>Employer identification number</b>									
3	6		-	2	8	4	5	2	4

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

## 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.

<b>Sign Here</b>	Signature of U.S. person 	Date 12/17/2025
------------------	------------------------------	--------------------

## 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](http://www.irs.gov/FormW9).

## What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

**COMPLETE THE PROJECT TEAM FORM ON THE ATTACHMENTS TAB IN THE EBID SYSTEM. PROPOSERS ARE TO COMPLETE FORM IN ITS ENTIRITY AND INCLUDE THE FORM IN YOUR PROPOSAL THAT MUST BE UPLOADED TO THE RESPONSE ATTACHMENTS TAB FOR THE RLI IN THE EBID SYSTEM.**

**PROJECT TEAM**

RLI NUMBER \_\_\_\_\_

Federal I.D.# \_\_\_\_\_

**PRIME**

Role	Name of Individual Assigned to Project	Number of Years Experience	Education, Degrees
Principal-In-Charge	_____	_____	_____
Project Manager	_____	_____	_____
Asst. Project Manager	_____	_____	_____
Other Key Member	_____	_____	_____
Other Key Member	_____	_____	_____

**SUB-CONSULTANT**

Role	Company Name and Address of Office Handling This Project	Name of Individual Assigned to the Project
Surveying	_____	_____
	_____	_____
Landscaping	_____	_____
	_____	_____
Marine Engineering	_____	_____
	_____	_____
Geotechnical	_____	_____
	_____	_____
Electrical	_____	_____
	_____	_____
Arborist	_____	_____
	_____	_____
Other Key Member	_____	_____
	_____	_____

(use attachments if necessary)

**COMPLETE THE PROPOSER INFORMATION FORM ON THE ATTACHMENTS TAB IN THE EBID SYSTEM. PROPOSERS ARE TO COMPLETE FORM IN ITS ENTIRITY AND INCLUDE THE FORM IN YOUR PROPOSAL THAT MUST BE UPLOADED TO THE RESPONSE ATTACHMENTS TAB FOR THE RFP IN THE EBID SYSTEM.**

***PROPOSER INFORMATION PAGE***

***RFP*** \_\_\_\_\_, \_\_\_\_\_  
(number) (RFP name)

To: The City of Pompano Beach, Florida

The below named company hereby agrees to furnish the proposed services under the terms stated subject to all instructions, terms, conditions, specifications, addenda, legal advertisement, and conditions contained in the RFP. I have read the RFP and all attachments, including the specifications, and fully understand what is required. By submitting this proposal, I will accept a contract if approved by the City and such acceptance covers all terms, conditions, and specifications of this proposal.

Proposal submitted by:

Name (printed) \_\_\_\_\_ Title \_\_\_\_\_

Company (Legal Registered) \_\_\_\_\_

Federal Tax Identification Number \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Email Address \_\_\_\_\_



## RLI26-003 Addendum 3 Baxter & Woodman, Inc. Supplier Response

### Event Information

Number: RLI26-003 Addendum 3  
Title: Continuing Contracts for Civil Engineering Services - CCNA  
Type: Request for Letters of Interest  
Issue Date: 11/17/2025  
Deadline: 12/18/2025 02:00 PM (ET)  
Notes: According to Section 287.055, Florida Statutes Consultants' Competitive Negotiation Act (CCNA), the City of Pompano Beach (the "City") invites professional companies/firms to submit a Letter of Interest (RLI) to provide civil engineering services on a continuing as-needed basis.

The selected firm shall demonstrate specific experience and capabilities and must have qualified personnel and expertise in the specified disciplines.

This RLI is subject to the "Cone of Silence," which imposes certain restrictions on communications concerning the RLI process.

The Cone of Silence shall take effect once this solicitation is released to the General Public. Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72 hours following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the

procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.” (F.S. 287.057 (25)).

Any firm or lobbyist for a firm is prohibited from having any communications concerning any solicitation for a competitive procurement with any member of the City Commission, City Clerk, City Manager’s Office, any Evaluation Committee Member, or any other City of Pompano Beach employee after Procurement and Contracts releases a solicitation to the General Public. All communications must be sent through the eBid System (IonWave) or to the Purchasing Agent assigned to this solicitation, Jeffrey English, at 954-786-4098 or [jeffrey.english@copbfl.com](mailto:jeffrey.english@copbfl.com). No other member of the City Commission, City Clerk, City Manager’s Office, any Evaluation Committee Member, or any other City of Pompano Beach employee should be contacted concerning this RLI. Any information that amends any portion of this RLI received by any method other than an Addendum issued to the RLI is not binding on the City of Pompano Beach.

Proposals must be submitted electronically through the eBid System (IonWave) on or before the due date and time as provided herein. Any proposals received after the specified due date and time will not be considered. Any uncertainty about the time a proposal is received will be resolved against the firm, if you don't mind.

Firms must be registered on the City’s eBid System to view the solicitation documents and respond to this Solicitation. The complete solicitation document can be downloaded for free from the eBid System as a PDF at <https://www.pompanobeachfl.ionwave.net>. The City is not responsible for the accuracy or completeness of any documentation the firm receives from any source other than the eBid System. The firm is solely responsible for downloading all required documents. To attend the virtual public meeting, go to <https://www.pompanobeachfl.gov/pages/meetings> to find the Zoom link.

## Contact Information

Contact: Michael Lee  
Address: Procurement and Contracts  
1010 NE 3 Avenue  
Pompano Beach, FL 33060  
Phone: (954) 786-4098  
Email: [michael.lee@copbfl.com](mailto:michael.lee@copbfl.com)

## Baxter & Woodman, Inc. Information

Contact: Rebecca Travis  
Address: 1601 Forum Place  
Suite 400  
West Palm Beach, FL 33401  
Phone: (561) 655-6175  
Fax: (815) 455-0450  
Email: rtravis@baxterwoodman.com  
Web Address: www.baxterwoodman.com

By submitting this Response I affirm I have received, read and agree to the all terms and conditions as set forth herein. I hereby recognize and agree that upon execution by an authorized officer of the City of Pompano Beach, this Response, together with all documents prepared by or on behalf of the City of Pompano Beach for this solicitation, and the resulting Contract shall become a binding agreement between the parties for the products and services to be provided in accordance with the terms and conditions set forth herein. I further affirm that all information and documentation contained within this response to be true and correct, and that I have the legal authority to submit this response on behalf of the named Supplier (Offeror).

Rebecca Travis

*Signature*

Submitted at 12/18/2025 01:13:45 PM (ET)

rtravis@baxterwoodman.com

*Email*

## Requested Attachments

### Letter of Interest

B&W Qualifications for Continuing Contract for Civil Engineering Services CCNA.pdf

The electronic version of the proposal must be uploaded to the Response Attachments tab. The file size for uploads is limited to 250 MB. If the file size exceeds 250 MB, the response must be split and uploaded as two (2) separate files.

### Proposer Information Page Form

Proposer Information Page Form.pdf

Must be uploaded to the Response Attachment Tab

### Project Team Form

Project Team Form.pdf

Must be uploaded to the Response Attachment Tab

### Qualification of Bidders Form

B&W Qualifications Of Bidders Form.pdf

Qualification of Bidders Form from the attachments tab must be completed and uploaded to this tab.

### Tier 1/ Tier 2 Local Business Form

T1\_T2\_Form.pdf

To comply with the City's Local Business Program as a Tier-1 or Tier-2 vendor, you must complete the Tier 1/ Tier 2 Local Business form from the attachments tab and upload it here.

### Local Business Program Forms

B&W Local Business Program Forms.pdf

Local Business Program Forms from the attachments tab must be completed and uploaded to this tab.

### Attachment H - W9 Request for Taxpayer Identification Number and Certification

Form W-9 - 12.17.2025.pdf

Must be uploaded to the Response Attachment Tab

## Bid Attributes

1	<b>Terms &amp; Conditions</b> Check the box indicating you agree to the terms and conditions of this solicitation. <input checked="" type="checkbox"/> Agree
2	<b>Acknowledgement of Addenda</b> Check this box to acknowledge that you have reviewed all addenda issued for this solicitation. <input checked="" type="checkbox"/> Yes
3	<b>Local Business Participation Percentage</b> If you have indicated local business participation on the Local Business Participation Form Exhibit A enter the percentage of the contract that will be performed by local Pompano Beach businesses. <input type="text" value="34%"/>
4	<b>Vendor Certification Regarding Scrutinized Companies Lists (Any Dollar Amount)</b> Section 215.4725, Florida Statutes, prohibits agencies from contracting (at any dollar amount) with companies on the Scrutinized Companies that Boycott Israel List, or with companies that are engaged in a boycott of Israel. As the person authorized to electronically sign on behalf of Respondent, I hereby certify by selecting the box below that the company responding to this solicitation is not listed on the Scrutinized Companies that Boycott Israel List. I also certify that the company responding to this solicitation is not participating in a boycott of Israel, and is not engaged in business operations in Syria or Cuba. I understand that pursuant to sections 287.135 and 215.4725, Florida Statutes, the submission of a false certification may subject company to civil penalties, attorney's fees, and/or costs. Select yes for Agree, No for disagree on the drop down menu. <input type="text" value="Yes"/>

**5 Drug-Free Workplace**

STATEMENT UNDER SECTION 287.087, FLORIDA STATUTES ON DRUG-FREE WORKPLACE  
**REQUESTED INFORMATION BELOW IS ON THE ATTRIBUTES TAB FOR THE RFP IN THE EBID SYSTEM.  
PROVIDE THIS INFORMATION ELECTRONICALLY.**

Preference must be given to Contractors submitting certification with their bid or proposal, certifying they have a drug-free workplace in accordance with Section 287.087, Florida Statutes. This requirement affects all public entities of the State and becomes effective January 1, 1991.

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

- (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
  - (2) Inform employees about the dangers of drug abuse in the workplace, the business'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 subsection (1).
  - (4) In the statement specified in subsection (1) notify the employees that as a condition of 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 of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace, no later than five (5) days after such conviction.
  - (5) Impose a sanction on, or require the satisfactory participation in, a drug abuse assistance or rehabilitation program if such is available in the employee's community, by an employee who is so convicted.
  - (6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.
- As the person authorized to sign this statement, I certify that his company/firm complies with the above requirements.

By choosing YES, I hereby certify that the company/firm complies with all the above requirements

**6 Conflict of Interest**

For purposes of determining any possible conflict of interest, all bidders must disclose if any City of Pompano Beach employee is also an owner, corporate officer, or employee of their business. Indicate either "Yes" (a City employee is also associated with your business), or "No". (Note: If answer is "Yes", you must file a statement with the Supervisor of Elections, pursuant to Florida Statutes 112.313.) Indicate yes or no below with the drop down menu.

## TIER 1/TIER 2 COMPLIANCE FORM

**IN ORDER FOR YOUR FIRM TO COMPLY WITH THE CITY'S LOCAL BUSINESS PROGRAM AS A TIER 1 OR TIER 2 VENDOR, BIDDERS MUST COMPLETE THE INFORMATION BELOW AND UPLOAD THE FORM TO THE RESPONSE ATTACHMENTS TAB IN THE EBID SYSTEM.**

### **TIER 1 LOCAL VENDOR**

\_\_\_\_\_ My firm has maintained a permanent place of business within the city limits and maintains a staffing level, within this local office, of at least 10 % who are residents of the City of Pompano Beach.

And/Or

\_\_\_\_\_ My firm has maintained a permanent place of business within the city limits and my submittal includes subcontracting commitments to Local Vendors Subcontractors for at least 10 % of the contract value.

Or

My firm does not qualify as a Tier 1 Vendor.

### **TIER 2 LOCAL VENDOR**

\_\_\_\_\_ My firm has maintained a permanent place of business within Broward County and maintains a staffing level, within this local office, of at least 15% who are residents of the City of Pompano Beach

And/Or

\_\_\_\_\_ My firm has maintained a permanent place of business within Broward County and my submittal includes subcontracting commitments to Local Vendors Subcontractors for at least 20% of the contract value.

Or

My firm does not qualify as a Tier 2 Vendor.

**I certify that the above information is true to the best of my knowledge.**

December 18, 2025  
(Date)

Baxter & Woodman, Inc.  
(Name of Firm)

BY: Rebecca Travis, PE, ENV SP  
(Name)

## City of Pompano Beach

## RLI26-003 CONTINUING CONTRACT FOR CIVIL ENGINEERING SERVICES (CCNA)

## Position Classification &amp; Maximum Hourly Labor Rate Schedule

<b>Prime /Firm Name</b>	Baxter & Woodman, Inc.
-------------------------	------------------------

<b>Position / Classification</b>	<b>Maximum Hourly Rate (\$)</b>
Executive Vice President	\$314
Vice President	\$303
Engineer VII	\$286
Engineer VI	\$270
Engineer V	\$248
Engineer IV	\$231
Engineer III	\$204
Engineer II	\$182
Engineer I	\$157
Engineering Intern	\$99
Construction Manager II	\$248
Construction Manager I	\$198
Engineering Tech V	\$220
Engineering Tech IV	\$187
Engineering Tech III	\$171
Engineering Tech II	\$149
Engineering Tech I	\$127
Environmental Scientist V	\$209
Environmental Scientist IV	\$198
Environmental Scientist III	\$182
Environmental Scientist II	\$160
Environmental Scientist I	\$138

<b>Position / Classification</b>	<b>Maximum Hourly Rate (\$)</b>
Professional Surveyor	\$242
Survey Manager	\$209
Survey Crew Chief	\$171
Surveyor, Project	\$145
Survey Technician II	\$132
Survey Technician I	\$116
Spatial Technology Professional V	\$231
Spatial Technology Professional IV	\$220
Spatial Technology Professional III	\$193
Spatial Technology Professional II	\$165
Spatial Technology Professional I	\$143
Production Manager	\$215
CADD Tech III	\$182
CADD Tech II	\$154
CADD Tech I	\$127
Urban Planner V	\$242
Urban Planner IV	\$209
Urban Planner III	\$187
Urban Planner II	\$165
Urban Planner I	\$143
Administrative Support I to V	\$121
Marketing Professional I to IV	\$165
Communication Specialist I to IV	\$165
Accounting Professional I to IV	\$154
IT Professional I to III	\$204
Data Analyst I to III	\$176



## City of Pompano Beach

## RLI26-003 CONTINUING CONTRACT FOR CIVIL ENGINEERING SERVICES (CCNA)

## Position Classification &amp; Maximum Hourly Labor Rate Schedule

Sub /Firm Name	Moffatt & Nichol
Position / Classification	Maximum Hourly Rate (\$)
Supervisory Engineer/Scientist	\$376.07
Senior Engineer/Scientist	\$314.21
Engineer/Scientist III	\$239.89
Engineer/Scientist II	\$226.91
Engineer/Scientist I	\$191.06
Staff Engineer/Scientist	\$156.41
Senior Technician	\$230.16
Designer	\$217.20
CADD II	\$160.79
CADD I	\$98.10
Project Controls/Word Processing	\$103.31
Project Administrator	\$106.98
Senior Project Administrator	\$190.24
Principal Engineer/Scientist	\$445.82
Principal Architect/Planner/Designer	\$265.17
Senior Architect/Landscape Architect	\$242.90
Architect/Landscape Architect	\$181.10
Senior Designer	\$141.22
Designer	\$137.87









[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

## Detail by Entity Name

Foreign Profit Corporation  
BAXTER & WOODMAN, INC.

### Filing Information

<b>Document Number</b>	F16000002059
<b>FEI/EIN Number</b>	36-2845242
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<b>Last Event</b>	AMENDMENT
<b>Event Date Filed</b>	08/16/2016
<b>Event Effective Date</b>	NONE

### Principal Address

8678 RIDGEFIELD ROAD  
CRYSTAL LAKE, IL 60012

### Mailing Address

8678 RIDGEFIELD ROAD  
CRYSTAL LAKE, IL 60012

**Registered Agent Name & Address**

HAUSSMANN, LOUIS D  
1601 Forum Place  
Suite 400  
WEST PALM BEACH, FL 33401

Name Changed: 05/05/2025

Address Changed: 03/28/2023

**Officer/Director Detail**

**Name & Address**

Title CEO/PRESIDENT

HAUSSMANN, LOUIS D  
104 S. OAK STREET  
CRYSTAL LAKE, IL 60014

Title SECRETARY/COO

WOLD, DEREK J  
842 Chancellor Court  
Naperville, IL 60540

Title DEPUTY SECRETARY

BIANCHIN, ANTHONY E  
300 WARWICK LANE  
LAKE IN THE HILLS, IL 60156

Title EXECUTIVE VICE PRESIDENT

Travis, Mary Rebecca  
4880 Gateway Gardens Drive  
Boynton Beach, FL 33436

Title Deputy Secretary

Dachsteiner, Mark L  
16685 63rd Rd N  
Loxahatchee, FL 33470

Title VP, DEPUTY SECRETARY

Cassagnol, Claude L  
9542 Holbrook Drive  
Orlando, FL 32817

Title VP

Hiscock, Jeffrey  
4003 Willow Run  
Palm Beach Gardens, FL 33418

Title EXECUTIVE VICE PRESIDENT

O'DELL, SEAN  
620 S LAFLIN ST, UNIT D  
CHICAGO, IL 60607

Title TREASURER

KURZY, MICHAEL  
42 W ARTIST GROVE  
SPRING, TX 77382

Title ASSOCIATE VICE PRESIDENT

Mahoney, Laura L.  
110 Yacht Club Pointe  
Green Cove Springs, FL 32043

Title ASSOCIATE VICE PRESIDENT

Mahoney, John J.  
110 Yacht Club Pointe  
Green Cove Springs, FL 32043

Title EXECUTIVE VICE PRESIDENT

Klein, Michael D.  
18439 W. Springwood  
Grayslake, IL 60030

Title Associate Vice President

AKTUGLU, IPEK  
310 N ORANGE AVENUE  
APT #711  
ORLANDO, FL 32801

Title DEPUTY SECRETARY

SANCHEZ, ERIK  
1070 CORKWOOD DRIVE  
OVIEDO, FL 32765

Title DEPUTY SECRETARY

PRINYAVIVATKUL, SIRA J  
2078 FOXTAIL VIEW COURT  
WEST PALM BEACH, FL 33411

Title DEPUTY SECRETARY

WEATHERFORD, JEFFREY S  
2132 CARRIAGE POINTE LOOP  
APOPKA, FL 32712

Title Associate Vice President

McCranie, Daniel  
 95094 Arbor Lane  
 Fernandina Beach, FL 32034

Title Associate Vice President

Goodson, Edward L  
 11419 Motor Yacht Cir. N.  
 Jacksonville, FL 32225

Title Associate Vice President

Bergen, Jeffrey E  
 10049 Little Clapboard Ct.  
 Jacksonville, FL 32226

### Annual Reports

<b>Report Year</b>	<b>Filed Date</b>
2025	02/04/2025
2026	02/06/2026
2026	03/20/2026

### Document Images

<a href="#">03/20/2026 -- AMENDED ANNUAL REPORT</a>	View image in PDF format
<a href="#">02/06/2026 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">05/05/2025 -- AMENDED ANNUAL REPORT</a>	View image in PDF format
<a href="#">02/04/2025 -- ANNUAL REPORT</a>	View image in PDF format

<a href="#">02/06/2024 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">03/28/2023 -- AMENDED ANNUAL REPORT</a>	View image in PDF format
<a href="#">03/02/2023 -- AMENDED ANNUAL REPORT</a>	View image in PDF format
<a href="#">03/01/2023 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">01/12/2022 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">01/28/2021 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">01/15/2020 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">11/13/2019 -- AMENDED ANNUAL REPORT</a>	View image in PDF format
<a href="#">01/02/2019 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">05/17/2018 -- AMENDED ANNUAL REPORT</a>	View image in PDF format
<a href="#">01/04/2018 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">01/11/2017 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">08/16/2016 -- Amendment</a>	View image in PDF format
<a href="#">05/02/2016 -- Foreign Profit</a>	View image in PDF format

**Exhibit C – Cover Page  
Approved Insurance**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/7/2026

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).

<b>PRODUCER</b> Holmes Murphy & Associates 2727 Grand Prairie Pkwy Waukee IA 50263	<b>CONTACT NAME:</b> Jonathan Kreun <b>PHONE (A/C. No. Ext):</b> 612-349-2481 <b>E-MAIL ADDRESS:</b> jkreun@holmesmurphy.com		<b>FAX (A/C. No):</b>
	<b>INSURER(S) AFFORDING COVERAGE</b>		
<b>INSURED</b> Baxter & Woodman, Inc 8678 Ridgefield Road Crystal Lake, IL 60012	<b>INSURER A:</b> Valley Forge Insurance Company		20508
	<b>INSURER B:</b> The Continental Insurance Company		35289
	<b>INSURER C:</b> Continental Casualty Company		20443
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
<b>INSURER F:</b>			

**COVERAGES**

CERTIFICATE NUMBER: 1103520752

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	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:			7017821337	1/1/2026	1/1/2027	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			7017833701	1/1/2026	1/1/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			7017835416	1/1/2026	1/1/2027	EACH OCCURRENCE \$ 15,000,000 AGGREGATE \$ 15,000,000 \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	717818681	1/1/2026	1/1/2027	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability Claims made form			AEH591900841	1/1/2026	1/1/2027	Per claim \$ 5,000,000 Aggregate \$ 10,000,000

**APPROVED**  
*David Daley*  
 By David Daley at 3:17 pm, Apr 08, 2026

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

Re: RL126-003 - Continuing Contracts for Civil Engineering Services

Additional Insured only if required by written contract with respect to General Liability, Automobile Liability and Umbrella/Excess Liability applies on a primary basis and the insurance of the additional insured shall be non-contributory: City of Pompano Beach, Project Owner and Others as required by written contract, per policy terms and conditions.

Waiver of Subrogation only if required by written contract with respect to General Liability, Automobile Liability, Workers Compensation and Umbrella/Excess Liability applies in favor of: City of Pompano Beach, Project Owner and Others as required by written contract, per policy terms and conditions. See Attached...

**CERTIFICATE HOLDER****CANCELLATION**

City of Pompano Beach  
 100 W. Atlantic Blvd  
 Pompano Beach FL 33060

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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## ADDITIONAL REMARKS SCHEDULE

AGENCY Holmes Murphy & Associates		NAMED INSURED Baxter & Woodman, Inc 8678 Ridgefield Road Crystal Lake, IL 60012	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE	(Empty)	

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**  
**FORM NUMBER: 25    FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE**

General Liability, Automobile Liability, Workers Compensation and Umbrella/Excess Liability includes an endorsement providing 30 days' notice of cancellation will be furnished to the certificate holder.