

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

**AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES NO. 13168  
WITH  
KEITH AND ASSOCIATES, 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 Keith and Associates, Inc. a Florida 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 Alex Lazowick

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.

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:**

Alex Lazowick, COO  
Keith and Associates, Inc.  
301 East Atlantic Blvd.  
Pompano Beach, FL, 33060

#### **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:

Keith and Associates, Inc.

By:   
Alex Lazowick, ~~COO~~ President/CEO

  
Signature

Crystal Morvant  
Name Typed, Printed, or Stamped

  
Signature

Angel Guzman  
Name Typed, Printed, or Stamped

STATE OF FLORIDA


COUNTY OF Broward

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this 31st day of March, 2026, by Alex Lazowick, as ~~COO~~ President/CEO of Keith and Associates, Inc., a Florida Corporation, on behalf of the corporation, who is personally known to me or who has produced \_\_\_\_\_ as identification.

NOTARY'S SEAL:



**SHEKINAH WEBER**  
Notary Public  
State of Florida  
Comm# HH338288  
Expires 12/5/2026

  
NOTARY PUBLIC, STATE OF FLORIDA  
Shekinah Weber  
(Name of Acknowledger Typed, Printed or Stamped)

\_\_\_\_\_  
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 &amp; Contracts Department

Mary Rivero, Director

[mary.rivero@copbfl.com](mailto:mary.rivero@copbfl.com)

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 (21) 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 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.

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**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>	Per Occurrence	Aggregate
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.**

---

(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.

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.		

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**

# City of Pompano Beach



**RLI 26-003**  
**CONTINUING CONTRACT FOR CIVIL ENGINEERING SERVICES (CCNA)**  
**December 18, 2025**

# Title Page

**WE ARE PROUD TO HELP  
OUR COMMUNITY ADVANCE.  
EACH PROJECT IS TREMENDOUSLY  
IMPORTANT TO THE PEOPLE WE  
CALL OUR NEIGHBORS.**

**- DODIE KEITH-LAZOWICK, PLS, CHAIRMAN**

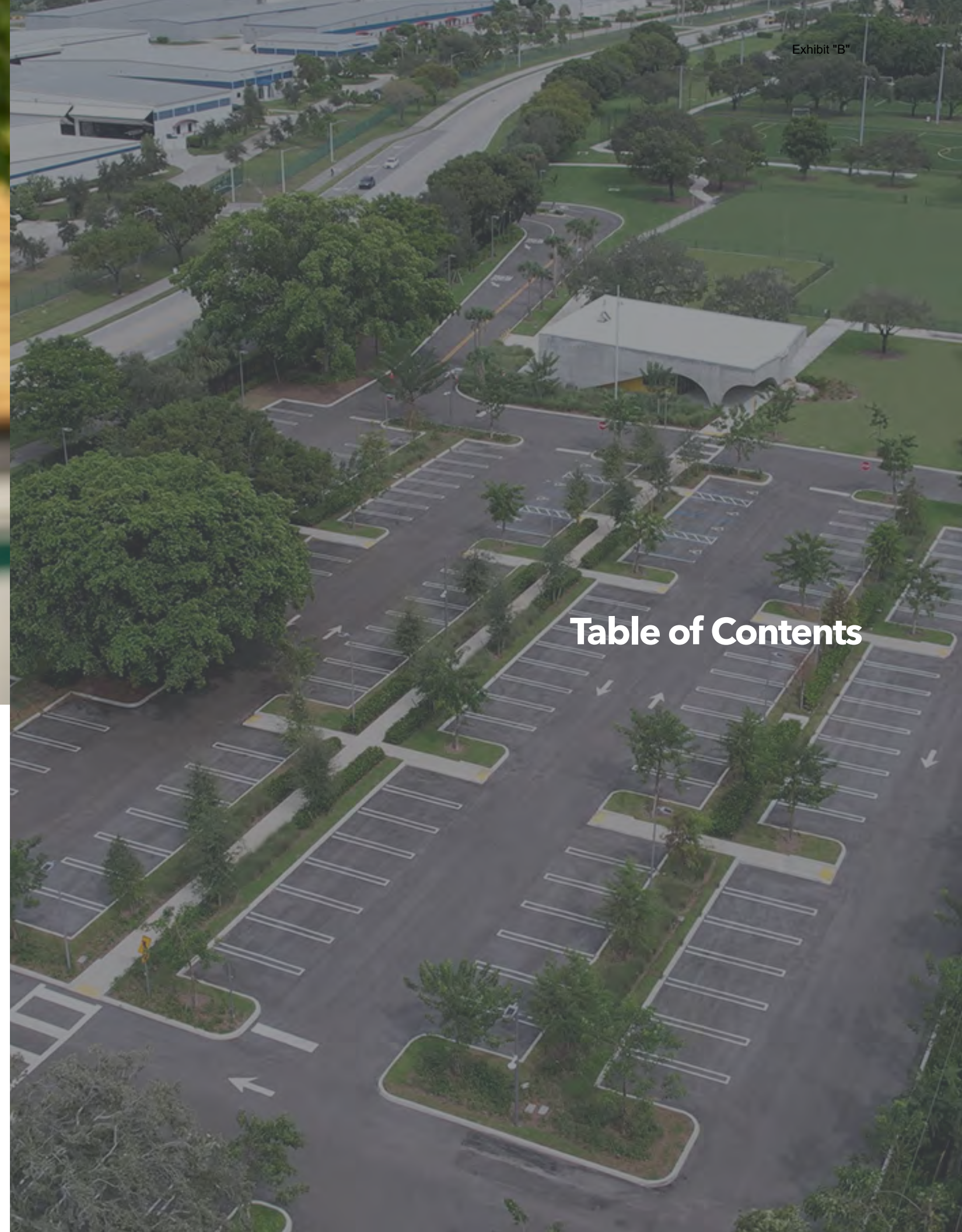


Exhibit "B"

## Table of Contents



**Authorized Signer**

A handwritten signature in blue ink that reads 'Alex Lazowick'. The signature is fluid and cursive.

Alex Lazowick, PE, PMP, ENV SP  
CEO/President  
ALazowick@KEITHteam.com  
301 East Atlantic Boulevard  
Pompano Beach, FL 33060  
954-788-3400



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<b>8</b> Technical Approach	<b>18</b> References	<b>25</b> Project Team Form
<b>27</b> Organizational Chart with Key Staff Availability	<b>29</b> Statement of Skills and Experience of Project Team	<b>45</b> Resumes of Key Personnel
<b>81</b> Office Locations	<b>83</b> City Forms	<b>94</b> Financial Statement



Letter of Transmittal



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

Dear Evaluation Committee Members,

It is with great pleasure that Keith and Associates, Inc., dba KEITH provides our submittal for the Continuing Contract for Civil Engineering Services RLI 26-003. We applaud the City of Pompano Beach for its ongoing investment in and enhancement of the public realm. We understand these are special community projects for the City of Pompano Beach, its residents, and visitors.

Throughout the Firm's history, KEITH, as both prime and subconsultant, has been awarded over one hundred continuing services contracts, including existing contracts for civil engineering, landscape architecture, and survey services with the City of Pompano Beach. As a local Pompano Beach firm, intimately familiar with the needs of our community, KEITH's experience with continuing services contracts, combined with our specific discipline knowledge, expertise in working in Pompano Beach translates into an absolute minimal learning curve which can save the City precious resources including time and money.

**Initiatives such as those outlined in this scope of work align perfectly with KEITH's mission: To create, expand upon, preserve, and enhance our community.**

We deliver on this mission with our trans-disciplinary team which we go into detail in our response and is what we consider *Engineering Inspired Design*. This fusion of art and science, right and left-brain thinking, is what we believe makes KEITH truly unique in our approach to all our projects. We will further outline how the KEITH Team is the right team to continue partnering with the City and its residents to provide the necessary professional and administrative support that will ultimately result in projects that are community focused, meet time constraints and budgets, and help elevate these new and long-standing community jewels for everyone to enjoy.

KEITH, a mid-size close-knit firm of over 200 professionals, has been assisting communities for decades to implement their public realm concepts. Understanding that we may not be starting from scratch with many of these projects, our team is prepared to get onboard quickly and get up to speed. Our experience has resulted in a thorough knowledge and practice of industry standards and how to apply them with a practical and common-sense approach to solving issues. Our experience with continuing service contracts will allow us to anticipate your needs and manage the contract efficiently.

It is important that you have a team and team leaders that are veterans and have led projects through these processes before. **KEITH is 100% committed to this contract.** Through our team's combined expertise, experience, relationships, and client-centered approach, we are confident we can continue to bring value to the City of Pompano Beach. It requires the ability to think and deliver on multiple levels from highly creative/inspirational design to hyper detailed/functional solutions as well as ensuring to consider the future of operations and maintenance, sustainability, and resilience. KEITH is also able to meet and present with a wide range of stakeholders including City Staff, Operations/Maintenance, Elected Officials, Contractors, and the Community at large. The team we have assembled has robust experience with each of the specialized skills required for the anticipated scopes of work.

Tom Green, PE will serve as your Client Services Manager and will lead/facilitate all project elements. Tom brings 21 years of experience as a Civil Engineer, Senior Project Manager, and Capital Improvement Program Manager. He has performed for both public and private clients as an esteemed colleague and as a valued consultant and advisor. As Project Manager, Lead Engineer, and Team Leader, Tom has successfully managed multi-million-dollar projects throughout South Florida and the Caribbean. In addition to his skills gleaned from years of navigating municipal boardrooms, he has a highly diversified depth of experience with the on-the-ground details of complex development projects keeping them on scope, schedule, and under budget.

These projects will be supported by Chris Andreoni, PE, as your Project Manager. Chris is a highly qualified engineering professional possessing valuable experience in a wide variety of projects including materials testing, water, stormwater, sewer and drainage systems, as well as bidding, permitting, and construction scheduling and observation. Chris has further demonstrated his abilities and qualifications in interfacing with other disciplines to ensure quality products and client satisfaction are delivered on time and under budget.

KEITH has a proven track record, as I mentioned, having been awarded continuing services contracts throughout Florida including the City of Pompano Beach. This extensive experience positions us as an extremely qualified partner. The KEITH Team would be honored to continue this journey and help the City of Pompano Beach in realizing its vision in the making of unique places where people come together to celebrate community, enjoy activity and wellness, and to be curious and discover the precious assets to be found throughout the city. Working in close conjunction with the city and its stakeholders to develop, repurpose, and activate city spaces, the KEITH Team will ensure success through application of our prior experiences. We welcome you to explore our response to further understand our team of experts who have been carefully assembled for these projects; as well as showcase many of our ongoing and previously completed relevant projects. Together, let's unlock the value of the City of Pompano Beach and its community assets!

Best Regards,

Alex Lazowick, PE, PMP, ENV SP  
CEO/President  
954-788-3400  
ALazowick@KEITHteam.com



Tom Green, PE  
Client Services Manager  
954-788-3400  
TGreen@KEITHTeam.com



Chris Andreoni, PE  
Project Manager  
954-788-3400  
CAndreoni@KEITHTeam.com



**60+**

Years in business



**200** professionals

**5** offices

Pompano Beach (HQ),  
Miami, West Palm Beach,  
Orlando, Port St. Lucie





## Technical Approach



## Technical Approach

The KEITH Team has performed a wide variety of work for the City of Pompano Beach for decades. Our experiences have resulted in thorough knowledge, practice of standards, and how to apply them with a practical and logical approach to problem solving. It has also allowed our team to “get connected” to municipality staff. KEITH believes that building these relationships is what it takes to truly understand the concerns of the city and address them in a professional manner that is personal to the City and its residents. We take pride in building long-lasting relationships and acting as a fully competent extension to our client’s staff.



Managing an on-call contract is difficult for those without experience. KEITH has provided general services for hundreds of on-call contracts with various municipalities and governments throughout the State of Florida. Our staff is extremely well-versed in the nuances of servicing these contracts, understanding the unique characteristics of each community, and curates a team to successfully accomplish our goal in a timely, cost-effective manner with the highest standards maintained. The KEITH Team is currently managing 30+ continuing services contracts with various municipalities providing geospatial services, civil engineering,

planning, landscape architecture, and construction management services. These contracts include:

- City of Pompano Beach General Civil Engineering
- City of Pompano Beach Survey
- City of Pompano Beach GO Bond Parks Redevelopment
- City of Hollywood General Civil Engineering
- City of Hallandale Beach Architecture and Engineering
- City of Parkland General Civil Engineering
- City of Coconut Creek General Civil Engineering
- City of Lighthouse Point General Civil Engineering
- City of Deerfield Beach Civil Engineering, Surveying, and Landscape Architectural Services
- Broward County Water Wastewater General Civil Engineering
- City of Fort Lauderdale Critical Stormwater Infrastructure Condition Assessments

KEITH has the administrative know-how and the staff capacity to manage large and small work authorizations, the management skills to know when to engage, and the technical expertise to ensure top-quality is always delivered on time and under budget to the City.

## A Trans-Disciplinary Approach

KEITH is a rare gem. Each of its facets, the many disciplines we provide under one roof is another unique benefit to our clients. All these professional disciplines are offered as an in-house service every day to you. We pride ourselves on the ability to work with municipalities, government agencies, and other consultants while providing close coordination with our clients. Having access to our own in-house, trans-disciplined team means we often solve problems within our own walls. Opportunities to confer interdepartmentally are indispensable. They give



us insight into the biggest picture often resulting in saving time and budget resources.

### PROJECT MANAGEMENT

KEITH understands it is imperative to have senior staff members overseeing the planning, design, permitting, and construction components of this project. This corporate philosophy results in an extremely efficient and responsive project management approach, as well as superior project designs prepared on time and within budget. We are committed to continuing to provide our most highly qualified professionals for this project, which will provide effective and responsive service to the City of Pompano Beach.

We have a keen understanding of the many challenges that can be encountered in a design environment. Accordingly, we have assembled a design team with broad capabilities and depth of experience to address any needs that may arise. KEITH and its team of professional consultants know and understand the City of Pompano Beach. These many, many years of collective experience mean that the City's concerns with project development will be taken into consideration throughout the entire design and construction process.

As the prime consultant, the KEITH Team will implement a rigorous communication protocol among all project participants. The basis of our management approach focuses on managing communication between our team and the city, as follows:

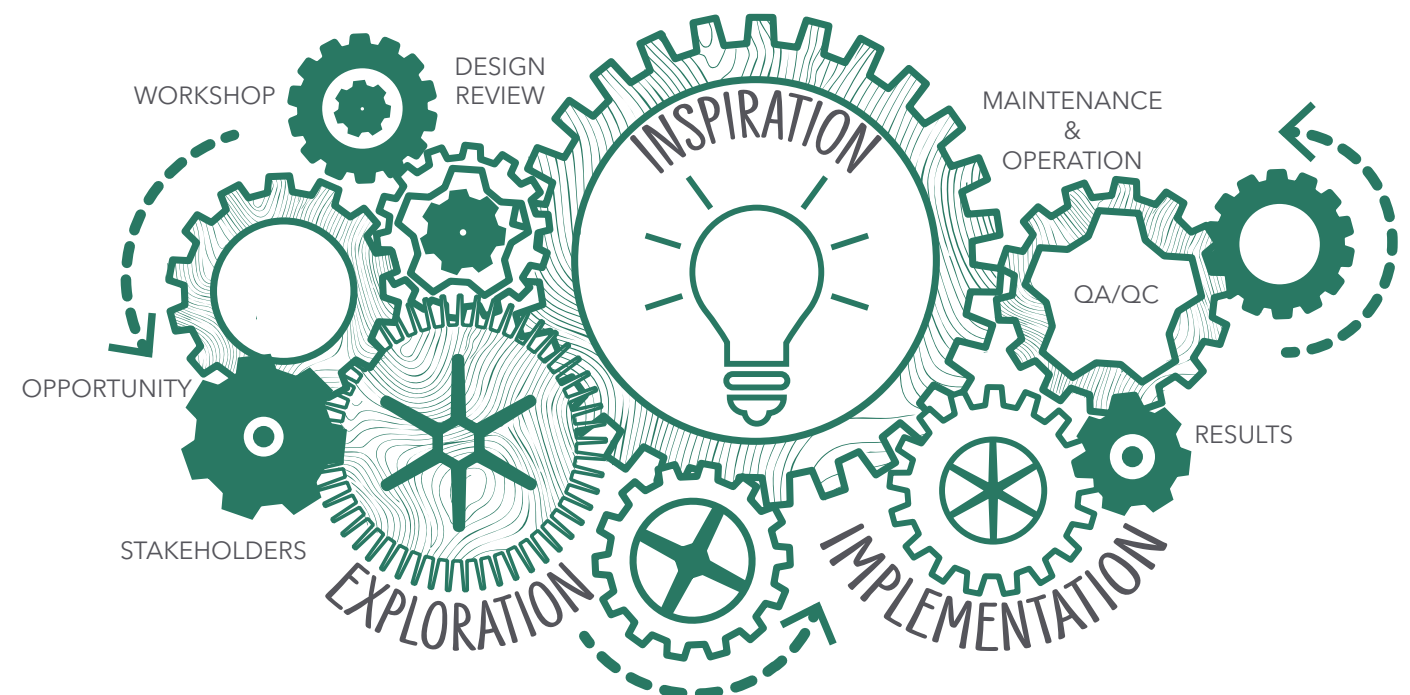
- Provide a Single Point of Contact - Having a single point of contact for the city to increase constructive communication and work as an extension of the city. In this contract, we have assigned **Chris Andreoni, PE, as the Project Manager**. Chris will be assigned in this capacity for the life of the contract to assure continuity and reliability to city staff.
- Establish the involved group of stakeholders and provide clear lines of communication to all involved in the project(s).

- Understand the objectives of each project and assure that all project stakeholders have the same level of commitment and expectation in understanding the scope of work.
- Schedule periodic progress meetings.
- Maintain strong, ongoing working relationships with city staff.

Our approach to this Project Management Plan (PMP) is one that has proven successful with many projects. We will schedule all meetings in coordination with the City of Pompano Beach staff, conduct meetings, provide agendas and meeting materials, record and submit minutes for review/approval, and then distribute those minutes to the appropriate parties.

### DESIGN PROCESS

The KEITH Team believes in a context-based approach that considers multiple facets of the development process resulting in solutions that are curated for each authentic scenario. In addition to the traditional design approach, we believe careful consideration should be given to economic, ecological, and social factors. This cohesive approach to each project is engineered to enhance the opportunity for a resilient solution. This triple bottom line approach to the design process is also combined with the need to create a sense of place through enhanced aesthetic beauty and quality.



Our approach is categorized into the following three general phases:

- Exploration Phase - The process of becoming familiar with an opportunity through extensive analysis
- Inspiration Phase - The process of developing ideas emanating from the exploration process
- Implementation Phase - The process of activating the most appropriate decision or plan to resolve the opportunity

### Exploration Phase

The foundation of every successful project is research and analysis. It begins with a deep dive into the site's physical, cultural, and environmental context. Our team conducts thorough research, including site analysis, regulatory review, and stakeholder engagement, to uncover opportunities and constraints. This phase emphasizes listening—gathering input from clients, community members, and technical experts to ensure every perspective is considered.

The outcome is a clear understanding of the project's context, enabling informed decisions and setting the stage for creative solutions.

### Inspiration Phase

Transforming insights into innovative concepts. Here, creativity meets technical rigor. Our designers and engineers collaborate to develop schematic designs, visualizations, and preliminary layouts that



reflect both functional needs and aspirational goals.

This phase is iterative and collaborative, ensuring that ideas evolve through feedback and refinement. The goal is to inspire confidence and excitement while maintaining feasibility.

**Implementation Phase**

The process of activating a decision or plan. It involves detailed engineering, documentation, and coordination to ensure constructability and compliance. KEITH manages permitting, technical specifications, and construction oversight to deliver solutions that meet budget, schedule, and quality standards.

This phase is where collaboration and technical expertise converge to produce resilient, context-sensitive solutions that stand the test of time.

**FAST TRACK - EFFICIENT WORK ORDER PROCESS**

Regardless of the project site, scale, or schedule of the project, KEITH will commit the necessary resources and quality personnel to complete the work orders. Our experience has provided us with a thorough understanding of the myriad of project issues that can arise when executing fast-track work orders on contracts requiring on-call services. The KEITH Team, with its senior level, proactive management, and continuous quality control measures, have proven to be the team that can and will successfully perform on this continuing services contract for the City of Pompano Beach.

KEITH proposes to maintain the process that has been followed for work authorizations based on similar contracts to ensure continued, timely responses to the needs of the City of Pompano Beach. This involves developing and maintaining a close working relationship with utility representatives, permitting agencies, and other key stakeholders.

This process and the timeline commitment are as follows:

- Our Project Manager will meet in person or via telephone with City's Project Manager or representative within one (1) business day of the initial scoping meeting request to discuss scope, schedule, and budget issues related to the individual project work authorizations.
- KEITH will provide a draft written scope, schedule, and budget for the work authorizations to the city within five (5) business days of the scoping meeting, prepared to discuss scope and fees through the city's negotiation process.
- KEITH will provide a final written scope, schedule, and budget within two (2) business days of receipt of agreed upon comments on the draft scope following successful negotiations. It is important to note that the KEITH Team has successfully negotiated many projects with a minimum number of negotiation sessions to meet the requirements of the City Commission directives. KEITH enters the negotiation process with

reasonable fees so that one (or two, if needed) negotiation sessions are ample to complete the scope and fee process.

- KEITH has the ability and staff availability to begin work with minimum notice and will initiate work immediately upon a formal Notice to Proceed or as needed by the city.
- KEITH's approach to this contract includes quality responsiveness and skilled management, combined with the technical ability and level of experience that will provide superior service to the City of Pompano Beach. We are extremely proud of our accomplishments and believe our commitment and dedication to the success and progress of our communities make us the best choice for the City of Pompano Beach and this contract for Continuing Civil Engineering Services.

**PROJECT EXECUTION AND CONTROLS**

*Plan. Measure. Manage. Execute.* These are the critical tasks of Project Execution and Controls. The elements of Project Controls are:

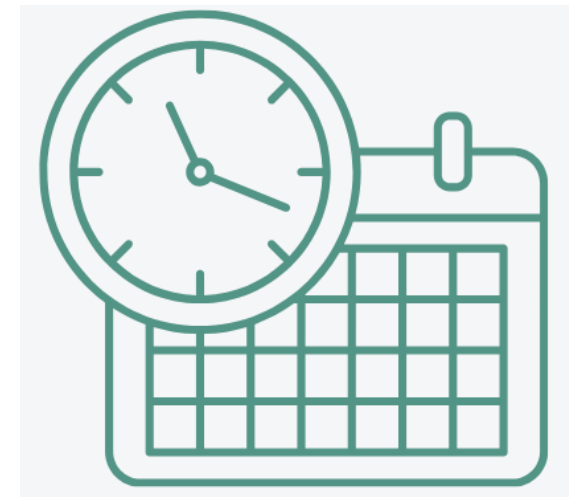
- Schedule Control
- Cost Control
- Quality Assurance/Quality Control

**Schedule Control**

While all work authorizations must be executed in a quality fashion, it is critically important that they are also performed responsively, in accordance with the city's schedule and budget objectives. The depth of staff on the KEITH Team, both in number and experience, will permit us to satisfy work authorization assignments for the city on this contract without sacrificing quality and responsiveness.

Our ability to work in close coordination with city staff, contractors, and other consultants will result in projects being completed on time and within budget. We have found great success utilizing an approach that has led to effectively identifying problems and quickly defining solutions. This approach, coupled with our experience and knowledge, offers the City of Pompano Beach the opportunity to minimize cost overruns and project delays. Developing and managing the schedule to deliver the project will require accurate project scopes and cost estimates. Also critical are reasonable construction time projections and contract time requirements. As your consultant, the KEITH Team will:

- Prepare a realistic and achievable project schedule, which reflects the project's funding constraints. The schedule will be complete, allow room for contingencies, and focus on what is important to the city to deliver on commitments at key milestones.
- Develop accurate and complete project scopes and cost estimates that will be reviewed, as required, including such incentives as may be appropriate and justifiable. This includes provisions to build in upgrades and upgradeability for rapidly changing technology.
- Monitor progress periodically as required and minimize delays of any kind. This requires preventing foreseeable delays, mitigating delays from unforeseen sources, and reversing or recovering from delays that may arise from unforeseen circumstances.
- Establish a process to review and properly assign responsibility for any increase in project delays.
- Establish a mechanism for prompt resolution and payment (i.e., including alternative dispute resolution procedures).
- Arrange for task-oriented team "workshops," as required, to review the work and schedule aimed at enhancing efficiency (by enhancing productivity, optimizing schedule overlaps, reducing work, value engineering, etc.).
- By using these standard procedures, KEITH will deliver the projects on time and on budget.





**Cost Control and Cost Estimates**

Two factors weigh into a successful project cost control initiative: controlling the cost of the construction by providing efficient practical designs (value engineering) and controlling the cost of the design effort itself. KEITH takes responsibility for both factors on every project for every client.

At KEITH, we undertake design estimates, constructability reviews, and schedule analysis as the project evolves through the various phases of design. At each phase of design benchmark, we evaluate potential errors, omissions, and document coordination problems that may impact cost and time after contract award and bring these to the attention of the project team. We evaluate alternatives and recommend substitute methods or materials based on their relative economy and life cycle. Our efforts are designed and focused on identifying and making recommendations on cost issues and risks as early as possible to address and mitigate these prior to the start of construction.

KEITH recently completed the re-analysis of the Northern, Western and Ravenswood Drainage System Study for Broward County Aviation Department (BCAD). Our Value Engineering practices provided Broward County with a reduction in anticipated comparable costs which equated to a projected savings differential estimated at \$6.5 million from the initial study and recommendation provided by a previous drainage consultant.

KEITH has a reputation of working within the budgets set and negotiated to perform design and construction services of this nature. We look to build long-lasting partnerships with our clients and have found the best business practices to be reliable and accountable.



On many previous projects, KEITH has managed our team in an efficient manner resulting in residual contract dollars being reconciled and reassigned for additional projects. Design team addendums are only requested in association with a significant scope change or significant unforeseen conditions.

The KEITH Team will provide experienced Senior Project Managers and engineering personnel with extensive project controls experience to properly reflect the size and pace of the work.

**Quality Assurance/Quality Control**

KEITH is keenly aware that time is of the essence for most projects and cost is always an important component of the design. Therefore, we have an established Quality Assurance/Quality Control (QA/QC) Program that is implemented throughout the design process through project closeout. This ensures that the plans are prepared to the highest quality standards from the beginning and eliminates lengthy agency review and revision times. It also allows for value engineering and constructability analysis throughout the quality review process.

Underlying this quality process are three (3) corporate philosophies: Utilizing the right people to do the right things at the right time; putting our detailed and time-tested processes in place to facilitate quality work and delivery and utilizing a comprehensive quality management plan that addresses quality control throughout every aspect of the project.

Our QA/QC Program consists of the following four (4) key principles:

1. Proper Project Approach: Quality is achieved through due diligence, communication, planning, coordination,

supervision, and technical direction at the very start of the project. The Project Manager will discuss the goals and objectives for each project with the city to understand the scope of work, level of detail, and the applicable technical standards that need to be met for each assignment.

2. Constant Project Supervision and Communication: Quality is achieved by conveying the scope and special instructions to the office and field staff together with regular reviews of their continued work effort and progress.

3. Active Senior Management: Quality is assured by the Senior Management establishing realistic schedules and providing the proper technical directions to the team assigned. Plan omissions are typically the greatest challenge in any QA/QC program, and they are best identified in review by experienced senior staff members. Senior staff also provide the independent reviews of the processes, procedures, and project documentation to provide the required deliverable to the City.

4. Formal Quality Reviews: The quality of the deliverables and the procedures are verified by the KEITH QA/QC Officer, Steven D. Williams, Sr., PE. A final check of the deliverables is performed by the Project Manager and the QA/QC Officer on every project prior to submission to the city.

**Permitting**

To facilitate an orderly flow of our design services, KEITH utilizes a hands-on approach for permitting, meeting early in the process with regulatory agencies having jurisdiction over the site to evaluate their standards and assess the issues related to their approval processes. The initial step is to collect data and research existing approved documents/ permits and/or agreements, utility atlas maps or as-builts, and review FEMA maps. We also review GIS information to determine if there are, for example, any utilities, wetlands, well-field zones or contaminated sites on property. Based on the information collected, the design team will meet with the various agency representatives to determine their jurisdiction, as well as any specific requirements for the project.

KEITH then creates a Summary of Permits Log/Schedule listing all the required permits (or other approvals), agencies, agency contacts, and the status of each permit/approval. Our team’s approach

includes permitting as a specific task in our scheduling process and given the magnitude of the assignment, schedules may be updated more frequently to assure compliance with the overall project schedule. The team’s in-depth experience in dealing with regulatory agencies enables us to secure the necessary permits in a most expeditious manner.

KEITH is extremely familiar with the jurisdictional agencies affecting the City of Pompano Beach including:

- City of Pompano Beach Engineering Division
- City of Pompano Beach Building Department
- City of Pompano Beach Utilities Department
- City of Pompano Beach Zoning Division
- Broward Water Control Districts No. 3 and No. 4
- Broward County Environmental Permitting Division
- South Florida Water Management District
- Florida Department of Environmental Protection
- Broward County Water and Wastewater Services
- Florida Department of Transportation
- Broward County Highway Construction and Engineering Division
- Broward County Traffic Engineering Division
- Broward County Transit

KEITH has dedicated personnel familiar with virtually all permitting requirements (ePlan), and Engineering Permits/Public Works Review process, among others.

**Public Engagement**

Successful public involvement for a project must meet the needs and values of the residents, business owners, elected officials and all stakeholders within the city. Meaningful two-way communication with all parties is critical to building trust, understanding and consensus between the impacted stakeholders, city officials, and the KEITH Team.

If necessary, the KEITH Team will meet with the City Project Manager (PM) and the consulting PM to better understand the project scope and prepare a Public Involvement Plan (PIP) within 10 calendar days after Notice to Proceed. The PIP maps out the outreach plan to ensure all stakeholders weigh in on critical project components. Our team uses email, mail, social media, project websites, special events, and public forums to reach the City’s residents. We will build a database of City officials, senior staff, property owners, business owners, places of worship,

residents, and organizations that utilize the study area.

KEITH understands that when it comes to public engagement, there is no one-size-fits-all approach. We realize how important it is to reach all residents, including low income, limited English speakers, young adults, and senior citizens. We also understand the evolving need to communicate in a remote or virtual setting. We have led several projects through various forms of community involvement. Depending on the project need, location and complexity, our team can coordinate a variety of items from meeting notification, website development, signage/advertisement, presentations and more.



### Technology

The KEITH Team possesses many technologies that allow us to communicate and deliver our ideas in a more effective manner. Our team utilizes these technologies both in the field and in the office to verify accuracy of existing features through our 3D scanning, survey, and SUE capabilities. This upfront due diligence allows our team to ensure the base plans and data that is used to create future implementation plans is accurate and coordinated. In the design process, our team utilizes a variety of visualization tools to create photo-realistic renderings and video animations that are often key to presenting ideas to the public and elected officials who are not often accustomed to reading detailed plans.

Often, we utilize drone images or footage as a part of this visualization to show before and after scenarios. As we progress to detailed design, our team has the capability of producing drawings in Revit/Civil 3D to allow for coordination of BIM (Building Information Modeling) and CIM (Civil Information Modeling) to allow optimum coordination and performance review of the projects systems. Our team utilizes multiple software platforms as well for both design and project management including but not limited to: AutoCAD, CivilCAD, Microstation, Adobe Creative Suite (Photoshop, Illustrator, InDesign, Premiere, etc.), Sketch-up, Lumion, Basecamp, Microsoft Suite (Word, Excel, Power Point, Project Scheduler, etc.), e-Builder, Procore. We also have full plotting and scanning capacity in office making production as efficient and cost effective as possible. All staff is set up to handle virtual meetings/conferences using the many readily available platforms including, but not limited to, Microsoft Teams, Skype, GoTo Meeting, Webex, etc.

### KEITH Team Capacity

Given our current and projected workload for the staff proposed herein, KEITH can and will provide the personnel and resources required to service this contract. KEITH manages its long and short-term workload fluctuations through a policy of proactive management and resource/personnel sharing. Our diverse staff have made the commitment of their time and energy to meet the schedule requirements of similar contracts in the past and are committed in providing unparalleled service to this contract. Delays are contained and minimized through routine weekly department/project meetings aimed at maximizing project scheduling effectiveness.

Our staff routinely operates on extended and modified work schedules allowing for expedited project executions and absorption of unforeseen schedule challenges. We carefully monitor our staff's hours, which allows us to properly plan for additional staffing requirements. This senior management oversight and weekly interaction ensures that the delivery and project communication remain with the utmost priority within the firm.

### M/WBE

To this day, KEITH remains a majority woman-owned business. We understand the importance of working with and supporting Small Business Enterprises (SBE) and Minority/Women Business Enterprises (M/WBE). Supplier diversity makes for good business practices by providing opportunities for an inclusive procurement environment, recognizing the immense value in Small, Minority, and Women Business Enterprises.

At KEITH, we are grateful for the opportunities that have been provided to our firm by being certified in many programs over the years. Because of these programs, KEITH was able to grow in both size and revenue, allowing us the pleasure to graduate out of the programs and provide the same opportunity to other SBE and M/WBE firms. KEITH previously held SBE and M/WBE Certifications with the following:

- State of Florida
- Broward County
- Miami-Dade County Public Schools
- Palm Beach County Public Schools
- Broward College
- Broward County Public Schools
- Broward Health
- FDOT
- Miami-Dade County
- Palm Beach County
- City of West Palm Beach - currently hold M/WBE certification
- City of Tampa - currently hold M/WBE certification

Owner and Chairman, Dodie Keith-Lazowick, PLS, sits on a variety of committees dedicated to upholding the importance of such efforts. These committees include the Broward County Economic and Small Business Development Advisory Board, and the School Board of Broward County Minority and Diversity Participation Advisory Committee.

Dodie is also committed to continue supporting and mentoring fellow local SBE M/WBE engineering firms. KEITH has also begun the process of becoming certified with the Women's Business Enterprise National Council (WBENC) and the National Association of Women Business Owners. We look forward to celebrating our national certifications once the process is complete.



### Alternative Funding

Comprehensive alternative funding planning is of critical importance to strategically study, design, construct, and maintain the public realm and its infrastructure, as well as help on-going capital improvements. As a part of our services, KEITH can draft a robust portfolio of grant and alternative funding opportunities tied directly to a long-term CIP program. Given the increasing costs of labor and supplies in the prevailing economic climate, and to effectively compete in the highly competitive market for state and federal funding, advanced fiscal planning is necessary to demonstrate capacity and to be a good steward of taxpayer dollars.

The KEITH Resource Development Team works side-by-side with our clients to both inform them of existing budgetary constraints and provide options to improve design by advising them on the many sources of alternative funding available through national, state, and local agencies, as well as private foundations. KEITH can provide assessment of current funding methods and status; recommendations of funding opportunities that match specific projects and/or project categories and corresponding opportunities for grant stacking to help offset match requirements; resources for funding opportunities presented in a detailed matrix including eligibility, criteria, maximum awards, as well as match and timeline requirements; and a funding schedule based upon priorities identified, and construction milestones, as appropriate.

The KEITH Team is a leader in the field of alternative funding identification, including the development of plans to fully maximize the funding process for our clients.

## Benefits of KEITH

As we've grown, so has our focus. KEITH is proud to offer a full range of services and incorporates the latest innovative technology from each of our office locations. Our in-house capabilities allow our teams to collaborate with other disciplines on projects and tasks, allowing us to derive the most efficient and effective options to service the City's needs.

Convenience and accessibility are important variables when working with high-caliber clients, such as the City of Pompano Beach. KEITH understands

that responsiveness is imperative to the success of a project. One of the benefits of being a mid-sized firm is that even the top members of our organization are consistently involved and have knowledge and understanding of each project. With that commitment, Tom Green, PE, Director of Municipal Services, will serve as your Client Services Manager for this continuing contract. Tom, in addition to Chris Andreoni, PE, serving as your Project Manager, will ensure projects stay on track, communication is fluid, and additional resources will be supplied as needed, and will warrant that adequate office and field personnel are available as needed for this important contract.

## Commitment to Success

Every member of our design team has a proven history of successfully completing projects of this size and nature, and this Contract has our full attention and commitment. Each member of our team is wholly committed to the success of work authorizations to be issued under this contract. At KEITH, we carefully monitor, measure and push to fruition each activity on the work authorization. We measure its progress to ensure we remain on track and on schedule. This is true through planning, design, permitting, bidding, administration of the construction contract and project close-out.

Understanding the proposed scope and schedule of the city on each work authorization is fundamental to the success of each project and the KEITH Team knows what it takes to meet the expected goals and objectives of City of Pompano Beach and all the associated stakeholders. We look forward to continuing to working alongside you as we bring these projects to life.

## References

**William Archebelle**  
Expansion Program  
Administrator  
Broward County Water and  
Wastewater Services  
954-831-3284  
warchebelle@broward.org



**Septic Tank Elimination Continuing Services**  
Broward County Water and Wastewater Services is implementing a new septic tank elimination program which consists of short sanitary sewer runs to serve small pockets of previously unserved properties. KEITH is providing engineering services for water distribution, wastewater collection and storm water collection systems. As the Prime consultant, KEITH is providing design and construction support services throughout the county related to the septic tank elimination program.

Fee: \$500,000 annually - CCNA limit

**Robert McDonald**  
Project Manager  
City of Coconut Creek  
954-973-6786  
rmcdonald@coconutcreek.net



**City of Coconut Creek General Engineering Continuing Services**  
KEITH has served as the General Engineering Consultant for the City of Coconut Creek for the past 5 years. KEITH is providing on-going continuing services as needed including civil engineering, surveying, planning, landscape architecture, and construction engineering inspections.

Fee: \$500,000 annually - CCNA limit



**Richard Biagini, PE**  
City Engineer  
City of Parkland  
954-757-4171  
rbiagini@cityofparkland.org



**City of Parkland Professional Consulting Services**  
KEITH provided civil engineering, planning, landscape architecture, survey, SUE, transportation, utility coordination, and construction engineering inspection services to the City of Parkland on an as-needed basis as part of our continuing contract.

Fee: \$500,000 annually - CCNA limit

**Marc Gambrill, PE**  
City Engineer  
City of Hallandale Beach  
954-457-1489  
mgambrill@hallandalebeachfl.gov



**Hallandale Beach Architectural and Engineering Services**  
KEITH, as prime consultant, assists the Client with landscape architecture, civil engineering, survey, and general planning services as part of our continuing services agreement.

Fee: \$500,000 annually - CCNA limit

**Ross Licata**  
City Administrator  
City of Lighthouse Point  
954-658-7606  
rlicata@lighthousepoint.com



**General Civil Engineering & Inspection Services**  
KEITH was selected through this continuing services agreement for general consulting, engineering, surveying services. KEITH is providing services to the Client including civil engineering, survey, and inspections on an as-needed basis.

Fee: \$500,000 annually - CCNA limit

**Joshua Niemann**  
Assistant Director of  
Environmental Services  
City of Deerfield Beach  
954-420-5521  
jniemann@deerfield-beach.com



**Deerfield Beach Professional Services**  
KEITH served as the General Engineering Consultant for the City of Deerfield Beach for over 25 years, providing ongoing services including surveying, SUE, civil and transportation engineering, landscape architecture, planning, and program construction management.

Fee: \$500,000 annually - CCNA limit

**Leonard Dornevil, PE, MSc**  
Assistant City Engineer  
City of Plantation  
954-585-2343  
ldornevil@plantation.org



**General Engineering Continuing Services**  
KEITH provided civil engineering, survey, and construction engineering inspection services to the City of Plantation on an as-needed basis as part of our continuing contract.

Fee: \$500,000 annually - CCNA limit

**Thom Price**  
Vice President of Operations  
John Knox Village  
954-783-4047  
tprice@jknvfl.com



**John Knox Village Stormwater Master Plan**  
KEITH assisted the Client in the development of a KEITH Life project consisting of a senior residential facility, formal and semi-formal gardens, and surface parking. KEITH provided full services to the Client including civil engineering, survey/SUE, planning, landscape architecture, and CEI. The KEITH Team assisted the Client with the preparation of a topographic and boundary survey, tree survey, existing utility map, and conceptual development of an overall Stormwater Master Plan for the property. Additional KEITH services included the estimated engineering design for Phase I projects, engineering for coordination and deliverable review, stormwater modeling, permitting, water distribution, and wastewater collection plan delivering a safe, functional space for the community to thrive.

Fee: \$877,917.50



# Pompano Beach Project History

110 S. FEDERAL HWY BOUNDARY SURVEY
113 NE 1ST AV/117 NE 1ST ST SURVEY
113 NE 1ST AVENUE-117 NE 1ST
1190 NE 3RD AVE
121 NE 1ST AVE IMPROVEMENTS
1221 NE 8th Court
14TH STREET CAUSEWAY RADAR SIGN
15TH STREET LANDSCAPE EASEMENT
165 KITCHEN SKETCH & DESCRIPTIONS
1790 N. FEDERAL HIGHWAY
208 FLAGLER AVENUE
2200 E. ATLANTIC BLVD
2410 NE 2nd Avenue, Pompano Beach
2771 E. ATLANTIC BLVD HARBOR VILLAGE
3 PARKS BOUNDARY SURVEY
308 NW 8TH AVENUE
308 NW 8TH AVENUE
33-49-42 Boundary Survey
344 NW 2ND STREET
3440 E ATLANTIC;SE 28TH AVE SURVEY
353 HAMMONDVILLE RD
370 FLAGLER AVENUE BNDRY & TOPO
44 NE 1ST AVE- SURVEY UPDATE
44 NE 1ST ST
4TH STREET SPECIFIC PURPOSE SURVEY
50 NE 1ST ST
5-Year Renewal Notice - 731 Hammondville Rd
6 CITY PARCELS DIXIE HWY & NW 8TH ST
6TH AVENUE SURVEY
6TH STREET LANDSCAPE EASEMENT
701 SW 15TH STREET
731 HAMMONDVILLE RD
739 HAMMONDVILLE RD
A1A Water Main Improvements
Airpark - LUPA Parcel & Parcels 1 thru 4
ALI BUILDING - NW 4TH AVE/NW 4TH ST
ALI PARCEL
ALLEY VACATION WEST CRA
Alsord Park Utility As-built
AMERICAN LEGION PROPERTY
ANDREWS/ATLANTIC SUE LOCATIONS
ANNE GILLIS PARK
ATLANTIC BLVD - POMPANO BEACH BLVD
ATLANTIC BLVD & 19TH AVENUE SIDEWALK
ATLANTIC BLVD TOC - LUPA
ATLANTIC POINT
Avondale
BAILEY ALLEYWAY
BAILEY HOTEL
BAILEY HOTEL RESTAURANT
BANK ATLANTIC PARKING LOT
BAY DRIVE OUTFALL
BEACH DUNE RENOURISHMENT
BEACH LIBRARY RELOCATION
BEACH PARKING GARAGE
Ben Turner Apartments 5-Year SWM Recertification
Blanche Ely Estates
BLANCHE ELY HOUSE IMPROVEMENTS
Blount Road
BLOUNT ROAD SIGNAL DESIGN
BRIDGE & CULVERT IMPROVEMENTS-SE 9TH
BRINY AVENUE
CENTENNIAL PARK
CHARLOTTE BURRIE CIVIC - WATER EASEMENT
CITY CENTRE-UTILITY INFRASTRUCTURE ANALYSIS
CITY VISTA - NE CORNER OF MLK BLVD & 6TH
CITYCENTRE-PRELIMINARY CIVIL DESIGN
CIVIC CAMPUS TOPOGRAPHIC SURVEY
CIVIC CAMPUS/LIBRARY MASTER PLAN
CIVIC CAMPUS/OLD POMPANO TOPO UPDATE
CLARIDGE & HILLSBORO LIGHT TOWERS
CM ATLANTIC BOULEVARD FROM US1 TO A1A

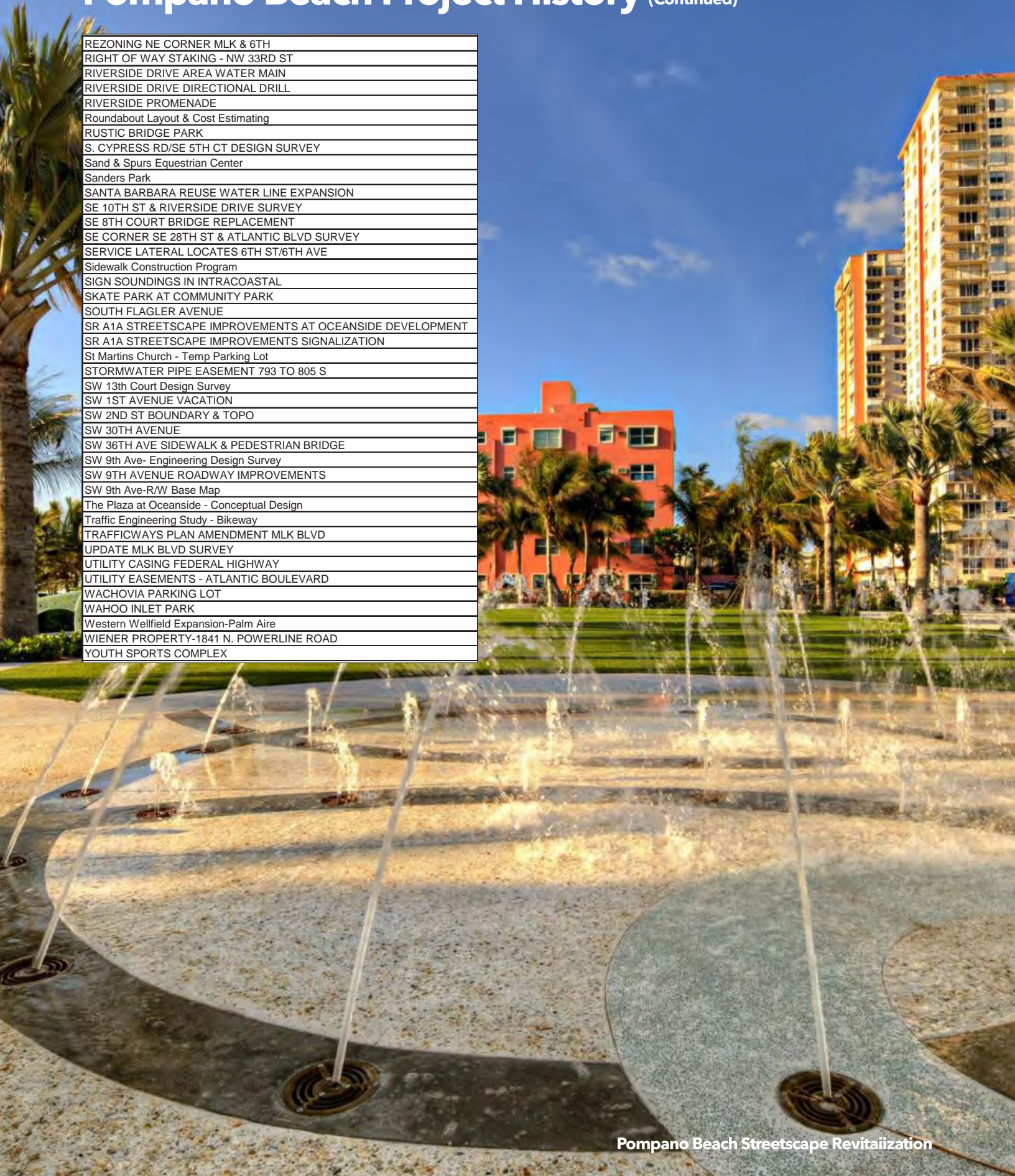
COLLIER CITY 31ST AVE
Collier City Sanitary Sewer Improvements
COMMUNITY GARDEN
CRA 67-ACRE INDUSTRIAL SITE
CRESTHAVEN NEIGHBORHOOD LIGHTING
Cypress Boulevard Turn Lane
Cypress Drive Jogging Path
D/B ATLANTIC BOULEVARD BRIDGE
DESIGN SURVEY-NORTH OF ATLANTIC
DESIGN SURVEY-SOUTH OF ATLANTIC
DIXIE HIGHWAY R-O-W SURVEY
DOWNTOWN CONNECTIVITY PLAN
Drainage Improvements at US1 and NE 14th St
E ATLANTIC BLVD CONST S/O
E. Pompano Beach CRA - Master Plan Approval
E. Pompano Beach CRA - Slum & Blight Study
EASEMENT POMPANO AIRPARK
EAST ATLANTIC BLVD SIDEWALK
EAST ATLANTIC BOUNDARY SURVEYS
ELECTRICAL DESIGN POMPANO BEACH PIER AREA
ENGINEERING SERVICES - PE
ESQUIRE LAKES SIGNS
EXHIBIT -PARCELS ON NW 27 AVENUE
Feasibility Study for Utilities
FEC FLAGLER CORRIDOR
FEC LANDSCAPE PLANS
FINAL CERTIFICATION FOR SW 36TH AVENUE PEDESTRIAN PATH
FIRE STATION #103
FIRE STATION #11 STORMWATER
FIRE STATION #114
FIRE STATION #52
FIRE STATION #61
FLAGLER DR AND SE 15TH ST
FOUNDERS PARK
FREEMAN FUNERAL FAÇADE
GALUPPI'S LEASE/CONCESSION AGREEMENT
GARDEN DRIVE AREA
GATEWAY PROJECT SURVEY
GIS MAPPING SERVICES PILOT PROJECT
Golden Square – 5-Year Recertification
Golden Villas & Golden Square
Greater Chamber of Commerce Building Relocation
GRESHAM PROPERTIES
HAMMONDVILLE MIXED USE
Harbor Drive Improvements
HARBOR DRIVE JOGGING PATH
HARBOR VILLAGE
HARBORS EDGE PLAYGROUND REPLACEMENT
HILLSBORO BAY FOOT BRIDGE
HILLSBORO INLET MARINA FEASIBILITY STUDY
Hillsboro Shores Drainage Improvements
HISTORIC DISTRICT MASTER PLANNING
HISTORIC DOWNTOWN SURVEY
HUNTERS MANOR
I95 NW INDUSTRIAL AREA FEASIBILITY STUDY
INDIAN MOUND PARK PAVILION
ISLE OF CAPRI POMPANO PARK SURFACE WATER INSPECTION
KENDALL LAKES WALKING PATH
KITCHEN 165
Lake Santa Barbara and Wahoo Bay
LEISUREVILLE - SKETCH AND LEGAL DESCRIPTIONS
Lighthouse Water Main Improvements
MALLEK PROPERTY
MARRIOTT POMPANO BEACH-5 YEAR SWM
MCCLLELLAN BUILDING RELOCATION
McNab Park Boundary Survey
MCNAB ROAD & SFWMD RIGHT-OF-WAY
McNab Road Bridge
McNab Road Parking Area
MCNAIR PARK VACATION SKETCH & LEGAL DESCRIPTIONS
MIXED USE DOWNTOWN CONNECTIVITY PLAN
MLK - I-95 TO DIXIE HIGHWAY

MLK - I-95 TO DIXIE HIGHWAY
MLK BLVD - DIXIE TO 95 FF ELEVATIONS
MLK BLVD & NW 27TH AVE MEDIANS PB
MLK BLVD DIXIE TO 95-FF ELEVATIONS
MLK BLVD EDUC CORR -WATER MAIN REPLACE
MLK BLVD IMPROVEMENTS
MLK Blvd. Streetscape Improvement Phase II
MLK DESIGN SERVICES-TURNPIKE- POWERLINE
MLK REDEVELOPMENT
MLK TRAFFICWAYS AMENDMENT
MLK WATER MAIN DESIGN
MLK WATER MAIN DESIGN DIXIE TO I95
MLK-31ST AVE TO POWERLINE
MLK-POWERLINE RD TO -95
MOUNT CALVARY PLAT NOTE AMENDMENT
MULLET ALLEY PLAZA
N. RIVERSIDE PARK
NE 2nd St & NE 20 Ave. Diverter
NE 2ND ST/A1A INTERSECTION TRAFFIC SIGNAL IMPROVEMENTS
NE 2nd Street From A1A to Riverside St. Roadway Improvements
NE 4TH AVENUE DESIGN
NE 4TH ST - REUSE WATER LINE EXPANSION
NE 9TH COURT SKETCH & LEGAL DESCRP
New Environmental Services Metal Building
North Course Drive Jogging Path Imp.
NORTH HARBOR DRIVE AREA BIKE PATH
NORTH POMPANO PARK IMPROVEMENTS
NORTH RIVERSIDE PARK
NORWOOD PINES PARK BUS STOP EASEMENT
NW 10TH ST DIXIE TO FEDERAL SURVEY
NW 15th Street Survey
NW 19TH AVENUE SURVEYING SERVICES
NW 1st Street
NW 27 AVE TRAFFIC CALMING
NW 27th Avenue
NW 2ND AVE
NW 4TH ST SKETCH & DESCRIPTION
NW 6TH AVE LIGHT POLE SURVEY
NW 6TH STREET - WEST
NW 6TH STREET -DIXIE TO NW 6TH AVENUE
NW 7 AVE SIDEWALK
NW 7TH AVENUE BOUNDARY SURVEY
NW 9TH AVENUE R/W STAKEOUT
NW CRA - 18 ELEVATION CERTIFICATES
NW CRA BOUNDARY SURVEY-EAST OF LARKINS
NW CRA LOTS 1-10 UPDATE BNDRY SURVEYS
NW CRA VACATE 4TH STREET & 4TH AVENUE
NW Industrial Area Roadway Study
NW Industrial Area Surveys
OCEAN RESCUE
Oceanside Fire Station Plat
OCEANSIDE FIRE STATION TOPO SURVEY
OCEANSIDE PARCEL A
OCEANSIDE PARKING LOT
OCEANSIDE PLAT
OCEANSIDE REDEVELOPMENT PARCEL
Old Pompano Area Survey
OLD POMPANO AREA WATER & SEWER
OLD POMPANO CANAL
OLD POMPANO FFE
OLD POMPANO SURVEY/NORTH OF ATLANTIC
OLD POMPANO SURVEY-SOUTH OF ATLANTIC
Old Pompano Traffic Calming Improvements
OLD POMPANO W&S IMPROVEMENT TO NE 3RD ST
OLD POMPANO-SECTION 108 IMPROVEMENTS
OLD TOWN CROWN ELEVATIONS
Old Town Streetscape & Parking Improvements/Downtown Plaza
PALM AIRE PARK
Palm Aire Recreation Center
PALM AIRE ROW
PARCEL A OCEAN POINT
PIER RESTAURANT

NW CRA LOTS 1-10 UPDATE BNDRY SURVEYS
NW CRA VACATE 4TH STREET & 4TH AVENUE
NW Industrial Area Roadway Study
NW Industrial Area Surveys
OCEAN RESCUE
Oceanside Fire Station Plat
OCEANSIDE FIRE STATION TOPO SURVEY
OCEANSIDE PARCEL A
OCEANSIDE PARKING LOT
OCEANSIDE PLAT
OCEANSIDE REDEVELOPMENT PARCEL
Old Pompano Area Survey
OLD POMPANO AREA WATER & SEWER
OLD POMPANO CANAL
OLD POMPANO FFE
OLD POMPANO SURVEY/NORTH OF ATLANTIC
OLD POMPANO SURVEY-SOUTH OF ATLANTIC
Old Pompano Traffic Calming Improvements
OLD POMPANO W&S IMPROVEMENT TO NE 3RD ST
OLD POMPANO-SECTION 108 IMPROVEMENTS
Pompano Beach Elementary School Specific Purpose Survey
POMPANO BEACH ELKS CLUB
Pompano Beach Filter Backwash Line
POMPANO BEACH FIRE STATION #24
Pompano Beach Founders Park
Pompano Beach GIS Services
POMPANO BEACH GOLF COURSE STORMWATER CERTIFICATION
POMPANO BEACH HOUSING AUTHORITY-BLANCHE ELY ZONING
Pompano Beach HUD Loan Assistance
Pompano Beach Landscape Architecture
POMPANO BEACH LEGAL DESCRIPTION OF CITY
POMPANO BEACH LIBRARY
POMPANO BEACH MUNICIPAL AIR PARK
POMPANO BEACH MUNICIPAL CEMETERY
POMPANO BEACH MUNICIPAL PIER
POMPANO BEACH NW CRA- ENGINEERING
POMPANO BEACH NW CRA- SURVEYING
POMPANO BEACH NW CRA-FEC RR/FLAGLER
POMPANO BEACH NW CRA-VACATION SERVICES
POMPANO BEACH PARKING GARAGE SKETCH & DESCRIPTIONS
Pompano Beach Parks and Recreation Projects
Pompano Beach Public Safety Facility
Pompano Beach Public Works
POMPANO BEACH PUBLIC WORKS PARKING LOT
POMPANO BEACH SENIOR CENTER
Pompano Beach Stormwater Design & Analysis
POMPANO BEACH STREETSCAPES P-53-18 A1A
POMPANO BEACH UNDERGROUNDING
POMPANO BEACH WATER TREATMENT PLAN
POMPANO BEACH WOMANS CLUB
POMPANO BEACH-223 NE 13TH ST SURVEY
POMPANO BEACH-MISC SIDEWALK SURVEY
POMPANO COMMUNITY PARK
POMPANO CRA PARKING GARAGE
Pompano Muncpal Golf Course
POMPANO PIER -NEW URBAN COMMUNITIES
Pompano Public Works As-builts
Pompano Reclaimed Water-Phase III
POMPANO SPRINGS EASEMENTS
Pompano Water & Sewer Division Plant
Public Works Department Modular Addition
Public Works Facility Topo
RECREATION CENTER - PALM AIRE
REPLACEMENT NORTHEAST LIBRARY
REUSE WATER MAIN DESIGN
REUSE WATER MAIN DISTRIBUTION SYSTEM
REZONING MLK & NW 6TH AVE
REZONING NE CORNER MLK & 6TH
RIGHT OF WAY STAKING - NW 33RD ST
RIVERSIDE DRIVE AREA WATER MAIN
RIVERSIDE DRIVE DIRECTIONAL DRILL
RIVERSIDE PROMENADE

# Pompano Beach Project History (Continued)

REZONING NE CORNER MLK & 6TH
RIGHT OF WAY STAKING - NW 33RD ST
RIVERSIDE DRIVE AREA WATER MAIN
RIVERSIDE DRIVE DIRECTIONAL DRILL
RIVERSIDE PROMENADE
Roundabout Layout & Cost Estimating
RUSTIC BRIDGE PARK
S. CYPRESS RD/SE 5TH CT DESIGN SURVEY
Sand & Spurs Equestrian Center
Sanders Park
SANTA BARBARA REUSE WATER LINE EXPANSION
SE 10TH ST & RIVERSIDE DRIVE SURVEY
SE 8TH COURT BRIDGE REPLACEMENT
SE CORNER SE 28TH ST & ATLANTIC BLVD SURVEY
SERVICE LATERAL LOCATES 6TH ST/6TH AVE
Sidewalk Construction Program
SIGN SOUNDINGS IN INTRACOASTAL
SKATE PARK AT COMMUNITY PARK
SOUTH FLAGLER AVENUE
SR A1A STREETSCAPE IMPROVEMENTS AT OCEANSIDE DEVELOPMENT
SR A1A STREETSCAPE IMPROVEMENTS SIGNALIZATION
St Martins Church - Temp Parking Lot
STORMWATER PIPE EASEMENT 793 TO 805 S
SW 13th Court Design Survey
SW 1ST AVENUE VACATION
SW 2ND ST BOUNDARY & TOPO
SW 30TH AVENUE
SW 36TH AVE SIDEWALK & PEDESTRIAN BRIDGE
SW 9th Ave- Engineering Design Survey
SW 9TH AVENUE ROADWAY IMPROVEMENTS
SW 9th Ave-R/W Base Map
The Plaza at Oceanside - Conceptual Design
Traffic Engineering Study - Bikeway
TRAFFICWAYS PLAN AMENDMENT MLK BLVD
UPDATE MLK BLVD SURVEY
UTILITY CASING FEDERAL HIGHWAY
UTILITY EASEMENTS - ATLANTIC BOULEVARD
WACHOVIA PARKING LOT
WAHOO INLET PARK
Western Wellfield Expansion-Palm Aire
WIENER PROPERTY-1841 N. POWERLINE ROAD
YOUTH SPORTS COMPLEX



Pompano Beach Streetscape Revitalization

## 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.# 65-0806421

**PRIME**

Role	Name of Individual Assigned to Project	Number of Years Experience	Education, Degrees
Principal-In-Charge	<u>Tom Green, PE</u>	<u>23</u>	<u>BS Civil Eng.</u>
Project Manager	<u>Chris Andreoni, PE</u>	<u>16</u>	<u>BS Civil Eng.</u>
Asst. Project Manager	<u>Bryan Baldwin, EI</u>	<u>5</u>	<u>BS Civil Eng.</u>
Other Key Member	<u>Steve Williams, PE</u>	<u>49</u>	<u>BS Civil Eng.</u>
Other Key Member	<u>Dodie Keith-Lazowick, PSM</u>	<u>43</u>	<u>BS Survey</u>

**SUB-CONSULTANT**

Role	Company Name and Address of Office Handling This Project	Name of Individual Assigned to the Project
Surveying	<u>Not Applicable</u>	<u></u>
Landscaping	<u>Not Applicable</u>	<u></u>
Engineering	<u>Not Applicable</u>	<u></u>
Other Key Member	<u></u>	<u></u>
Other Key Member	<u></u>	<u></u>
Other Key Member	<u></u>	<u></u>
Other Key Member	<u></u>	<u></u>

(use attachments if necessary)

**Organizational Chart with Key Staff Availability**





Florida's Warmest Welcome

**PROJECT MANAGER**

CHRIS ANDREONI, PE - 72%

**DEPUTY PROJECT MANAGER**

BRYAN BALDWIN, EI - 75%

**CIVIL ENGINEERING - PROJECT ENGINEERS**

THOMAS DONAHUE, PE - 62%  
 JORGE VALLE-PELLOT, PE - 64%  
 FERNANDO VAZQUEZ, PE - 59%  
 JONAH WEAVER, PE - 71%  
 MIKE PINZON, PE - 73%  
 RAFA CASTRO, PE, PMP, ENV SP - 68%

**CIVIL ENGINEERING - ROADWAY/  
STREETScape/PARKING**

LORI TREVIRANUS, PE, RSP1 - 65%  
 MIKE HERON, PE - 68%  
 RYAN JENSEN, PE - 71%

**GEOSPATIAL / UTILITY COORDINATION**

BRYAN MERRITT, PSM - 61%  
 CHUCK SCHRAMM, PSM - 66%  
 MARK MITCHELL - 72%  
 EUGENE KHASHPER - 70%

**CLIENT SERVICES MANAGER**

TOM GREEN, PE - 64%

**QUALITY ASSURANCE / QUALITY CONTROL**

STEPHEN D. WILLIAMS, SR, PE - 68%

**PUBLIC OUTREACH**

DODIE KEITH-LAZOWICK, PLS - 55%

**CIVIL ENGINEERING - STORMWATER/  
DRAINAGE**

OMAR RODRIGUEZ, PE, CFM, ENV SP - 65%  
 NILES WARRICK, PE, CFM, ENV SP - 68%  
 CAVEL WILLIAMSON, PE - 72%  
 FRANCISCO PEILLARD, PE - 70%  
 FREDDY ASCUNTAR, CFM - 67%

**PLANNING**

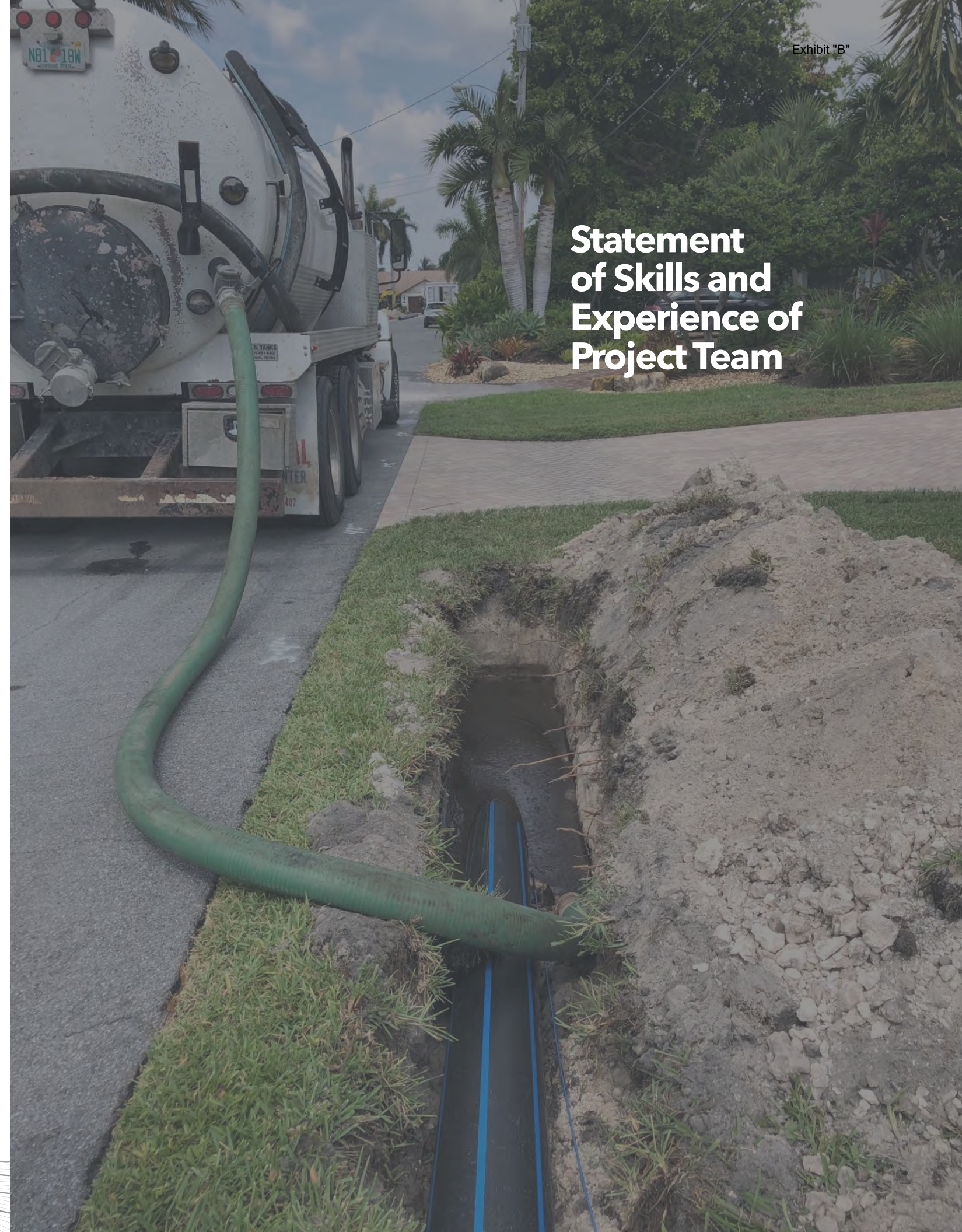
MICHAEL VONDER MEULEN, AICP - 68%  
 MIKE AMODIO, AICP - 71%

**LANDSCAPE ARCHITECTURE**

KELLI SCHUELER, PLA, LEED AP - 69%  
 CHRIS PHILLIPS, PLA, ASLA - 71%  
 SARAH LANDUCCI, ISA - 72%

**CONSTRUCTION MANAGEMENT / CEI**

JON WEYMOUTH, PE - 66%  
 STEVE HIGH - 72%  
 FREDDY RIVERA - 69%  
 BRIAN EDDINGTON - 64%  
 DANI MARQUEZ, EI - 72%



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

For more than six decades, KEITH has been providing design solutions throughout the State of Florida, the Caribbean, and beyond. Our firm was built on the basic principle of serving as an advocate for the communities in which we build, we live, and we give back to. As a trans-disciplinary firm, KEITH provides creative solutions to each project and the communities in which they serve. The firm provides resilient and sustainable design solutions for public agencies, private clients, and the Florida Department of Transportation.

Our most-valuable asset is that of our diverse communities and those that live, work, and play within them. At KEITH, this becomes the foundation to each project design. KEITH's fundamental desire to inspire innovative opportunities and implement practical solutions is the true value that we bring to each project.

KEITH is a mid-size, close-knit firm of over 200 professionals, providing civil engineering, survey and mapping, subsurface utility engineering, planning, traffic and transportation engineering, landscape architecture, and construction management services with its main office in Pompano Beach. KEITH has collaborated with more than 75 municipalities throughout Florida. Through our work, we create the stage for everyday moments; expected and unexpected. Our holistic development solutions carefully blend technical expertise with creative problem-solving; a right-and left-brained approach, or what we call *Engineering Inspired Design*.

KEITH engages as an extension of our clients, with an analytical lens and a goal to resolve development issues in a collaborative way; one that goes beyond the disciplines we provide. KEITH takes what might be considered mundane and transforms it by considering it through our unique lens, reshaping each project so that it's more than just functional, its sustainable.

Looking toward the future is best done with a sound knowledge of the past. Through founder Bill Keith's leadership, years of discipline and hard work, Bill was able to pass forward a growing enterprise to his daughter, our Chairman, Dodie Keith-Lazowick, PSM. And in turn, KEITH has grown into a third generation of talent with our CEO/President, Alex Lazowick, PE, PMP ENV SP. KEITH, constantly building upon our history, stands today as a trans-disciplinary

powerhouse shaping communities across Florida and beyond with state-of-the-art and sustainable solutions to address all the needs of our clients.

## Our Practices

Our Practice Lines were created to place an emphasis on the communities that we bring to life. Each Practice Line is interconnected, providing critical infrastructure, connectivity, and gathering places to allow meaningful life stories to unfold. We focus on the unique and diverse needs of our clients and the communities in which they reside.



## Continuing Services Contracts

### Broward County

- Broward College
- Broward County
- Broward County Aviation
- City of Coconut Creek
- City of Cooper City
- City of Coral Springs
- City of Dania Beach
- City of Deerfield Beach
- City of Fort Lauderdale
- City of Hallandale Beach
- City of Hollywood
- City of Lauderdale
- City of Lighthouse Point
- City of Margate
- City of Miramar
- City of North Lauderdale
- City of Oakland Park
- City of Opa-Locka
- City of Parkland
- City of Plantation
- City of Pompano Beach
- City of Sunrise
- Memorial Health Care
- Nova Southeastern University
- Pompano Air Park
- Seminole Tribe of Florida
- Town of Davie

### Miami-Dade County

- City of Aventura
- City of Coral Gables
- City of Miami
- City of Miami Beach
- City of sunny Isles Beach
- Miami-Dade County
- Town of Surfside
- Village of Key Biscayne

### Palm Beach County/ Treasure Coast

- Brevard County
- City of Boca Raton
- City of Boynton Beach
- City of Delray Beach
- Delray Beach CRA
- City of Riviera Beach
- City of Port St. Lucie
- City of West Palm Beach
- Florida Atlantic University
- Martin County ARPA
- Martin County
- Palm Beach County
- Palm Beach County Airports
- St. Lucie County

### Central Florida

- City of Daytona Beach
- City of Orlando
- City of Sanford
- City of Titusville

### Leon County

- Blueprint Tallahassee
- City of Apalachicola

### Hillsborough County

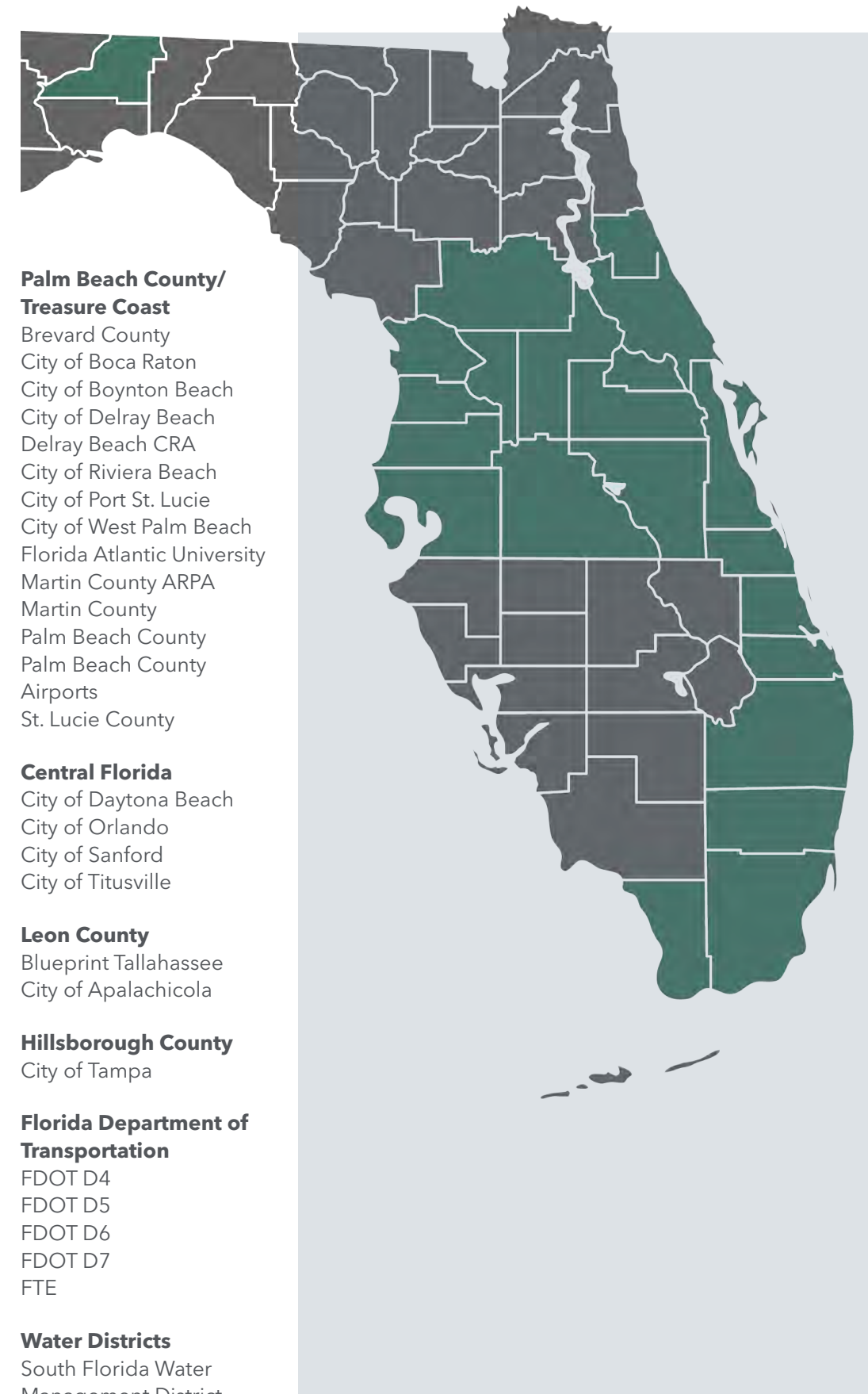
- City of Tampa

### Florida Department of Transportation

- FDOT D4
- FDOT D5
- FDOT D6
- FDOT D7
- FTE

### Water Districts

- South Florida Water Management District



## KEITH Continuing Service Experience

KEITH recognizes that our primary responsibility in this contract will be to provide accurate and timely responsive service, as individual work orders are issued by the City. Careful consideration of project conditions, scopes, and the assignment of a responsive point of contact are necessary components in developing innovative project solutions and procedures to complete each project most efficiently and to maximize the City's benefit.

At KEITH, we bring decades of experience with an emphasis on public, task order-based contracts, providing the necessary leadership to effectively execute multiple work orders. Additionally, we believe authenticity is necessary in any design to reflect the location, culture, and diverse community in which it serves. The KEITH Team has been curated to provide this balance between context and forward-thinking ideas, practical experience, and commitment to excellence. We bring to you the personal commitment of our entire team and our long-standing reputation of accountability, and thoughtful sustainable design solutions.

## Trans-Disciplinary Services

### Civil Engineering

The KEITH Team has the expertise to provide a wide variety of general and detailed civil engineering services to respond to the diverse needs within a community. KEITH staff have provided comprehensive engineering services involving many government agencies, institutions, and municipalities. These many years of collective experience mean that the concerns of the city regarding project development will be taken into consideration throughout the entire design and construction processes. When planning, programming, and/or assessing new construction or renovations to existing facilities, the KEITH Team is cognizant of utility operational requirements and the impact they have on our design work and schedule to successfully complete any work authorizations.

- Stormwater Management** – KEITH has the knowledge and proven abilities to understand the complex nature of stormwater management with low-lying areas and their susceptibility to high tide and regular rain event flooding. KEITH is familiar with this challenge and the many potential stormwater improvement solutions. KEITH is cognizant of the balance that must be achieved between the permitting requirements, restricted positive outfalls, budget limitations, and existing historical drainage patterns. Our team has the necessary professional acumen to fully investigate the existing conditions and propose creative solutions that will resolve and simplify the feasible alternatives. KEITH has successfully implemented Light Detection and Ranging (LiDAR) information for initial topographic investigation and determine key problem low areas and applied either ICPR or the EPA SWMM software models to analyze many projects with similar characteristics found in South Florida. In addition, we are routinely evaluating the National Pollutant Discharge Elimination System (NPDES) Program, and the requirements to implement it for other municipalities.
- Water Distribution and Sanitary Sewer Collection System Services** – KEITH has vast experience with studies, designs, permitting, and construction administration tasks associated with water distribution and sanitary sewer collection systems. Our team has successfully worked with several South Florida utility providers and has been able to implement their engineering standards into the overall design to achieve permitting. KEITH has designed several sanitary sewer collection systems ranging from gravity collections to

pressurized collection and transmissions systems including public and private pump stations, and our team is also familiar with low pressure systems. These systems have been designed and completed throughout Broward and Miami-Dade County. KEITH construction administration staff has expertise with all AWWA/Florida HRS testing requirements of water distribution systems and all FDEP testing requirements for gravity/force main sanitary sewer collection systems. At Fort Lauderdale Hollywood International Airport, for example, KEITH was responsible for many miles of sanitary sewer force main, and water main relocations and upgrades associated with the construction of the South Runway. KEITH also has expert knowledge of all the latest construction methods being used by different municipalities to achieve project completion such as pipe bursting, directional drill, and other trenchless technologies.

- Plan Development** – KEITH has developed numerous site plans to respond to the needs of the surrounding environment from a civil engineering perspective.

### Traffic and Transportation Engineering

The safe and efficient movement of people, goods and vehicles is the focus of our traffic and transportation engineering practice. Because we understand that transportation relates to, impacted by, and itself affects other facets of development, our experienced staff provides a holistic approach to solving and providing insight into transportation. By drawing upon our interdisciplinary expertise, we can incorporate ideas such as multi-modal solutions, intelligent transportation systems (ITS), and complete

streets into traffic and transportation designs, studies, and analyses.

Whether designing to add roadway capacity, maintain traffic during construction, or make a corridor safe for all users, our Team focuses on providing solutions that address the needs of our clients. This informed approach thoughtfully analyzes current industry trends, while adhering to the requisite engineering standards and practices. This approach ultimately yields professional, reliable, and cost-effective results that allow our clients to meet all the goals and regulatory requirements essential to the successful completion of their projects.



### Geospatial Engineering

The KEITH Team believes that one of the key elements of design is discovering unknown physical elements, utilities, easements, potential utility relocations, or any other site encumbrances. It is imperative to have the best information before embarking on any land development effort as this will limit disruption to future development activities from design through construction. Our Geospatial team focuses on survey and subsurface utility engineering (SUE) brings decades of experience combined with best-in-class technology including mobile LiDAR. Our field crews are cross trained to have both survey and utility experienced personnel on each crew, allowing us to expand crews, if necessary. This added flexibility allows our teams to provide increased efficiency and client response times.

- Survey** - The KEITH Team has completed and performed similar assignments for consulting service contracts which include numerous surveys for horizontal and vertical geodetic control surveys, construction layout and as-builts, topographic, digital terrain models (DTM), boundary determination, ALTA, trees, and other



special purposes for the preparation of maps, plats, sketches, and legal descriptions. Data is collected using a wide variety of equipment from traditional levels and total stations, GPS units, static and Terrestrial Mobile LiDAR (TML) scanners and the hydrone, a remote-controlled boat used for hydrographic surveys, the final surveying and mapping deliverables are provided in AutoCAD or MicroStation files.

- **Subsurface Utility Engineering (SUE)** - The KEITH Team provides the ability to research, locate, and map subsurface elements in an accurate method to provide a thorough understanding of what lies beneath. Primarily the intent is to coordinate existing utility locations, however, the team might also locate foundations, buried tanks, and other unknown underground elements. Through use of Ground Penetrating Radar (GPR), test holes, and other exploration techniques, the data collected can be invaluable to coordinating with any development project.
- **GIS Mapping** - The KEITH Team provides an unparalleled, multi-disciplinary team of Professional Surveyors and Mappers (PSM), GIS Professionals (GISP), CAD/GIS technicians and programmers all with hands on experience. We offer a team of experienced practitioners who understand the full system development life cycle and the importance of approaching each project systematically in this regard. Our team has been working in association with regional municipalities

for more than 10 years to provide information, develop, and improve CAD/GIS functionality for these City partners. We routinely apply CAD/GIS tools and techniques to standardize not only an efficient workflow, but a seamless communication process with each city.

- **Utility Coordination** - The KEITH Team comprises experts who will coordinate with utility agencies throughout Florida. Many of our team members are former employees of these agencies. As a result, from the initial contact to the final stages of development our team is very capable of getting the job done. Typically, these agencies include Florida Power and Light (FPL), TECO, Comcast, AT&T, Verizon, and similar power, communication, TV Cable, fiber-optic, and gas companies. Our team will ensure that the record drawings and proposed design plans from utility owners will be reviewed from the start and coordinated through development phase and the construction process.

#### Planning and Landscape Architecture

Our Planning and Landscape Architecture Studio brings a fusion of creativity, sensibility, and vision to guide and assist with smart, long-term decisions that result in preserved or enhanced value for our projects and our community. Regardless of the scope of the project, we bring experience, knowledge, fresh energy, innovation and palpable enthusiasm to every project engagement, from pre-start through post-completion.



The KEITH Team believes that a thorough understanding of codes, land use regulatory agencies, entitlement process, and more is required to navigate the development of a community. Our Teams' approach to planning looks at creating form and ensuring the function of the space measures to the environment and community's needs. Our Team has worked as City Planners, Planning Directors, and as City Planning Consultants for various municipalities to guide everything from public engagement, vision planning, due diligence, and rezoning through entitlement. Through their time in public service, they gained valuable insight into the constraints, challenges and opportunities public agencies encounter as they carry-out their mandates. This understanding informs their approach when overseeing public agency contracts. In addition to the public sector, our Team has a sound grasp on the needs for private development. This balance approached allows our Team to provide insight on a wide variety of projects, while considering every angle of response.

KEITH has a vast amount of experience in providing professional planning services. This includes long-range planning services, comprised of comprehensive planning, evaluation, and appraisal reports, preparation of land development applications including, rezoning, platting, delegation requests, and site planning. Our planners have the knowledge and expertise to meet the needs of a wide variety of general planning design and development services. Our Team is experienced in all aspects of planning, including the creation of a framework in which development parcels, massing, heights, relationships of buildings, circulation and streets are defined in enough detail to define predictable outcomes, but with sufficient flexibility to allow various responses to actual developers and designers, of which there may be several within one master plan area.

We also have significant expertise with planned unit developments, form-based codes and non-physical aspects of master planning, such as funding, scheduling, and phasing. Our Team has prepared master plans for various jurisdictions and agencies. We can also provide numerous planning studies including, but not limited to, parking studies, corridor studies, state-mandated planning reports, urban design analysis, transfer of development rights, community liaison, and numerous types of feasibility studies. We understand the necessity for continual input





during the conceptual site planning design stages to assure a satisfactory final community site plan.

The KEITH Team believes that landscape architecture is the creative fusion of art and science to develop resilient solutions for the community. Our team of experts provides a wide range of services that blend our multi-disciplinary approach to create a solution for each development scenario. These solutions start with creative thinking, and decades of experience, and end with the development of community.

Our team has provided innovative designs for institutional and commercial projects, residential and mixed-use developments, streetscape and roadway beautification, active and passive parks, plazas, and various urban redevelopments. Whether it is by creatively meeting the intent of the code or creating spectacular lush destinations –we bring experience, knowledge, fresh energy, and innovation to every project.

KEITH has a vast amount of experience in providing professional landscape architectural services and has worked with dozens of agencies with similar general services contracts. This includes all phases of development from site due diligence and analysis, visioning and conceptual design, development of technical construction drawings through to construction and project close-out. Plans provided may include site plans, hardscape plans, fine grading, site lighting and photometrics, planting and irrigation design, specialty features, pools and water features and the supporting details. Our team communicates

these solutions in a variety of formats including hand renderings, CADD, BIM or 3D Visualization to ensure ideas are clearly understood by the public, elected officials and/or the contractors. From the broadest stroke to the finest detail, our collective team is prepared to deliver.

In addition to landscape architecture, our team has licensed experts to provide Certified Arborist services. Combined with our geospatial team, our arborists will locate, identify, and accurately assess all the existing tree and palm canopy species on a site. The team will work with the local agency, contractors, and owners to determine the appropriate mitigation, preservation, or relocation efforts a site might require. From being in the field collecting data to successfully navigating an agency's mitigation/entitlement process, our team has the knowledge and experience needed to get the job done.

**Construction Program Management**

From contract administration to construction quality management, we're on top of it, ensuring quality assurance measures are employed to control and verify construction, material, and product standards. KEITH is committed to delivering an effective level of oversight and stewardship of any construction program. We focus on program practices and techniques that add value and help ensure effective oversight and acceptable accountability.

Our inspection staff members are Construction Training Qualification Program (CTQP) certified.

From construction managers to technical inspection personnel, our highly efficient team has the flexibility to support private development clients, as well as governmental municipalities and state agencies (e.g., FDOT).

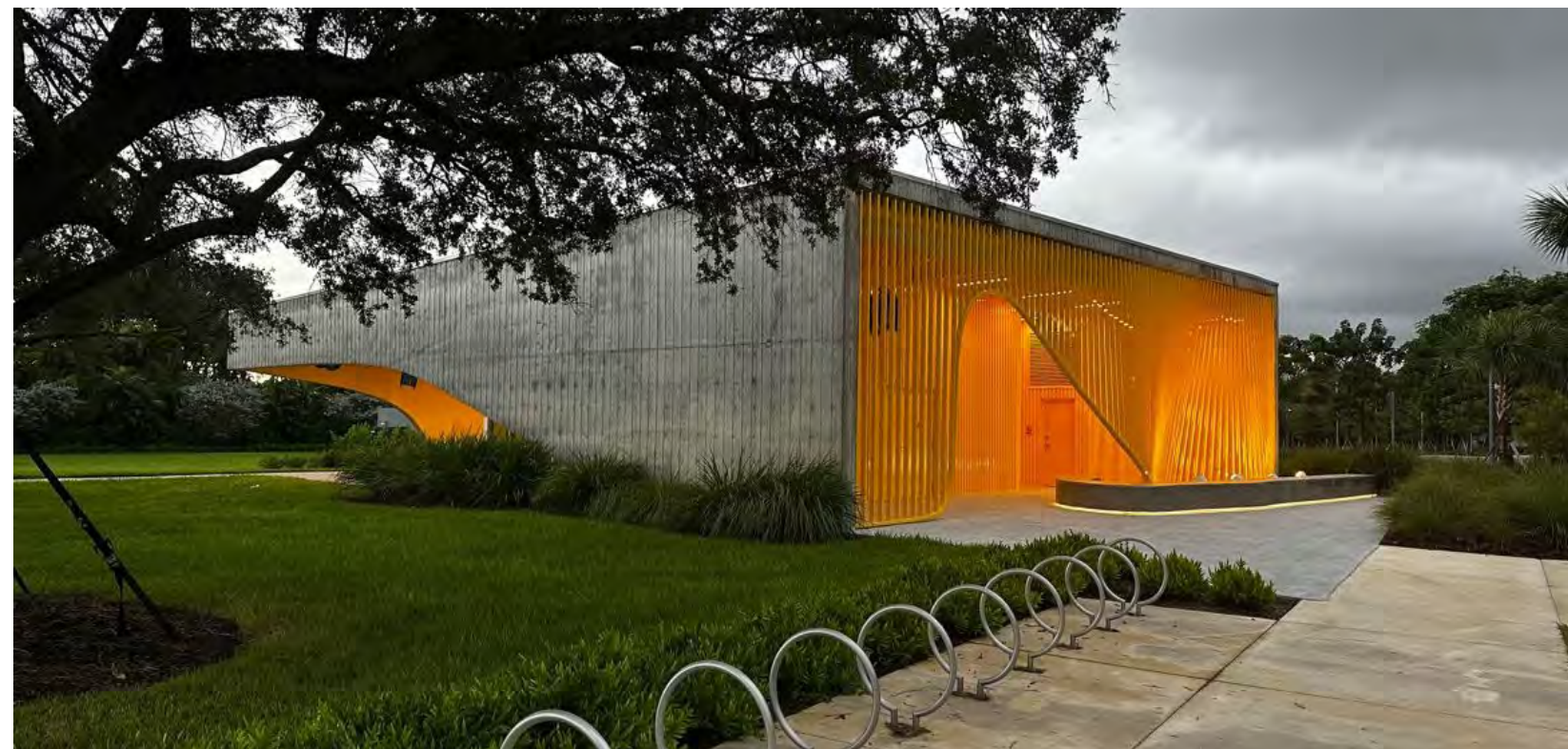
KEITH has provided construction-related services for projects ranging from airport facilities, residential communities, commercial projects, and recreational parks, including structures, terminals, roadways, parking lots, and utility infrastructures. We believe the best construction management practice is to maintain a close working relationship with all parties involved and respond quickly and effectively to any issues that arise. This approach, coupled with our experience and knowledge, offers our clients the opportunity to reduce or eliminate cost overruns and delays during construction.

- **Construction Engineering Inspection (CEI)** - Our CEI team utilizes Microsoft tablets to complete their daily reports. These report templates are precoordinated with the city to ensure formatting and are transmitted from the field daily. All daily photos are taken directly on these devices and uploaded directly into the daily report. These devices all have built-in GPS location cards to ensure every photo is geotagged along with a date taken. Use of these tablets allows field verification data to be collected with an exact set of location coordinates that can then be reinserted in the design CADD file as part of the as-built record to be compiled by the Engineer of Record. This

provides a more accurate, faster, and less labor-intensive method of completing the as-built/record design documentation required.

In addition, our entire CEI team is outfitted with full mobile workstation including full computer/server access. This allows our CEI team to complete project communication, such as Bluebeam/Adobe mark ups, on-site and ensure they always have access to the latest construction documents. All staff are also set up to handle virtual meetings/conferences using the many readily available platforms, including but not limited to: Microsoft TEAMS, Skype, GoTo Meeting, Webex, Zoom, etc.

The KEITH Team utilizes a variety of technologies that allow us to communicate and deliver on our ideas in a more effective manner. Our team utilizes these technologies both in the field and in the office to verify accuracy of existing features through our 3D Scanning, Aerial Drones, Hydrone, Survey, and SUE capabilities. These technologies allow our team to ensure the base plans and data that is used for future implementation in plans is accurate and coordinated. For example, setting a fixed drone path aerial photography for the duration of construction, allows our team to clearly track construction progress throughout the life of the project. These photos have been key in resolving false claims and ensure pay applications are in line with construction progress. All our drone pilots are FAA approved and under the restrictions of flying throughout the City of Pompano Beach.



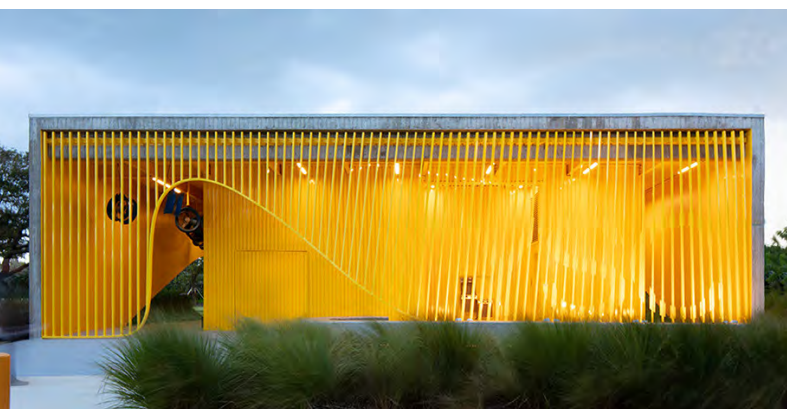


### City of Pompano Beach Civil Engineering Services

Project Duration - 2002 - Ongoing  
Tammy Good, CIP Manager  
954-786-5512, Tammy.Good1@copbfl.com

KEITH has served as a prime consultant for the City of Pompano Beach on an as-needed basis for over 20 years. KEITH provided surveying, subsurface utility engineering, planning, utility coordination, civil, traffic, and transportation engineering, landscape architecture, and program construction management. Some projects provided under these contracts include:

- Drainage Improvements at US-1 and NE 14th Street
- Final Certification for SW 36th Ave. Pedestrian Path
- SR A1R Streetscape Improvements
- NE 2nd Street Improvements
- Youth Sports Complex
- Pompano Public Access Dock
- McNab Road Parking Area
- Palm Aire Legal Description
- Pompano Beach Airpark
- Pompano Beach Elementary School
- New Metal Warehouse Storage Facility



### City of Pompano Beach G.O. Bond Parks Redevelopment

Project Duration - 2019 - 2023  
Fernand Thony, G.O. Bond Director  
954-786-4683, fernand.thony@copbfl.com

KEITH was ranked number one in City of Pompano Beach Parks GO Bond RFP and has been awarded three memorable and different projects. Centennial Park, Youth Sports Complex, and North Pompano Park. Each project is unique in its own way ranging from programming that includes sports fields, restroom facility and high-end banquet facilities. The parks also include signage, wayfinding, lighting site furniture as well as the associated parking and required infrastructure. KEITH was the lead consultant on these projects that are now under construction providing full services including civil engineering, survey, SUE, planning, and landscape architecture. Prior to the construction phase, KEITH was responsible for leading public meetings and building consensus among the neighborhood and community. KEITH developed photo realistic renderings and presentations to assist in this communication.



### The Pomp

Project Duration - 2018 - Ongoing  
Corey Long, Project Executive, Cordish Companies  
410-752-5444, clong@cordish.com

KEITH assists the Client in developing a KEITH Life/ KEITH Play project that includes the redevelopment of a 225-acre site including nearly \$2 billion of investment into one of the last development parcels of this type in South Florida including entertainment venue, casino, offices, retail, industrial, and residential with 4,100 units integrated to the plan. KEITH provides full services to the Client including geospatial, master planning, civil, traffic, and transportation engineering, landscape architecture, community outreach, and construction administration and inspection. KEITH is actively involved in the design of all stages of development assisting the Client in navigating City, County, and State agencies to unlock the site's true development potential creating a destination that will continue to place Pompano Beach and South Florida on the map for residents and visitors alike.



### John Knox Village Stormwater Master Plan

Project Duration - 2017 - 2024  
Thom Price, Vice President of Operations  
954-783-4047, tprice@jvkvl.com

KEITH assisted the Client in the development of a KEITH Life project consisting of a senior residential facility, formal and semi-formal gardens, and surface parking. KEITH provided full services to the Client including civil engineering, survey/SUE, planning, landscape architecture, and CEI. The KEITH Team assisted the Client with the preparation of a topographic and boundary survey, tree survey, existing utility map, and conceptual development of an overall Stormwater Master Plan for the property. Additional KEITH services included the estimated engineering design for Phase I projects, engineering for coordination and deliverable review, stormwater modeling, permitting, water distribution, and wastewater collection plan delivering a safe, functional space for the community to thrive.





### City of Hollywood General Engineering Services

Project Duration - 2021 - Ongoing  
 George Keller, Deputy City Manager  
 954-921-3201, gkeller@hollywoodfl.org

KEITH, under its continuing services contract with the city, assisted the Client in developing KEITH Life projects. KEITH provided professional services to the Client including civil engineering and survey. The KEITH Team provided permitting, engineering plans including water and sewer, paving grading and drainage, signing and pavement marking, stormwater pollution prevention, and bidding assistance. Projects under this contract include Park Boundary Surveys, Citywide Survey Services, ArtsPark, and Hollywood Boulevard (SR 820) Roadway Improvements.

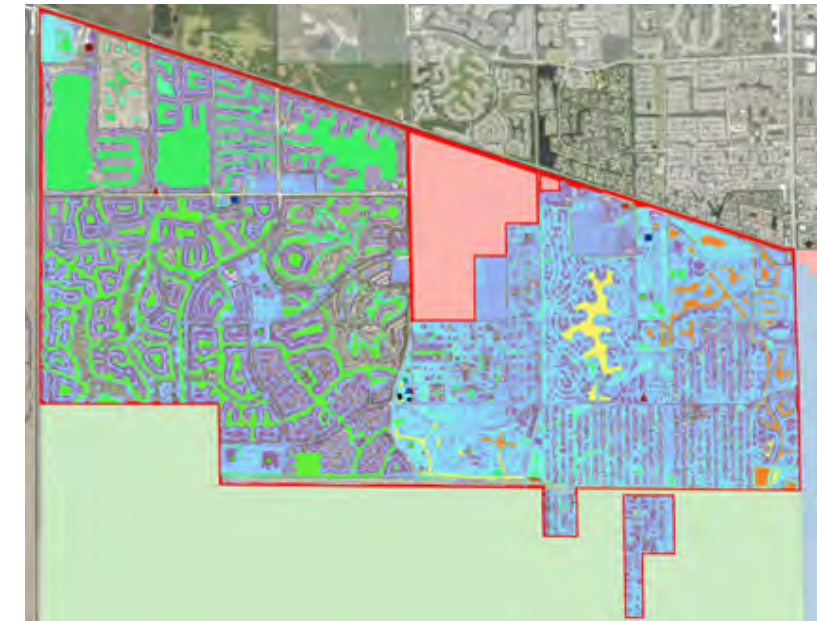


### City of Parkland Professional Consulting Services

Project Duration - 2023 - 2025  
 Richard Biagini, PE, City Engineer  
 954 757.4171, rbiagini@cityofparkland.org

KEITH provided civil engineering, planning, landscape architecture, survey, SUE, transportation, utility coordination, and construction engineering inspection services to the City of Parkland on an as-needed basis as part of our Continuing Contract. Projects provided under these contracts include:

- Vulnerability Assessment
- General In-House Planning Services
- Covered Bridge Park
- Pine Trails Park Wetland Mitigation Area
- Municipal Land Use Map Amendments
- Master Plan for "The Wedge" Parcel
- Capital Improvements (CIE) Annual Update
- Holmberg Road Roadway Improvements
- Citywide Traffic Study
- Pine Trails Park Roadway and Utility Improvements
- Parkland Roundabout Conceptual Design
- Tennis Center at Quigley Park



### City of Hallandale Beach Civil Engineering Services

Project Duration - 2020 - Ongoing  
 Marc Gambrell, PE, City Engineer  
 954-457-1489, mgambrell@hallandalebeachfl.gov

KEITH, as prime consultant, assists the Client with landscape architecture, civil engineering, survey, and general planning services as part of our Continuing Services agreement. KEITH projects under this agreement include:

- Hallandale Beach Boulevard Water Main Improvements
- Hallandale Historic Village Site (Curci House)
- Layne Boulevard Water Main Improvements
- City-wide Vulnerability Assessment.

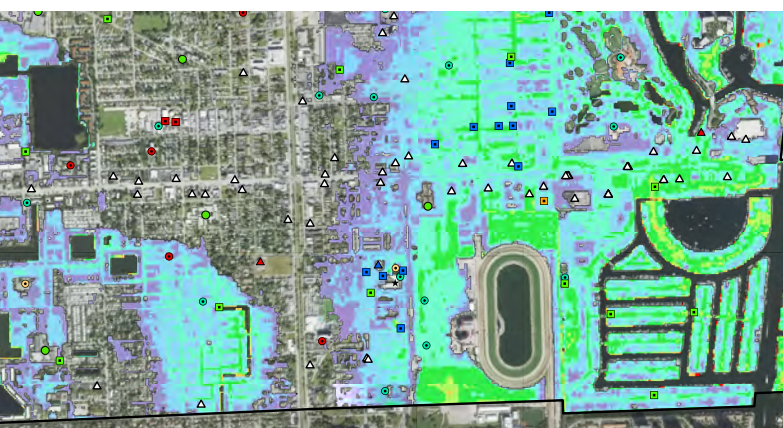


### City of Coconut Creek General Engineering Services

Project Duration - 2020 - Ongoing  
 Robert McDonald, Project Manager  
 954-973-6786, rmcdonald@coconutcreek.net

KEITH has served as the General Engineering Consultant for the City of Coconut Creek for the past 5 years. KEITH is providing on-going continuing services as needed including civil engineering, surveying, planning, landscape architecture, and construction engineering inspections. Some projects provided under this contract include:

- Coconut Creek Government Center Breezeway
- Coconut Creek Fire Station No. 113 Due Diligence
- CEI Services for Landscape Improvements for SR 7
- Lyons Road Median Enhancements
- Lyons and Cullum Road Improvements





### Broward County Water and Wastewater Septic Elimination Services

Project Duration - 2016 - 2025  
 William Archebelle, Expansion Program Administrator  
 954-831-3284, warchebelle@broward.org

Broward County Water and Wastewater Services implemented a septic tank elimination program which consists of short sanitary sewer runs to serve small pockets of previously unserved properties. KEITH is providing engineering services for water distribution, wastewater collection and stormwater collection systems. As the Prime consultant, KEITH is providing design and construction support services throughout the county related to the septic tank elimination program.



### Lighthouse Point General Civil Engineering and Inspection Services

Project Duration - 2023 - Ongoing  
 Jennifer Oh, City Clerk  
 954-943-6500, joh@lighthousepoint.com

KEITH was selected through this continuing services agreement for general consulting, engineering, surveying services. KEITH is providing services to the Client including civil engineering, survey, and inspections on an as-needed basis. Some projects under this contract include:

- Vulnerability Assessment and Adaptation Plan
- McDonough Tennis Center
- MPO-CSLIP Application Assistance



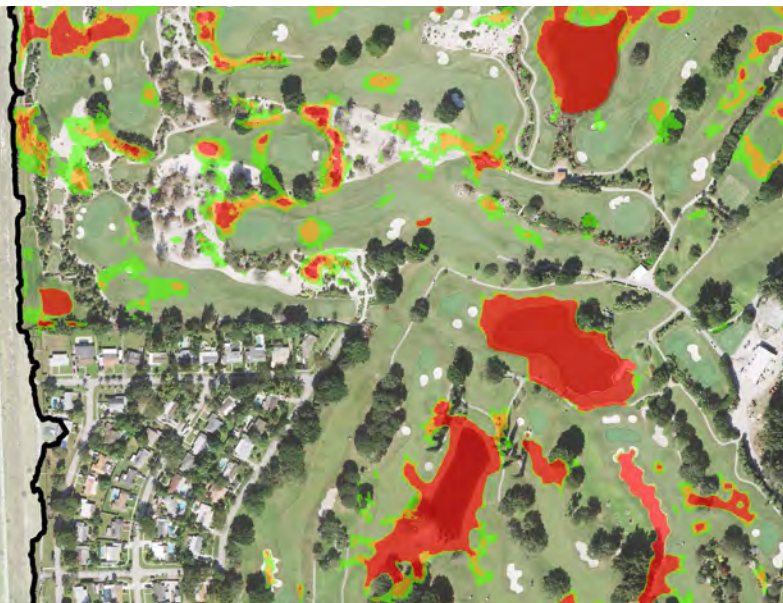
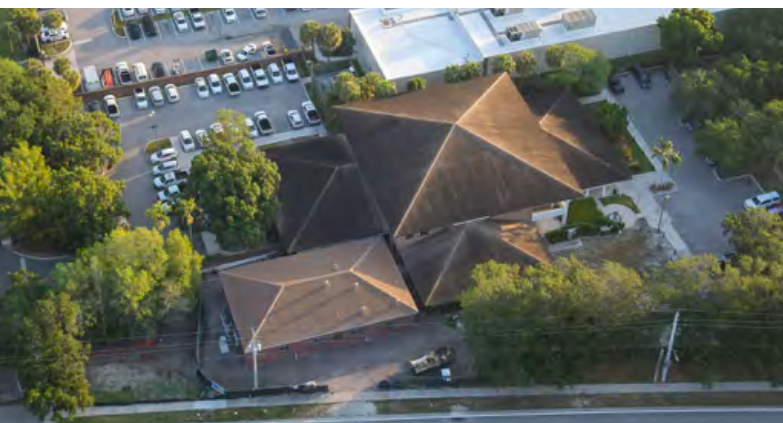
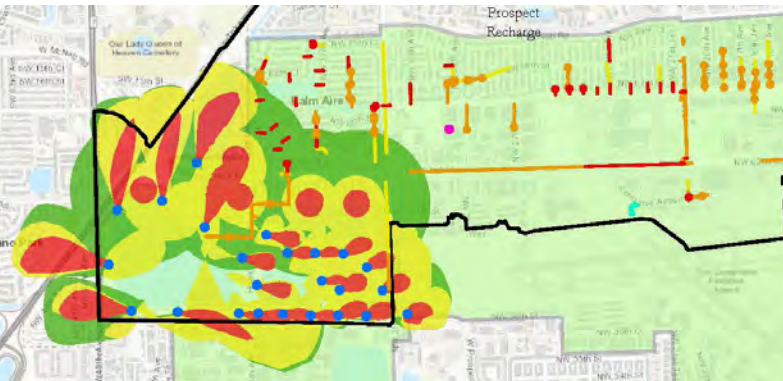
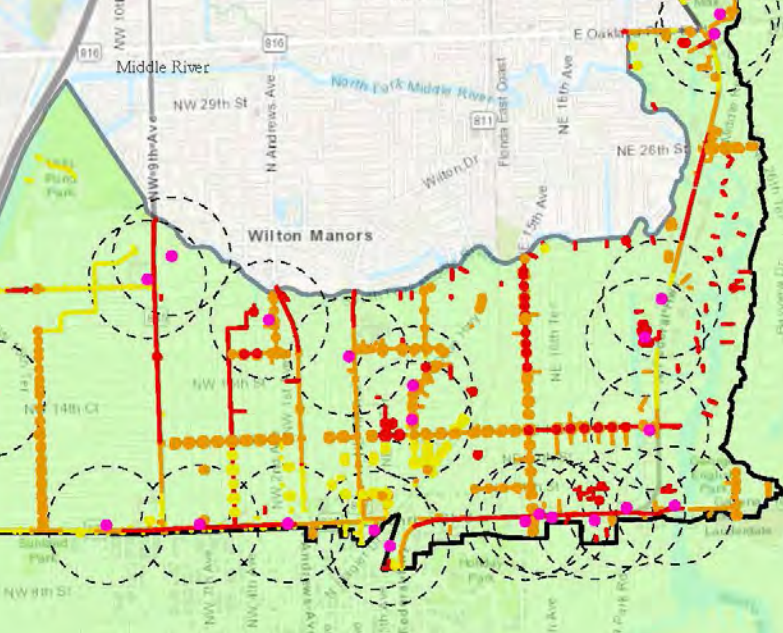
### Deerfield Beach Continuing Professional Services

Project Duration - 1998 - 2025  
 Alfonso Orellana, CFM, Plans Review Engineer  
 954-250-4303, aorellana@deerfieldbeachfl.com

KEITH served as the General Engineering Consultant for the City of Deerfield Beach for over 25 years, providing ongoing services including surveying, SUE, civil and transportation engineering, landscape architecture, planning, and program construction management. Projects under this contract included:

- Deerfield Elementary & Middle School LAP Project
- Main Beach Parking Lot Concrete Seating
- SW 10th Street Interchange Connector
- Asbestos Cement Pipe Replacement
- Highlands Park & Recreation Center
- Sullivan Park/Kester Marina Development
- Oveta McKeithen Recreation Center Improvements
- Pioneer Park Improvements and Boat Ramp Improvements
- Mayo Howard Park Surveys
- City Hall Remodeling Project
- Sand and Dune Stabilization Re-nourishment and Erosion Control
- Deerfield Beach Boardwalk, Volleyball Courts, and Artificial Reef Improvements
- Hillsboro Blvd and Intracoastal Waterway - Directional Drill Water Main
- Hillsboro Blvd Water Main Extension
- The Cove Neighborhood - Water and Sewer Improvements
- Hillsboro Blvd and SR A1A "S-Curve" Roadway Drainage and Beautification
- Hillsboro Blvd Streetscape Improvements and Utility Undergrounding
- Ocean Way Streetscape and Drainage Improvements
- Main Beach Parking Lot Improvements
- Intersection Improvement Design of Goolsby Blvd/ Hillsboro Blvd.
- Intersection Improvement Design of Century Blvd/ Hillsboro Blvd.
- SW 15th Street Roadway Improvements
- SW 3rd Avenue Roadway Improvements (LAP)
- The Cove Neighborhood - Traffic Calming Improvements
- Powerline Industrial Park Neighborhood Drainage (FEMA funded)
- City-wide ADA Sidewalk Improvements (LAP and CDBG funded)
- SR A1A Landscape and Pedestrian Safety Upgrades (RRFBs)





**Fort Lauderdale Critical Stormwater Infrastructure Assessment**

Project Duration - 2024 - Ongoing  
 Elkin Diaz, PE, MBA, Senior Project Engineer  
 954-828-6539, ediaz@fortlauderdale.gov

KEITH is delivering this KEITH Water Project for the City of Fort Lauderdale as part of a city-wide initiative to assess and improve critical stormwater infrastructure. This program focuses on evaluating the condition of large-diameter stormwater gravity mains (ranging from 30 to 96 inches) and their associated structures, including manholes, basins, tidal valves, drainage wells, and more. Covering approximately 23,000 acres across ten watershed areas, the City's stormwater network is situated in low-lying, flood-prone coastal zones, making this assessment essential for long-term resilience and environmental compliance.

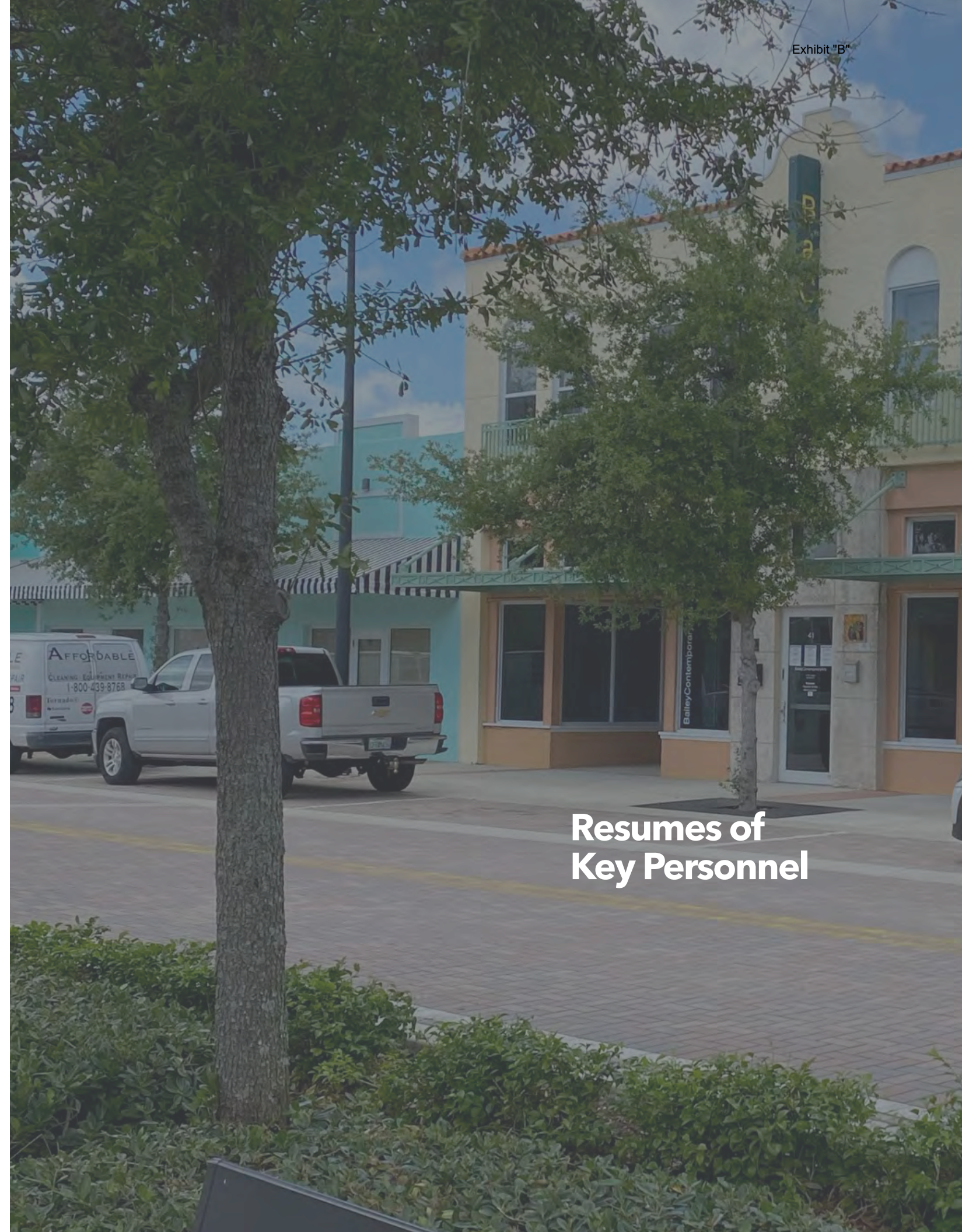
KEITH is providing full in-house services for this project, ensuring seamless coordination across engineering, inspection, surveying, GIS, and program management disciplines. KEITH ensures that all work meets regulatory requirements, including those set by the Clean Water Act, NPDES, FDEP, and SFWMD.

**Plantation General Engineering Services**

Project Duration - 2023 - Ongoing  
 Samira Shalan, PE, City Engineer  
 954-797-2282, sshalan@plantation.org

KEITH provided civil engineering, survey, and construction engineering inspection services to the City of Plantation on an as-needed basis as part of our Continuing Contract. Projects provided under these contracts include:

- Pop Travers Park
- On-Call Engineering Services
- Annex Building Addition
- Zone 2 Drainage Study
- SW 6th St and SW 78th Ave
- Cypress Road
- Fire Station No. 1
- Plantation v. Redlands Code Lien Foreclosure Survey
- Central Park Survey
- Plantation Heritage Community Canal Survey
- South Plantation High School Improvements
- Plantation Park Neighborhood Improvements



**Resumes of Key Personnel**



**TOM GREEN, PE**  
Client Services Manager



**PROFILE**

Tom Green, PE, brings 23 years of experience as a civil engineer, senior project manager, and capital improvement program manager. Tom has performed for both public and private clients as an esteemed colleague and as a valued consultant and advisor. As Project Manager, Lead Engineer, and team leader, Tom has successfully managed multi-million dollar projects throughout South Florida and the Caribbean. In addition to his skills gleaned from years of navigating municipal board rooms, he has a highly diversified depth of experience with the on-the-ground details of complex development projects keeping them on scope, schedule, and under budget. Tom is proficient in state-of-the-art technologies such as AutoCAD, Land Desktop, ICPR, Microsoft Project, and ProLog construction management software.

**RELEVANT PROJECT EXPERIENCE**

**Continuing Engineering Consulting Services, Parkland, FL:** Project Manager. KEITH is currently providing general engineering, planning and surveying services to the municipality on an as-needed basis as part of our Continuing Contract for Professional Engineering, Planning and Surveying Services. Some projects provided under these contracts include: Pine Trails Park Wetland Mitigation Area, Municipal Land Use Map Amendments, Master Plan for "The Wedge" Parcel, Capital Improvements Elements (CIE) Annual Update, Annexation Parcel Map Exhibit, North Springs Improvement District Parcel, Holmberg Road Sidewalk Improvements, Citywide Traffic Study, Update City of Parkland Maps, Pine Trails Park Roadway and Utility Improvements, Lox Road Lighting Photometric Plan, Parkland Roundabout Conceptual Design, and Tennis Center at Quigley Park.

**General Engineering Continuing Services, Coconut Creek, FL:** Project Manager. KEITH has served as the General Engineering Consultant for the City of Coconut Creek for the past 5 years. KEITH is providing on-going continuing services as needed including civil engineering, surveying, planning, landscape architecture, and construction engineering inspections. Some projects provided under this contract include: Government Center Breezeway, Coconut Creek Fire Station No. 113 Due Diligence, CEI Services for Landscape Improvements for SR 7, Lyons Road Median Enhancements, and Lyons and Cullum Road Intersection.

**Drainage Improvements at US-1 and NE 14th Street, Pompano Beach, FL:** Task Manager. KEITH, under its continuing contract with the City, is providing civil engineering, surveying, and subsurface utility engineering. This comprehensive drainage improvement project aims to significantly enhance the stormwater management system. Key components of the project include: **Installation and Reconstruction:** A total of 54 storm drain structures will be installed or reconstructed to ensure efficient water flow and prevent blockages. **Storm Drain Piping:** Approximately 4,765 linear feet of storm drain piping will be laid to facilitate the effective conveyance of stormwater. **Enhanced Drainage Functionality:** The project will incorporate advanced engineering techniques to improve the overall drainage capacity and resilience of the area.

**Zone 2 Drainage Study, Plantation, FL:** Project Manager. The KEITH Team, under its continuing services contract with the city, was retained to provide a full range of engineering services to provide an evaluation of the stormwater system and develop a Capital Improvement Program (CIP) specifically for this Drainage Zone. KEITH will leverage its expertise in hydrology and hydraulics modeling to evaluate the overall existing stormwater system, identify potential areas at risk of flooding and evaluate future required stormwater system upgrades in order to improve the flood resiliency for the City and its residents. The culmination of the study's effort will be presented in the new and comprehensive stormwater master plan.

**EDUCATION**

2003  
BS, Civil Engineering, University of Florida

**YEARS OF EXPERIENCE**

Industry: 23  
KEITH: 3

**PROFESSIONAL REGISTRATIONS**

Professional Engineer, 67558, FL, 2008



**CHRIS ANDREONI, PE**  
Project Manager



**PROFILE**

Chris Andreoni, PE, is an engineering professional possessing valuable experience in a wide variety of projects including materials testing, water, stormwater, sewer and drainage systems as well as bidding, permitting, and construction scheduling and observation. Chris has further demonstrated his abilities and qualifications in interfacing with other disciplines to ensure quality products and client satisfaction are delivered.

**RELEVANT PROJECT EXPERIENCE**

**Downtown Pompano, Pompano Beach, FL:** Project Manager. KEITH is assisting the Client, as prime consultant, including development of a KEITH Life project known as the Downtown Pompano Development or Innovation District. The overall project area is approximately 102.50 acres. The Client has divided the project into three phases. KEITH assists the Client with services including civil engineering, survey, planning, and utility coordination. The KEITH Team assists the Client with permitting, quality control, special purpose survey including GIS data, and planning due diligence.

**Zone 2 Drainage Study, Plantation, FL:** Task Manager. The KEITH Team, under its continuing services contract with the city, was retained to provide a full range of engineering services to provide an evaluation of the stormwater system and develop a Capital Improvement Program (CIP). KEITH will leverage its expertise in hydrology and hydraulics modeling to evaluate the overall existing stormwater system, identify potential areas at risk and evaluate future required stormwater system upgrades in order to improve flood resiliency. The culmination of the study's effort will be presented in the new and comprehensive stormwater master plan that establishes a policy framework, integrates resiliency, conducts vulnerability analysis, and provides a prioritized improvement program.

**Port Everglades Bulkhead Replacement, Fort Lauderdale, FL:** Task Manager. As a subconsultant, the KEITH Team provided surveying, subsurface utility engineering, utility coordination, and landscape architectural services. The goal of the project is to construct new seawall and bulkhead walls to replace old walls. The projects included in Group One include the North Seawall of the Ports Entrance Channel, the bulkheads along Northport Berths, and the bulkheads along Midport Berths.

**Block 57 Young Circle, Hollywood, FL:** Task Manager. KEITH, as subconsultant, assisted the Client in the development of this mixed-use project on Hollywood's iconic Young Circle that includes multi-family units, 125,000-SF of retail space, and the realignment of approximately 2,000-LF of 12" DIP water main in the heart of downtown. KEITH provided services including civil and transportation engineering, planning, survey, utility coordination, and landscape architecture.

**Heron Bay Tennis Courts/Pickleball Courts, Coral Springs, FL:** Project Manager. KEITH is assisting the Client in redeveloping a KEITH Play project including a cohesive design enhancing guest experience, creates an updated aesthetic, adding three tennis courts, one hard surface and two clay, with upgraded lighting, and the conversion of a double tennis court into six pickleball courts. KEITH provides services to the Client including civil, survey/SUE, landscape architecture, and construction program management.

**Vulnerability Assessment, Hallandale Beach, FL:** Task Manager. KEITH is providing Hallandale Beach with a comprehensive Vulnerability Assessment for this KEITH Water project. The goal is to identify at-risk City assets by assessing their exposure and sensitivity and then prioritizing them. The KEITH Team is compiling the Geographic Information System (GIS) files including locations of critical assets as well as regionally significant assets.

**EDUCATION**

2012  
BS, Civil Engineering, University of Central Florida

**YEARS OF EXPERIENCE**

Industry: 16  
KEITH: 3

**PROFESSIONAL REGISTRATIONS**

Professional Engineer, 84184, FL, 2022

OSHA 40-Hour Safety Training

OSHA 10-Hour Safety Training

Firestop Level 1 (FIT-1)

Radiation Safety Officer (RSO)

**PROFESSIONAL AFFILIATIONS**

Construction Association of South Florida (CASF)

American Society of Civil Engineering (ASCE)

Society of Hispanic Professional Engineers (SHPE)



**STEVE WILLIAMS, PE**  
Quality Assurance/Quality Control Officer



### PROFILE

Stephen Williams has served as the record engineer for numerous transportation, utility, water management, municipal, aviation, recreation, roadway and land development (governmental, residential, mixed-use and commercial) projects in South Florida. These include multiple projects for local municipalities, school districts, and universities. Projects have included roadway and site engineering design and analysis (paving, grading, drainage, water and sanitary sewer design and construction administration) for both private and governmental clients. Steve has served as the general municipal civil engineering consultant to cities of Oakland Park, Miramar, Plantation, Fort Lauderdale, Sunrise, Pompano Beach and Tamarac. Notably, he developed a SWMM EXTRAN computer model for the 55,000-acre Indian River Farms Water Control District. Steve also serves as the Firm's Senior Quality Assurance /Quality Control (QA/QC) Officer and continuously monitors all projects for compliance with our established QA/QC Program.

### RELEVANT PROJECT EXPERIENCE

**Architecture and Structural Engineering Services, Pompano Beach, FL:** Principal. KEITH, under this continuing services contract, provided design and construction engineering inspection services. Properties included a portion of the Aquatic Center, Community Park, and Sandspur Park. Services included design development and construction documents. Civil engineering included minor grading around the proposed buildings and drainage to be handled in dry retention swales. KEITH also provided construction observation, civil site, utility design, site plan preparation, landscape architecture, and permitting assistance.

**Reclaimed Water III CEI, Pompano Beach, FL:** Principal. The City of Pompano Beach Department of Public Works selected KEITH to provide additional construction administration services for this reclaimed water distribution main project. The scope consisted of furnishing and installing a new system along five separate corridors and KEITH provided a RPR and other field staff to assist in observation and administration through issuance of a certificate of substantial completion.

**Chiller Plant, Pompano Beach, FL:** Principal. The project included a 750-SF chiller plant building and cooling tower yard for Pompano Beach City Hall. The new plant will provide energy efficient air-conditioning to City Hall and the Commission Chambers while reducing energy costs. KEITH provided planning, civil, survey, and SUE services including layout and processing of the site plan, utilities design, and permitting through all agencies having jurisdiction.

**Pier Parking Garage, Pompano Beach, FL:** Principal. The parking garage includes five stories, 662 parking spaces, and some retail space on the ground level. As part of the design-build team, as subconsultant, KEITH was responsible for planning, survey, utility coordination, civil engineering, landscape design, permitting, and construction inspection. KEITH services included extensive community and municipal outreach, complete civil design to adequately provide water/fire/sanitary sewer service and stormwater management design/grading, landscape and irrigation design, permitting, and construction inspection and certification services.

**Fire Station No. 114 Design/Build, Pompano Beach, FL:** Principal. KEITH, as a subconsultant, provided professional services including surveying, planning, and engineering. The new 2-story 13,990-SF facility houses three bays and can accommodate as many as eleven firefighters, one city outreach person, and Building Support Functions.

### EDUCATION

1977  
BS, Civil Engineering, University of Florida

### YEARS OF EXPERIENCE

Industry: 49  
KEITH: 12

### PROFESSIONAL REGISTRATIONS

Professional Engineer, 32090, 1982

### PROFESSIONAL AFFILIATIONS

American Society of Civil Engineering (ASCE), Member

Florida Engineering Society (FES), Member

National Society of Professional Engineers (NSPE), Member



**BRYAN BALDWIN, EI**  
Deputy Project Manager



### PROFILE

Bryan Baldwin is an emerging talent in professional civil engineering. Bryan had served as a CAD Technician Intern for KEITH while completing his studies. After graduating cum laude, Bryan launched his career at KEITH as a Project Engineer gaining experience in water, sewer, and stormwater management design and reporting. Bryan has successfully designed water and sewer networks for both public and private clients and has gained experience in the proper management of permitting strategies with various government agencies. He is skilled in the review of proposals, contract addendums, shop drawings, and RFIs. Due to his superior skills with AutoCAD, Bryan is responsible for training engineering interns. Bryan's is also skilled in Autodesk Civil 3D, Autodesk ReCap Pro, and Bluebeam.

### RELEVANT PROJECT EXPERIENCE

**Fire Station No. 52, Pompano Beach, FL:** Project Manager. KEITH, under our continuing services agreement with the City for GO Bond Improvement Projects, assisted the Client, as subconsultant, in developing a KEITH Facility project that includes the design/build of Fire Station No. 52 a two-story multi-bay facility. KEITH provided full services to the Client including civil engineering, planning, survey/SUE, landscape architecture, and construction program management.

**MLK Boulevard Improvements, Pompano Beach, FL:** Task Manager. This area was part of the CRA's overall master plan known as the "Downtown Pompano Connectivity Plan". Improvements included multi-modal friendly streetscape with landscape beautification including special pavement materials, new pedestrian-level and roadway decorative lighting, streetscape furnishings, utility adjustments, and drainage, utility, and roadway improvements. KEITH, under a continuing services agreement, assembled a multi-disciplinary team to complete all design aspects. As the Lead/Prime consultant, KEITH was responsible for overall team management, engineering, permitting, planning, surveying, public consensus, and construction management.

**Drainage Improvements at US-1 and NE 14th St, Pompano Beach, FL:** Task Manager. KEITH, under its continuing contract with the City, is providing civil engineering, surveying, and SUE services. The project involves the installation of new storm drainage infrastructure and the cutting of swales to optimize drainage functionality and mitigate flooding risks. This project area primarily consists of residential properties. Key components include - **Installation and Reconstruction:** A total of 54 storm drain structures will be installed or reconstructed. **Storm Drain Piping:** Approximately 4,765 linear feet of storm drain piping will be laid to facilitate the effective conveyance of stormwater. **Enhanced Drainage Functionality:** The project will incorporate advanced engineering techniques to improve the overall drainage capacity and resilience of the area.

**Fire Station No. 114 Design/Build, Pompano Beach, FL:** Task Manager. KEITH, as a subconsultant, provided professional services including surveying, planning, and engineering. The new 2-story 13,990-SF facility houses three bays and can accommodate as many as eleven firefighters, one city outreach person, and Building Support Functions.

**General Civil Engineering and Inspection Services, Parkland, FL:** Project Manager. KEITH, under our continuing services contract with the City, is assisting the Client in developing KEITH Life projects that include civil engineering and inspection services. The KEITH Team is assisting the Client in engineering plan, engineering calculation, sketch and description reviews and plat reviews, building permit application plan reviews, and inspection services support as needed.

### EDUCATION

2020  
BS, Civil Engineering, Cum Laude, University of Florida

### YEARS OF EXPERIENCE

Industry: 5  
KEITH: 5

### PROFESSIONAL REGISTRATIONS

Engineer Intern, 1100024435, FL, 2021

FDOT Local Agency Program (LAP) Certified



**DODIE KEITH-LAZOWICK, PSM**  
Chairman, Community Outreach Officer



## PROFILE

Dodie Keith-Lazowick, with over 40 years of professional experience, succeeds her father, Bill Keith, as a second-generation Professional Surveyor, Chairman, and Managing Principal of KEITH. Through continued commitment to professional excellence, the firm has grown to over 200 technical and professional staff members, providing services throughout Florida from our Pompano Beach, Miami, West Palm Beach, Orlando, and Port Saint Lucie centers of operations. Dodie handles the daily operations of the firm and serves as the Corporate Officer for all contracts, assuming responsibility for providing sufficient resource allocations and corporate commitment to our diverse client base. Through her leadership, KEITH was recently awarded the South Florida Business Journal's Top 25 Women-Owned Business Award, along with Dodie being named one of the Top 250 Power Leaders of South Florida.

## EDUCATION

1982  
BS, Land Surveying, University of Florida

## YEARS OF EXPERIENCE

Industry: 43  
KEITH: 19

## PROFESSIONAL REGISTRATIONS

Professional Land Surveyor, LS4105, FL, 1984

## PROFESSIONAL AFFILIATIONS

Florida Surveying and Mapping Society (FSMS), Member

Broward Workshop, Member

Pompano Beach Economic Development Council, Member

National Society of Professional Surveyors (NSPS), Member

## RELEVANT PROJECT EXPERIENCE

**Pompano GO Bond Parks Redevelopment Design/Build, Pompano Beach, FL:** Principal. KEITH was ranked number one in City of Pompano Parks GO Bond RFP and has been awarded three memorable and different projects. Centennial Park, Youth Sports Complex and North Pompano Park. Each project is unique in its own way ranging from programming that includes sports fields, restroom facility and high-end banquet facilities. The parks also include signage, wayfinding, lighting site furniture as well as the associated parking and required infrastructure. KEITH was the lead consultant on these projects that are now under construction providing full services including survey, SUE, planning, civil engineering, and landscape architecture. KEITH was responsible for leading public meetings and building consensus among the neighborhood and community. KEITH developed photo realistic renderings and presentations to assist in this communication.

**Pier Parking Garage, Pompano Beach, FL:** Principal. The parking garage includes five stories, 662 parking spaces, and some retail space on the ground level. As part of the design-build team, as subconsultant, KEITH was responsible for planning, survey, utility coordination, civil engineering, landscape design, permitting, and construction inspection. KEITH services included extensive community and municipal outreach, complete civil design to adequately provide water/fire/sanitary sewer service and stormwater management design/grading, landscape and irrigation design, permitting, and construction inspection and certification services.

**Old Pompano Area Downtown Connectivity, Pompano Beach, FL:** Principal. For Phase I, KEITH performed an area-wide study of the "Old" (Historic) Pompano Area existing roadway and utility infrastructure to create an underground utilities atlas map as well as to analyze the existing roadway infrastructure for suitability, connectivity and circulation. KEITH assembled a multi-disciplinary team including KEITH as the prime consultant responsible for the overall team management, engineering, permitting, planning, surveying, public consensus, and construction program management. The improvements consisted of a pedestrian/bicycle friendly streetscape, roadway/pedestrian LED lighting, signalization improvements, streetscape furnishings, utility adjustments, and significant stormwater system and roadway improvements.

**Surveying, Civil Engineering, and Landscape Architecture Continuing Services, Pompano Beach, FL:** Principal. KEITH provides general engineering services to the City on an as-needed basis on this continuing services contract. Some projects provided under this contract include Municipal Reclaimed Water Main Design; Force Main Replacement Design; Pompano Beach Branch Library Renovations; Municipal Golf Course, Pier renovations; SE 8th Court Bridge Replacement; Reuse Water Main Distribution System; NE 4th Street Reuse Water Line Expansion; and Condition Assessments for Various City-owned Buildings and Facilities.



**FERNANDO VAZQUEZ, PE**  
Vice President of Civil Engineering



## PROFILE

Fernando Vazquez is Vice President of Civil Engineering at KEITH and has 37 years of experience in transportation, roadway drainage, and environmental engineering. Prior to joining KEITH, he was involved on design of the Orlando Beltway, Turkey Lake Road in Orlando and on the design of MA 16 for MassHighway. He served as Deputy Project Manager for drainage design of the I15/I80 interchange for the Utah Department of Transportation (UDOT) and utility relocation of portions of the Central Artery Tunnel in Boston, Massachusetts. As City Engineer for the City of Miami Beach Fernando also led many Citywide and regional transportation initiatives, including a Coastal Communities Transportation Master Plan and Transit Plan. Fernando served as Technical Liason representing the City of Miami Beach for the McArthur Causeway Interchange Project Development and Environment (PD&E), Alton Road PD&E, and Port of Miami Tunnel Construction. He also served as Technical Liason for the Miami-Dade Transportation Planning Organization (TPO).

## RELEVANT PROJECT EXPERIENCE

**Drainage Improvements At US1 And NE 14th St, Pompano Beach, FL:** Principal. KEITH, under its continuing contract, is providing civil engineering, surveying, and subsurface utility engineering. This comprehensive drainage improvement project aims to significantly enhance the stormwater management system in the City of Pompano Beach. The project involves the installation of new storm drainage infrastructure and the cutting of swales to optimize drainage functionality and mitigate flooding risks. This project area primarily consists of residential properties.

**Coconut Creek General Engineering Continuing Services, Coconut Creek, FL:** Principal. KEITH has served as the General Engineering Consultant for the City of Coconut Creek for the past 5 years. KEITH is providing on-going continuing services as needed including civil engineering, surveying, planning, landscape architecture, and construction engineering inspections. Some projects provided under this contract include Coconut Creek Government Center Breezeway, Fire Station No. 113 Due Diligence, CEI Services for Landscape Improvements for SR 7, Lyons Road Median Enhancements, and Lyons and Cullum Road Improvements.

**Zone 2 Drainage Study, Plantation, FL:** Principal. The KEITH Team, under its continuing services contract with the city, was retained to provide a full range of engineering services to provide an evaluation of the existing stormwater system and develop a Capital Improvement Program (CIP). The final product will be compiled in a Stormwater Master Plan. KEITH will leverage its expertise in hydrology and hydraulics modeling to evaluate the overall existing stormwater system, identify potential areas at risk of flooding and evaluate future required stormwater system upgrades. The culmination of the study's effort will be presented in the new and comprehensive stormwater master plan.

**Abbott Avenue Drainage Improvements Final Design, Surfside, FL:** Principal. KEITH assisted the Client in developing the final phase of a KEITH Water project. KEITH provided survey, SUE, civil engineering, FDOT coordination, bidding assistance, and construction program management services to the Client. KEITH oversaw structural engineering, mechanical and electrical engineering, and geotechnical engineering services provided by subconsultants.

**Blanche Ely Estates, Pompano Beach, FL:** Principal. KEITH is assisting the Client in developing a KEITH Life project including 36 single family homes, community clubhouse, open space, and a future splash pad. KEITH provides full services to the Client including civil engineering, landscape architecture, survey, SUE, and planning.



**TOM DONAHUE, PE**  
Senior Director of Civil Engineering



### PROFILE

Thomas Donahue has 47 years of experience in civil engineering projects including 18 years in South Florida. His qualifications include engineering design, quality assurance/quality control management, planning and environmental studies. Tom's comprehensive experience includes residential, commercial and industrial development, site plans, airports, highways, environmental analysis, local, state and federal permitting, right-of-way plans, utility and military designs. His project management experience includes management of professional staff of engineers, landscape architects and CAD personnel, development of project scope of work, contract negotiations, budgets, scheduling, quality control, oversight of resident inspectors and surveyors, review of contractor's pay requests, and client contact.

### RELEVANT PROJECT EXPERIENCE

**General Engineering Continuing Services, Coconut Creek, FL:** Project Manager. KEITH has served as the General Engineering Consultant for the City of Coconut Creek for the past 5 years. KEITH is providing on-going continuing services as needed including civil engineering, surveying, planning, landscape architecture, and construction engineering inspections. Some projects provided under this contract include: Coconut Creek Government Center Breezeway, Coconut Creek Fire Station No. 113 Due Diligence, CEI Services for Landscape Improvements for SR 7, Lyons Road Median Enhancements, and Lyons and Cullum Road Improvements.

**Architectural and Engineering Services, Hallandale Beach, FL:** Project Manager. KEITH, as prime consultant, assists the Client with landscape architecture, civil engineering, survey, and general planning services as part of our Continuing Services agreement. KEITH projects under this agreement include Hallandale Beach Boulevard Water Main Improvements, Hallandale Historic Village Site (Curci House), Layne Boulevard Water Main Improvements, and City-wide Vulnerability Assessment.

**Pier Parking Garage, Pompano Beach, FL:** Project Manager. The parking garage includes five stories, 662 parking spaces, and some retail space on the ground level. As part of the design-build team, as subconsultant, KEITH was responsible for planning, survey, utility coordination, civil engineering, landscape design, permitting, and construction inspection. KEITH services included extensive community and municipal outreach, complete civil design to adequately provide water/fire/sanitary sewer service and stormwater management design/grading, landscape and irrigation design, permitting, and construction inspection and certification services.

**Charlotte Burrie Civic Center, Pompano Beach, FL:** Project Manager. KEITH, under its continuing services contract with the city, as subconsultant, assisted the Client in developing a KEITH Campus project that includes 8,712-SF of multi-purpose spaces for civic, social, and recreational activities, lobby area, reception, administrative offices, conference rooms, 250-seat assembly hall, a fixed platform stage, kitchen, and storage, as well as easy pedestrian ADA-compliant access, a porte-cochère entrance, 48 vehicular and 20 bicycle parking spaces. KEITH provided full services to the Client including civil engineering, permitting, landscape architecture, and construction administration and coordination for the new LEED v4 certified building.

**SRA1A Improvements, Pompano Beach, FL:** Project Manager. Under our continuing services contract for GO Bond Improvements, KEITH assisted the Client in the development of a KEITH Access project. KEITH provided full services to the Client including survey/SUE, civil and transportation engineering, landscape architecture, and construction program management. During coordination it was determined that FDOT had a project overlapping the City's. KEITH coordinated with FDOT to have the funds transferred to the City increasing the construction budget.

### EDUCATION

1978  
BS, Civil Engineering, Northeastern University

### YEARS OF EXPERIENCE

Industry: 47  
KEITH: 9

### PROFESSIONAL REGISTRATIONS

Professional Engineer, 60529, FL, 2003

Professional Engineer, MA, 1994

### PROFESSIONAL AFFILIATIONS

Institute of Transportation Engineers (ITE) Gold Coast Chapter Member, Member

American Society of Civil Engineering (ASCE), Member

National Association of Industrial and Office Parks (NAIOP), Member



**JORGE VALLE-PELLOT, PE**  
Director of Civil Engineering



### PROFILE

Jorge Valle-Pellot is a professional engineer with 26 years of experience in design, permitting, and construction inspection. Jorge's experience includes projects with Broward County, Miami-Dade County, Palm Beach County, and several private entities. His duties include design, drainage calculations reports, hydraulic analysis, plans preparation, permitting with regulatory agencies, site inspections, pre-construction meetings, shop drawings reviews and as-built reviews, responding to contractor's request for information, coordinating with plan reviewers and addressing comments. Jorge's software experience includes, but is not limited to, Cascade 2001, ICPR, AutoCAD, and Civil 3D.

### RELEVANT PROJECT EXPERIENCE

**Port Everglades Maintenance Building, Fort Lauderdale, FL:** Project Manager. KEITH provided planning, civil engineering, and landscape architecture design along with survey, SUE and UC for Port Everglades to construct a new facility to consolidate Port Facilities Maintenance and Operations into a central location. The second phase included the design and preparation of construction documents and permitting phase. After which, the third phase will be the construction of the facility during such a time that construction activities won't interrupt port operations.

**John Knox Village Stormwater Master Plan, Pompano Beach, FL:** Project Manager. KEITH assisted the Client in the development of a KEITH Life project consisting of a senior residential facility, formal and semi-formal gardens, and surface parking. KEITH provided full services to the Client including civil engineering, survey/SUE, planning, landscape architecture, and CEI.

**Palmetto Park Road Drainage Improvements, Boca Raton, FL:** Project Manager. KEITH, under its continuing contract with the County, will provide civil engineering services for the intersection at Palmetto Park Road and Powerline Road. The KEITH Access project aims to design a drainage system to improve stormwater conditions addressing periodic roadside flooding. Based on a recent drainage study provided by the County, the KEITH Team will assist the Client with reconstructing and regrading the existing drainage system, upgrading drainage structures and piping, and connecting to the existing drainage system. The plan will be prepared in accordance with Palm Beach County Roadway Design Procedures, FDOT Drainage Manual, and SFWMD Environmental Resource Permit Information Manual.

**Belvedere Road Canal Piping, Palm Beach County, West Palm Beach, FL:** Project Manager. KEITH, under our continuing services contract with Palm Beach County, provides civil engineering services, for a Canal Piping project adjacent to Belvedere Road in West Palm Beach, FL. The project involves piping 1,100-LF of an existing canal owned and maintained by Palm Beach County. The site is in unincorporated Palm Beach County. The KEITH Team is assisting the Client with preliminary engineering plans, construction documents, permitting, and post design services.

**SW Savona Boulevard Feasibility Study, Port Saint Lucie, FL:** Project Manager. Under its continuing services contract with the City, KEITH is providing engineering services for the Feasibility Study, addressing high traffic volumes and congestion. KEITH will gather data, evaluate location/design concepts, prepare a traffic analysis methodology, collect traffic data, conduct a traffic operations analysis, perform signalization analysis, propose preliminary signal timing and operation plans, evaluate existing signage, and prepare a conceptual signing plan. Additionally, we will obtain and analyze 5 years of crash data, perform a safety analysis, develop conceptual typical sections, perform geometric design, and prepare sketches of plans and typical sections. KEITH also will prepare concept plans for project alternatives.

### EDUCATION

1999  
BS, Civil Engineering, University of Puerto Rico

### YEARS OF EXPERIENCE

Industry: 26  
KEITH: 5

### PROFESSIONAL REGISTRATIONS

Professional Engineer, 77039, FL, 2014



**OMAR RODRIGUEZ, PE, CFM, ENV SP**  
Civil Engineer



**PROFILE**

Omar Rodriguez is an emerging engineering professional specializing in Hydrology and Hydraulic Modeling and Water Resources engineering. He is heavily involved in Floodplain Management, Urban Drainage, and Climate Adaptation. Gaining experience in water resources and civil engineering design projects including water, sewer, drainage systems, stormwater master plans, and flood mapping as well as County and State-Wide permitting, Omar has demonstrated his various abilities and qualifications as an engineer including Flood Risk Management implementation using CAD, GIS, and Modeling software.

**RELEVANT PROJECT EXPERIENCE**

**Drainage Improvements at US-1 and NE 14th St, Pompano Beach, FL:** Project Manager. KEITH, under its continuing contract with the City, is providing civil engineering, surveying, and subsurface utility engineering for this US1 and NE 14th Street Drainage Improvement project. This comprehensive drainage improvement project aims to significantly enhance the stormwater management system in the City of Pompano Beach. The project involves the installation of new storm drainage infrastructure and the cutting of swales to optimize drainage functionality and mitigate flooding risks. This project area primarily consists of residential properties. Key components of the project include: **Installation and Reconstruction:** A total of 54 storm drain structures will be installed or reconstructed to ensure efficient water flow and prevent blockages. **Storm Drain Piping:** Approximately 4,765 linear feet of storm drain piping will be laid to facilitate the effective conveyance of stormwater. **Enhanced Drainage Functionality:** The project will incorporate advanced engineering techniques to improve the overall drainage capacity and resilience of the area. TBG Consulting provided cost estimating services to ensure that the project remains within budget while achieving its goals of improved drainage and reduced flood risk.

**Cypress Road Improvements, Plantation, FL:** Task Manager. KEITH, under a continuing services contract with the City, assisted with development of this project involving signal upgrades, milling and resurfacing, roundabout design, drainage improvements, additional sidewalk, and the addition of corridor-wide sharrow pavement markings and respective signage. Services KEITH provided include survey, SUE, civil engineering, landscape architecture, and transportation engineering. KEITH also managed a team of professional contractors providing lighting analysis and design and geotechnical services.

**Zone 2 Drainage Study, Plantation, FL:** Task Manager. The KEITH Team, under its continuing services contract with the city, was retained to provide a full range of engineering services to provide an evaluation of the existing stormwater system and develop a Capital Improvement Program (CIP). The final product will be compiled in a Stormwater Master Plan. KEITH will leverage its expertise in hydrology and hydraulics modeling to evaluate the overall existing stormwater system, identify potential areas at risk of flooding and evaluate future required stormwater system upgrades. The culmination of the study's effort will be presented in the new and comprehensive stormwater master plan.

**Fire Station No. 52 Design-Build, Pompano Beach, FL:** Task Manager. KEITH, under our continuing services agreement with the City, assisted the Client, as subconsultant, in developing a KEITH Facility project including a two-story multi-bay facility. KEITH provided full services to the Client including civil engineering, planning, survey/SUE, landscape architecture, and construction program management. The project brought the community a much-needed resource for safety and emergency management.

**EDUCATION**

- 2023  
MS, Hydroinformatics and Water Management, Université Côte d'Azur
- 2023  
MS, Hydroinformatics and Water Management, Brandenburg University of Technology Cottbus-Senftenberg
- 2023  
MS, Hydroinformatics and Water Management, Warsaw University of Technology
- 2023  
MS, Hydroinformatics and Water Management, Technical University of Catalonia
- 2023  
MS, Hydroinformatics and Water Management, Newcastle University
- 2018  
BS, Civil Engineering, Escuela Superior Politecnica Del Litoral

**YEARS OF EXPERIENCE**

Industry: 7  
KEITH: 7

**PROFESSIONAL REGISTRATIONS**

- Professional Engineer, 94885, FL, 2022
- ENV SP, 61736, 2024
- CFM, US-19-11500
- Temporary Traffic Control Certification, Advanced, 54294



**NILES WARRICK, PE, CFM, ENV SP**  
Civil Engineer



**PROFILE**

Niles Warrick is an emerging engineering professional gaining experience in civil design projects including stormwater, water, sewer, and drainage systems as well as County and Statewide permitting experience. Niles has demonstrated his various abilities and qualifications as an engineer including utility design implementation using AutoCAD Civil 3D. Niles has aviation experience as he's worked directly with project management at Fort Lauderdale-Hollywood International Airport as an assistant project manager contracted through KEITH.

**RELEVANT PROJECT EXPERIENCE**

**Pompano Crossings NE 48th Street Roadway Improvements, Pompano Beach, FL:** Task Manager. The project scope included roadway improvements and consisted of roadway widening to accommodate additional turn lanes and bicycle paths, curb and gutter, sidewalk repair, and swale restoration. KEITH's services included due diligence engineering and planning considerations; site plan preparation, coordination, and processing; access management plans; plat preparation, processing, and recordation; ALTA/NSPS land surveying; preliminary and final engineering; tree inventory and appraisal; tree disposition plan; irrigation plans; landscape plans; water distribution and sanitary sewer plans; paving, grading, and drainage plans; stormwater pollution plans; and final construction documents. The project was built in multiple phases.

**Fire Station No. 114 Design/Build, Pompano Beach, FL:** Task Manager. KEITH, as a subconsultant, provided professional services for the new 2-story 13,990-SF facility housing three bays and accommodating as many as eleven firefighters, one city outreach person, and Building Support Functions. KEITH provided services to the Client including surveying, planning, and engineering.

**Hammondville Affordable Housing, Pompano Beach, FL:** Project Manager. KEITH assists in the development of a KEITH Life project, which includes Section 8 Housing. The project is a proposed workforce multi-family development with 117 units in a five-to six-floor building. KEITH is responsible for survey, SUE, planning, civil engineering, and landscape architecture services. KEITH has identified the following agencies that require coordination, submittals, or permitting throughout the project: City of Pompano Beach, Broward County, School Board of Broward County, and Florida Department of Transportation (FDOT).

**Citywide Stormwater Master Plan Contract, Parkland, FL:** Task Manager. KEITH was retained to provide a full range of engineering services in order to develop a comprehensive Stormwater Master Plan (SWMP) for the City. The SWMP involves input from the public, City Officials, and staff. KEITH evaluated the existing stormwater system, updating the GIS database, and evaluating future developments and required improvements. KEITH was responsible for developing an "Existing Conditions Model" and "Proposed Conditions Model" using the public domain United States Environmental Protection Agency, Stormwater Management Model for the Ranches area (652-acres), the Hendrix Farms Area (596-acres), and Pine Tree area (1,987-acres) covering a total of approximately 3,235 acres.

**Youth Sports Complex, Pompano Beach, FL:** Task Manager. KEITH assisted the Client in the development of this KEITH Play project that includes several multi-purpose sports fields, clubhouse, restrooms, storage, offices, landscaped walking paths, preservation of several mature canopy trees, and a 180-space parking lot in the 10-acre complex. KEITH, as prime consultant, provided full services to the Client throughout all design phases including public outreach, planning, design development and site plan approval, and ultimately permitting and construction observation

**EDUCATION**

- 2018  
BS, Civil Engineering, University of Central Florida

**YEARS OF EXPERIENCE**

Industry: 8  
KEITH: 8

**PROFESSIONAL REGISTRATIONS**

- CFM, 51464, 2022
- ENV SP, 50555, 2022
- Professional Engineer, 94320, FL, 2022
- Temporary Traffic Control Certification, Advanced, 66070, 2018



**CAVEL WILLIAMSON, PE**  
Civil Engineer



### PROFILE

Cavel Williamson is a highly skilled and motivated Professional Engineer with experience working on interdisciplinary teams for watershed management plans, stream restoration projects, watershed modelling, and vulnerability assessments. She is experienced in fields related to surface hydrology, hydraulics, water quality, and regulatory compliance in Florida. Cavel is a hard-working team player who strives to be successful and to be of value to her community.

### RELEVANT PROJECT EXPERIENCE

**Abbott Avenue Drainage Improvements Final Design, Surfside, FL:** Civil Engineer. KEITH assisted the Client in developing the final phase of a KEITH Access project. KEITH provided survey, SUE, civil engineering, FDOT coordination, bidding assistance, and construction program management services. KEITH oversaw structural engineering, mechanical and electrical engineering, and geotechnical engineering services provided by subconsultants.

**SW 6th Street and SW 78th Avenue Improvements, Plantation, FL:** Civil Engineer. KEITH designed and implemented corridor improvements along SW 78th Avenue aimed at enhancing multi-modal transportation and neighborhood aesthetics through a complete streets approach, supporting safe and accessible travel for vehicles, pedestrians, and cyclists. The project involved full design engineering services. This included roadway and drainage design, stormwater modeling, ADA accessibility, utility coordination, landscape and irrigation plans, permitting, and preparation of construction documents. KEITH also provided subsurface utility engineering, transportation, and landscape architecture services as well as construction administration, bid assistance, and CEI services.

**Vulnerability Assessment, Hallandale Beach, FL:** Civil Engineer. KEITH is providing the Client with a comprehensive Vulnerability Assessment for this KEITH Water project. The goal is to identify at-risk City assets by assessing their exposure and sensitivity and then prioritizing them with the help of City staff. As part of the report, the KEITH Team is compiling the Geographic Information System (GIS) files with appropriate metadata as well as regionally significant assets that are classified and defined in s. 380.093(2)(a) 1-4, F.S. The ongoing project is currently examining the exposure of the City's critical assets to high tide flooding, storm surge, and compound flooding, analyzing those risks, and assisting City staff by providing information for any public-led outreach efforts to discuss the results.

**Vulnerability Assessment, Sunny Isles Beach, FL:** Civil Engineer. KEITH is assisting the Client with a Vulnerability Assessment aimed at identifying, evaluating, and mitigating the City's exposure to coastal hazards. Funded by the Florida Department of Environmental Protection through the Resilient Florida Grant Program, this project is focused on protecting Sunny Isles Beach's critical infrastructure from the growing threats of sea level rise, storm surge, tidal flooding, and compound climate events. Through a combination of geospatial data analysis, sea level rise modeling, and scenario planning aligned with NOAA and FEMA standards, KEITH is delivering a robust risk assessment to help the City prioritize its most vulnerable assets. The resulting Adaptation Plan will include customized strategies for resilience, supported by community input and aligned with the City's broader planning efforts, including capital improvements and the Local Mitigation Strategy. This comprehensive effort not only meets compliance with Florida Statute 380.093 and Peril of Flood mandates but also reinforces the City's commitment to sustainable growth and climate resilience. KEITH's integrated approach emphasizes collaboration, data integrity, and long-term planning to help ensure Sunny Isles Beach is prepared for tomorrow's environmental challenges.

### EDUCATION

2018  
BS, Chemical and Process  
Engineering, University of the West  
Indies

### YEARS OF EXPERIENCE

Industry: 7

### PROFESSIONAL REGISTRATIONS

Professional Engineer, 101142, FL,  
2025

Florida Qualified Stormwater  
Management Inspector, 42762



**FREDDY ASCUNTAR, CFM**  
Engineer Designer



### PROFILE

Freddy Ascuntar is a Certified Floodplain Manager and has extensive experience in CADD design as an engineering technician and project manager. He is a student attending Broward College working towards his Bachelor's Degree in Civil Engineering. Freddy has proven himself qualified and skilled as a project engineer at KEITH. Prior to starting with our team, he served as a Senior CADD Designer, creating technical drawings catered to individual engineering or architectural contract specifications. He is proficient in software including AutoCAD and MicroStation.

### RELEVANT PROJECT EXPERIENCE

**Architectural and Structural Engineering Services, Pompano Beach, FL:** Civil Engineer. KEITH provided planning, civil design, and CEI services. Properties included a portion of the Aquatic Center, Community Park, and Sandspur Park. Services included design development and construction documents. KEITH also provided construction observation, civil site, utility design, site plan preparation, landscape architecture, and permitting assistance.

**Fire Station No. 52 Design-Build, Pompano Beach, FL:** Inspector. KEITH, under our continuing services agreement with the City, assisted the Client, as subconsultant, in developing a KEITH Facility project including a two-story multi-bay facility. KEITH provided full services to the Client including civil engineering, planning, survey/SUE, landscape architecture, and construction program management. The project brought the community a much-needed resource for safety and emergency management.

**Pier Parking Garage, Pompano Beach, FL:** Civil Engineer. The parking garage includes five stories, 662 parking spaces, and some retail space on the ground level. As part of the design-build team, as subconsultant, KEITH was responsible for planning, survey, utility coordination, civil engineering, landscape design, permitting, and construction inspection. KEITH services included extensive community and municipal outreach, complete civil design to adequately provide water/fire/sanitary sewer service and stormwater management design/grading, landscape and irrigation design, permitting, and construction inspection and certification services.

**Pompano Crossings NE 48th Street Roadway Improvements, Pompano Beach, FL:** Civil Engineer. The project scope included roadway widening to accommodate additional turn lanes and bicycle paths, curb and gutter, sidewalk repair, and swale restoration. KEITH's services included due diligence engineering and planning; site plan preparation, coordination, and processing; access management; plat preparation, processing, and recordation; survey; preliminary and final engineering; tree inventory and appraisal; tree disposition plan; landscape plans; water distribution and sanitary sewer plans; stormwater pollution plans; and final construction documents.

**John Knox Village Stormwater Master Plan, Pompano Beach, FL:** Civil Engineer. KEITH assisted the Client in the development of a KEITH Life project consisting of a stormwater master plan for a senior residential facility, formal and semi-formal gardens, and surface parking. KEITH provided full services to the Client including civil engineering, survey/SUE, planning, landscape architecture, and CEI. Additional KEITH services included stormwater modeling, permitting, water distribution, and wastewater collection plan.

**City of Hollywood Arts and Cultural Center, Hollywood, FL:** Civil Engineer. KEITH assisted the Client with the redevelopment of a KEITH Campus project that includes a 5,400-SF space for dance, music, visual arts, and new media, galleries, administrative offices, and outdoor courtyard. KEITH provided full services to the Client including survey, civil engineering, landscape design, and construction observation.

### EDUCATION

2019  
AS, Civil Engineering, Broward  
College

### YEARS OF EXPERIENCE

Industry: 27  
KEITH: 8

### PROFESSIONAL REGISTRATIONS

CFM

LEED AP, 25061596



**FRANCISCO PEILLARD, PE**  
Civil Engineer



### PROFILE

Francisco Peillard is a highly skilled and proactive civil engineer with 8 years of experience in water resources projects in Chile and Florida, including hydraulic design, hydrologic analysis, and stormwater management. Francisco has demonstrated ability to manage multi-faceted projects from conception to completion, maintaining regulatory standards, budgets, and schedules.

### RELEVANT PROJECT EXPERIENCE

**Drainage Improvements at US-1 and NE 14th St, Pompano Beach, FL:** Civil Engineer. KEITH, under its continuing contract with the City, is providing civil engineering, surveying, and subsurface utility engineering for this KEITH Water project. This comprehensive drainage improvement project aims to significantly enhance the stormwater management system in the City of Pompano Beach. The project involves the installation of new storm drainage infrastructure and the cutting of swales to optimize drainage functionality and mitigate flooding risks. This project area primarily consists of residential properties. Key components of the project include: **Installation and Reconstruction:** A total of 54 storm drain structures will be installed or reconstructed to ensure efficient water flow and prevent blockages. **Storm Drain Piping:** Approximately 4,765 linear feet of storm drain piping will be laid to facilitate the effective conveyance of stormwater. **Enhanced Drainage Functionality:** The project will incorporate advanced engineering techniques to improve the overall drainage capacity and resilience of the area. TBG Consulting provided cost estimating services to ensure that the project remains within budget while achieving its goals of improved drainage and reduced flood risk.

**Zone 2 Drainage Study, Plantation, FL:** Civil Engineer. The KEITH Team, under its continuing services contract with the city, was retained to provide a full range of engineering services to provide an evaluation of the existing stormwater system and develop a Capital Improvement Program (CIP). The final product will be compiled in a Stormwater Master Plan. KEITH will leverage its expertise in hydrology and hydraulics modeling to evaluate the overall existing stormwater system, identify potential areas at risk of flooding and evaluate future required stormwater system upgrades. The culmination of the study's effort will be presented in the new and comprehensive stormwater master plan.

**Vulnerability Assessment, Hallandale Beach, FL:** Civil Engineer. KEITH is providing Hallandale Beach with a comprehensive Vulnerability Assessment for this KEITH Water project. The goal is to identify at-risk assets by assessing their exposure and sensitivity and then prioritizing them with the help of City staff. As part of the report, the KEITH Team is compiling the GIS files with appropriate metadata to include locations of critical assets owned or maintained by the City as well as regionally significant assets that are classified and defined in s. 380.093(2)(a) 1-4, F.S. The ongoing project is currently examining the exposure of the City's critical assets to high tide flooding, storm surge, and compound flooding, analyzing those risks, and assisting City staff by providing information for any public-led outreach efforts to discuss the results.

**Abbott Avenue Drainage Improvements Final Design, Surfside, FL:** Civil Engineer. KEITH assisted the Client in developing the final phase of a KEITH Access project. KEITH provided survey, SUE, civil engineering, FDOT coordination, bidding assistance, and construction program management services to the Client. KEITH oversaw structural engineering, mechanical and electrical engineering, and geotechnical engineering services provided by subconsultants. The KEITH Team assisted the Client in milling, resurfacing, restriping, preparation of construction documents, construction observation, final inspections, and final certification.

### EDUCATION

2016  
Civil Engineering Degree -  
Hydraulic, Sanitary, and Environ,  
Universidad de Chile, Santiago,  
Chile

2014  
BS, Civil Engineering, Universidad  
de Chile, Santiago, Chile

### YEARS OF EXPERIENCE

Industry: 8  
KEITH: 1

### PROFESSIONAL REGISTRATIONS

Engineer Intern, 1100027724, FL,  
2024

Professional Engineer, 102513, FL,  
2025



**JONAH WEAVER, PE**  
Civil Engineer



### PROFILE

Jonah Weaver, PE, brings 18 years of experience in site civil design, covering site planning, master planning, and infrastructure design for both private and public projects. His expertise includes water, sewer, irrigation, and roadway design, paving, grading, drainage, earthwork, signage, and striping. Jonah has vast experience in permitting with public agencies from Broward County to Indian River County. Jonah's software experience includes design utilizing XPswwm, PONDS, and Cascade, as well as drafting using AutoCAD Civil 3D.

### RELEVANT PROJECT EXPERIENCE

**Architectural and Structural Engineering Services, Pompano Beach, FL:** Civil Engineer. KEITH provided civil design, landscape architecture, construction management, and CEI services for the City. Properties included a portion of the Aquatic Center, Community Park, and Sandspur Park. The utility connections included water services and sanitary laterals connecting to mainline utilities adjacent to the proposed building structures. KEITH also provided construction observation, civil site, utility design, site plan preparation, landscape architecture, and permitting.

**Broward County Water and Wastewater (BCWWS) Booster Pumping Station 3A, Pompano Beach, FL:** KEITH, under its continuing services contract with BCWWS, and as subconsultant, assisted the Client in developing this KEITH Water project. KEITH provided services to the Client including survey, utility location services, and landscape architecture.

**Water Service Material Validation, Pompano Beach, FL:** Civil Engineer. KEITH, under this continuing service contract, provided civil engineering, survey, SUE, landscape architecture, and construction program management services. This project supported compliance with the EPA's Lead and Copper Rule Improvements (LCRI) by identifying and validating the materials of water service lines within the County's drinking water system. The scope included predictive modeling, field investigations, and integration of findings into BCWWS's GIS system. KEITH performed visual inspections and vacuum excavations, documented findings, and supported data-driven decision-making. The project also involved the use of Trinnex's LeadCAST software to enhance predictive modeling capabilities.

**Charlotte Burrie Civic Center, Pompano Beach, FL:** Civil Engineer. KEITH, under its continuing services contract with the city, and as subconsultant, assisted the Client in developing a KEITH Campus project that included 8,712-SF of multi-purpose spaces for civic, social, and recreational activities, lobby/pre-function area, reception, administrative offices, conference rooms, 250-seat assembly hall, and pedestrian ADA-compliant access, a porte-cochère entrance, 48 vehicular and 20 bicycle parking spaces. KEITH provided full services to the Client including civil engineering, permitting, landscape architecture, and construction administration and coordination for the LEED v4 certified building.

**John Knox Village Stormwater Master Plan, Pompano Beach, FL:** Civil Engineer. KEITH assisted the Client in the development of a KEITH Life project consisting of a senior residential facility, formal and semi-formal gardens, and surface parking. KEITH provided full services to the Client including civil engineering, survey/SUE, planning, landscape architecture, and CEI.

**Annie Gillis Park, Pompano Beach, FL:** Civil Engineer. KEITH, under its continuing services contract with the city, assisted the Client in developing a KEITH Play project including a park integrating historic elements KEITH provided full services to the Client including civil engineering, survey, planning, and landscape architecture.

### EDUCATION

2007  
BS, Civil Engineering, Florida  
Atlantic University

### YEARS OF EXPERIENCE

Industry: 18  
KEITH: 3

### PROFESSIONAL REGISTRATIONS

Professional Engineer, 81297, FL,  
2016

### PROFESSIONAL AFFILIATIONS

Florida Engineering Society (FES),  
Member



**MIKE PINZON, PE**  
Civil Engineer



**PROFILE**

Mike Pinzon is an emerging civil engineer and project manager with 8 years of experience on both public and private projects. He actively works in land development, commercial, residential, and industrial projects within Florida, Arizona and other locations. Mike has expertise in AutoCAD, Civil 3D, BMP Trains modeling, ICPR modeling, RS-Means, and Hydraflow.

**RELEVANT PROJECT EXPERIENCE**

**Monthly Planning Services Pembroke Park, Pembroke Park, FL:** Task Manager. KEITH has proudly served the Town of Pembroke Park under a continuing services contract, delivering comprehensive planning, engineering, and landscape architecture solutions. Our partnership reflects a shared commitment to enhancing infrastructure, promoting sustainable growth, and improving the quality of life for residents. Some notable projects under this contract include Various Zoning Text Amendments: New Mixed-Use/Entertainment District, Quasi-Judicial Proceedings, Signage, Live Local Act; Site Plan Review of Major Developments: Seneca Town Center (Wawa, Hospital & Extra Storage), Magnolia Townhomes, Prologis, Pembroke Oakes, Pembroke Villas; Comprehensive Plan Amendments: SW 30th Avenue Mixed-Use/Entertainment District, and Trinity Broadcasting.

**Downtown Pompano Beach Development, Pompano Beach, FL:** Task Manager. The Downtown Pompano Beach Redevelopment Project is more than a physical transformation—it's an investment in people and place. By fostering local business growth, generating over \$1 billion in annual economic output, and creating new spaces for civic and cultural engagement, the project lays the foundation for a thriving and inclusive community. Through ongoing public roundtables, the city invites residents to help shape the future, ensuring the development reflects local values and priorities.

**SW 30th Street Sanitary Sewer Force Main Replacement, Pembroke Park, FL:** Project Manager. KEITH is assisting the Client in the development of a KEITH Water project including the replacement of a 6" sanitary sewer force main composed of Asbestos Concrete Pipe (ACP). This endeavor entails the installation of approximately 4,000-LF of 8" gravity sewer main, 2,000-LF of sanitary sewer force main, and the construction of two public pump stations. KEITH provides services to the Client including civil engineering, survey, subsurface utility engineering, and construction program management.

**City of Hollywood Arts & Cultural Center, Hollywood, FL:** Task Manager. KEITH assisted the Client with the redevelopment of a KEITH Campus project that includes a 5,400-SF space for dance, music, visual arts, and new media, galleries, administrative offices, and outdoor courtyard. KEITH provided full services to the Client including survey, civil engineering, landscape design, and construction observation.

**Tweddle Park, Golden Beach, FL:** Project Manager. KEITH is assisting the Client in developing a KEITH Play project that includes the development of Tweedle Park and Wellness Center Building with the addition of several sports courts, playground for children, and dog parks. KEITH provides services to the Client including civil engineering, survey, and construction program management.

**Heron Bay Tennis/Pickleball Courts, Coral Springs, FL:** Task Manager. KEITH is assisting the Client in redeveloping a KEITH Play project including the addition of three tennis courts, one hard surface and two clay, with upgraded lighting, and the conversion of a double tennis court into six pickleball courts. KEITH provides services to the Client including civil, survey/SUE, landscape architecture, and construction program management.

**EDUCATION**

2019  
BS, Civil Engineering, Florida International University

**YEARS OF EXPERIENCE**

Industry: 8  
KEITH: 4

**PROFESSIONAL REGISTRATIONS**

Professional Engineer, 95668, FL, 2023

Qualified Florida Construction Stormwater Management Inspector

**PROFESSIONAL AFFILIATIONS**

American Society of Civil Engineering (ASCE), Member



**RAFA CASTRO, PE, PMP, ENV SP**  
Civil Engineer



**PROFILE**

Rafa Castro is a results-driven professional engineer PE, PMP, and ENV SP with over 12 years of experience in program controls, cost management, and infrastructure project delivery. Rafa has proven his ability to develop and implement cost-effective strategies, lead cross-functional teams, and ensure successful project execution within budget and schedule constraints. He has a deep understanding of program management, client engagement, technical sales, and construction management. Rafa excels at developing innovative, sustainable infrastructure solutions, with expertise spanning project delivery, business development, cost control estimating, and critical path scheduling. Currently, Rafa is pursuing an MBA at the University of Florida, enhancing strategic leadership, financial acumen, and business management expertise. A strong communicator, Rafa is fluent in English, Spanish, and French, and has a track record of delivering high-quality, cost-efficient solutions in program controls, construction management, and infrastructure development.

**RELEVANT PROJECT EXPERIENCE**

**Hallandale Beach Boulevard (S.R. 858) Water Main Improvements, Hallandale Beach, FL:** Project Manager. KEITH, under a continuing services contract, is assisting the Client with a KEITH Access project including the replacement and upsizing of an existing 12" and 16" ductile iron water main with a new 16" water main approximately 3,500-LF. KEITH provides services to the Client including civil engineering, survey/SUE, permitting, and construction observation.

**Habitat For Humanity North And South, Coral Springs, FL:** Project Manager. KEITH is assisting the Client in developing a KEITH Life project including two separate parcels to be developed into townhome residences. KEITH provides services to the Client including civil engineering, planning, landscape architecture, survey, and construction program administration. Permitting is being coordinated through the City of Coral Springs, Broward County, and SFWMD.

**72nd Street Community Complex, Miami, FL:** Project Manager. KEITH, as subconsultant, is assisting the Client in developing a KEITH Campus project that includes the creation of a multi-level mixed-use 500-space parking garage, a 50-meter competition pool with support amenities, 25-meter multi-purpose pool, 10,000-SF Miami-Dade County Library, 5,000-SF retail space, 7,500-SF fitness center, 5,000-SF community center, and 60,000-SF of active green space, and a jogging path on the 4-acre site. KEITH provides services to the Client including civil engineering, survey, SUE, and utility coordination. The KEITH Team assists the Client in preparation of design of off-site roadway improvements, permitting with Miami-Dade County Engineering and Traffic divisions, traffic impact study, plat waiver processing, site plan processing, preliminary through final engineering plans, utility easement sketches and descriptions, stormwater pollution prevention plan, public safety and security plan, location services, utility mapping, bidding assistance, construction observation, final inspection, and certification.

**Jackson West Parking Lot Expansion, Doral, FL:** Project Manager. KEITH is assisting the Client in developing a KEITH Facility project including the expansion of a surface parking lot with the installation of a minimum of 100 additional parking spaces. KEITH provides services to the Client including civil engineering, planning, landscape architecture, and construction administration services. The KEITH Team assists the Client in site plan processing and coordination, civil paving, grading, and drainage, engineering permitting, landscape architecture and irrigation design, construction observation and certification. Electrical engineering services are being provided by a professional subconsultant.

**EDUCATION**

2025  
MBA, Business Administration, University of Florida

2017  
MS, Renewable Energy, Nationale des Sciences Appliquees de Rouen

**YEARS OF EXPERIENCE**

Industry: 12  
KEITH: 1

**PROFESSIONAL REGISTRATIONS**

Professional Engineer, 91232, FL, 2021

PMP, 6563695, 2021

FDEP Qualified Stormwater Management Inspector, 40246, 2018

**PROFESSIONAL AFFILIATIONS**

American Society of Civil Engineering (ASCE)



**LORI TREVIRANUS, PE, RSP1**  
Vice President of Transportation



**PROFILE**

Lori Treviranus has nearly three decades of experience in engineering, providing the highest quality solutions to transportation agencies, local governments, private developers, and institutional clients. She is experienced in roadway design, safety analysis, implementation of safety counter measures, milling and resurfacing, roadway reconstruction, intersection development, roadway modeling, cross-sections, pedestrian/bicycle paths, public engagement/involvement, and cost estimation. In addition, she is familiar with the surveying aspects of civil engineering and is experienced working with sustainable designs. The typical scopes of work she is responsible for include major and minor roadway improvements, milling and resurfacing, multimodal improvements, and complete streets. As Vice President of Transportation, Lori uses her leadership skills to enhance her role as Project Manager.

**EDUCATION**

2001  
BS, Civil Engineering, University of Florida

**YEARS OF EXPERIENCE**

Industry: 25  
KEITH: 8

**PROFESSIONAL REGISTRATIONS**

RSP1, Road Safety Professional Level 1

Professional Engineer, 66508, CA, 2004

Professional Engineer, 73684, FL, 2011

Road Safety Professional Level I

Temporary Traffic Control Certification, Advanced, 76291, 2017

**PROFESSIONAL AFFILIATIONS**

American Society for Highway Engineering (ASHE), Member

WTS Central Florida, Member

Florida Engineering Society (FES), Member

**RELEVANT PROJECT EXPERIENCE**

**SR A1A Improvements, Pompano Beach, FL:** Principal. Under our continuing services contract for GO Bond Improvements, KEITH assisted the Client in the development of a KEITH Access project. KEITH provided full services to the Client including survey/SUE, civil and transportation engineering, landscape architecture, and construction program management. During coordination it was determined that FDOT had a project overlapping the City's. KEITH coordinated with FDOT to have the funds transferred to the City increasing the construction budget.

**Fire Station No. 52 Design-Build, Pompano Beach, FL:** Principal. KEITH, under our continuing services agreement with the City, assisted the Client, as subconsultant, in developing a KEITH Facility project including a two-story multi-bay facility. KEITH provided full services to the Client including civil engineering, planning, survey/SUE, landscape architecture, and construction program management. The project brought the community a much-needed resource for safety and emergency management.

**Broward County Pompano Park Place Racetrack Road, Pompano Beach, FL:** Principal. KEITH assisted the Client in the development of this KEITH Access project consisting of additional bicycle lanes and sidewalk/ADA improvements. KEITH provided full services to the Client including civil, geospatial, and traffic engineering, and landscape architecture. This is a Broward County surtax-funded complete streets project including widening, milling and resurfacing, signalization, lighting improvements, and railroad coordination.

**CSLIP Bike Land and Sidewalk Improvements, Pembroke Park, FL:** Principal. As a part of our continuing services contract with the Town, KEITH was retained to provide civil and transportation engineering services for a Broward MPO CSLIP Project including a bicycle path and sidewalk improvements on minor collector roadways. Services included ADA compliance upgrades, drainage adjustments for lost swale areas, design of a new bike path with travel lane, crosswalk improvements, and ADA compliant sidewalks. This project was administered through LAP.

**Cypress Road Improvements, Plantation, FL:** Principal. KEITH, under a continuing services contract with the City, assisted with development of this project involving signal upgrades, milling and resurfacing, roundabout design, drainage improvements, additional sidewalk, and the addition of corridor-wide sharrow pavement markings and respective signage. Services KEITH provided include survey, SUE, civil engineering, landscape architecture, and transportation engineering. KEITH also managed a team of professional contractors providing lighting analysis and design and geotechnical services.



**MIKE HERON, PE**  
Director of Transportation Engineering



**PROFILE**

Mike Heron brings more than three decades of professional engineering and project management experience to KEITH. He has successfully designed roadway projects for the Florida Department of Transportation (FDOT) Districts 2 and 5, Florida's Turnpike Enterprise, Virginia Department of Transportation, South Carolina Department of Transportation (SCDOT), and the Federal Highway Administration (FHWA). His additional project management and design experience include construction inspection, aviation, marine, and commercial site design, both domestically and abroad. He is proficient in state-of-the-art technology, including Transoft GuideSIGN, AutoTURN, Bentley SignCad, Bentley ORD, MicroStation, GEOPAK 3D Design, and Bentley InRoads.

**RELEVANT PROJECT EXPERIENCE**

**Cypress Road Improvements, Plantation, FL:** Transportation Engineer. KEITH, under a continuing services contract with the City, assisted with development of this project involving signal upgrades, milling and resurfacing, roundabout design, drainage improvements, additional sidewalk, and the addition of corridor-wide sharrow pavement markings and respective signage. Services KEITH provided include survey, SUE, civil engineering, landscape architecture, and transportation engineering. KEITH also managed a team of professional contractors providing lighting analysis and design and geotechnical services.

**FDOT District 5, SR A1A from North of SR 40 to North of Roberta Road, Ormond Beach, FL:** Task Manager. KEITH is assisting FDOT D5 with this resurfacing and safety improvements project, part of a 3-project contract. This 3.1-mile KEITH Access project began as a resurfacing, restoration, and rehabilitation (RRR) project and was expanded to incorporate widening; speed management countermeasures/safety improvements (horizontal/vertical deflections, raised mid-block crossings, chicanes/chokers, raised medians), intersection improvements, converting flush shoulders to curb and gutter, sidewalk, and a new shared-use path. These multi-modal improvements are part of FDOT's Target Zero and Complete Streets initiatives. Services include roadway, milling and resurfacing, drainage, signing and pavement marking, signalization, lighting, ADA upgrades, landscape architecture, utility coordination, SUE, TTCP, access management, survey, mobile LiDAR, design, public outreach, geotechnical services, environmental permitting, and coordination with the municipal airport.

**FDOT District 5, SR 35 from E Kentucky Avenue to Lion Street, Wildwood, FL:** Task Manager. KEITH is a subconsultant under this continuing services contract, providing roadway design, signing and pavement marking, survey, and landscape architecture. The purpose of the project is to enhance safety and mobility along this section of Main Street. The goals of this Complete Streets effort are to enhance corridor aesthetics, provide new pedestrian crossings, calm traffic, and provide additional parking.

**FDOT District 5, SR A1A from SR 520 to George King Boulevard, Cocoa Beach, FL:** Project Manager. The purpose of this resurfacing, restoration, and rehabilitation (RRR) project is to extend the service life of the road by replacing all existing asphalt on 3.109 miles of SR A1A, from SR 520 to George King Boulevard in Cape Canaveral. In addition to repaving the roadway, the project includes upgrading pedestrian curb ramps as needed to comply with Americans with Disabilities Act (ADA) requirements. KEITH is providing full roadway design, surveying, mapping, SUE, utility coordination, and landscape design services for this project.

**EDUCATION**

1994  
BS, Civil Engineering, University of Florida

**YEARS OF EXPERIENCE**

Industry: 32  
KEITH: 3

**PROFESSIONAL REGISTRATIONS**

Professional Engineer, 56182, FL, 2000

Professional Engineer, 27577, SC, 2009

Temporary Traffic Control Certification, Advanced

Temporary Traffic Control Certification, Advanced, 88221, 2009

FDOT Long Range Estimation



**RYAN JENSEN, PE**  
Civil Engineer



**PROFILE**

Ryan Jensen is experienced in roadway and utility design, alternative engineering solutions, and preparation of plans, specifications, and calculations, coordination with clients and stakeholders, preparing and negotiating scope and fees. He has worked extensively with a variety of projects, including new construction, reconstruction, widening, upgrading and improvements, Complete Streets, RRR (resurfacing, restoration, and rehabilitation), mobility and safety upgrades, intersection improvements, traffic calming, roundabout design, and multidiscipline infrastructure projects. Ryan has worked with Florida Department of Transportation (FDOT) Districts Two, Four, and Six, as well as the cities of Miami, Coral Gables, Hollywood, and Miami Beach on various transportation projects. He is efficient in using MicroStation, FDOT LRE, Geopak, AutoCAD, AutoCAD Civil 3D, and Open Roads Designer.

**RELEVANT PROJECT EXPERIENCE**

**Cypress Road Improvements, Plantation, FL:** Roadway Engineer. KEITH, under a continuing services contract with the City, assisted with development of this project involving signal upgrades, milling and resurfacing, roundabout design, drainage improvements, additional sidewalk, and the addition of corridor-wide sharrow pavement markings and respective signage. Services KEITH provided include survey, SUE, civil engineering, landscape architecture, and transportation engineering. KEITH also managed a team of professional contractors providing lighting analysis and design and geotechnical services.

**SW 6th Street and SW 78th Avenue Improvements, Plantation, FL:** Roadway Engineer. KEITH designed and implemented corridor improvements aimed to enhance multi-modal transportation and neighborhood aesthetics through a complete streets approach, supporting safe and accessible travel for vehicles, pedestrians, and cyclists. This included roadway and drainage design, stormwater modeling, ADA accessibility, utility coordination, landscape and irrigation plans, permitting, and preparation of construction documents. KEITH also provided subsurface utility engineering, transportation, and landscape architecture services.

**Seminole Tribe of Florida Transportation Support, Hollywood, FL:** Roadway Engineer for this on-call contract to support the STOF throughout all reservations with traffic and transportation engineering as needed, including evaluations, design, and construction inspection. Field inspections were conducted and data gathered for planning, assessments, and development including engineering services for the potential installation of traffic calming devices and other related activities.

**Traffic Calming Improvements for Districts 1, 4, and 6, Hollywood, FL:** Project manager responsible for the coordination of design, survey, and public outreach for design elements such as speed tables, traffic circles, chicanes, electronic feedback signs, dead ends, and divided intersections. Overall, this project included the design and permitting of 114 traffic calming improvement devices throughout the City of Hollywood.

**Copans Road Mobility Enhancement, Margate and Coconut Creek, FL:** Project Manager/EOR responsible for designing and managing roadway and drainage elements as well as coordinating between FDOT and Broward County. This project enhances the mobility of pedestrians and bicyclist along Copans Road between SW 49th Terrace and SR 7 (US 41). In addition to the design of a ten-foot pedestrian and bicycle sidewalk, the project also upgraded five existing bus stops with new shelter foundations. The proposed foundations meet all current ADA standards and will tie into the proposed bicycle sidewalk.

**EDUCATION**

2013  
BS, Engineering, Florida State University

**YEARS OF EXPERIENCE**

Industry: 13  
KEITH: 1

**PROFESSIONAL REGISTRATIONS**

Professional Engineer, 86609, FL, 2019



**DANI MARQUEZ JANSE, EI**  
Engineering Designer



**PROFILE**

Dani Marquez is an up-and-coming engineering professional gaining experience in civil engineering design projects including water, sewer, and drainage systems as well as county and state-wide plan review and specifications development processes. Dani has proven abilities and qualifications as an engineer using AutoCAD, Civil 3D, Microsoft Suite, and Bluebeam. He also maintains his bilingual fluency in Spanish and English.

**RELEVANT PROJECT EXPERIENCE**

**Fire Station No. 52 Design-Build, Pompano Beach, FL:** Engineering Designer. KEITH, under our continuing services agreement with the City, assisted the Client, as subconsultant, in developing a KEITH Facility project including a two-story multi-bay facility. KEITH provided full services to the Client including civil engineering, planning, survey/SUE, landscape architecture, and construction program management. The project brought the community a much-needed resource for safety and emergency management.

**Zone 2 Drainage Study, Plantation, FL:** Engineering Designer. The KEITH Team, under its continuing services contract with the city, was retained to provide a full range of engineering services to provide an evaluation of the existing stormwater system and develop a Capital Improvement Program (CIP). The final product will be compiled in a Stormwater Master Plan. KEITH will leverage its expertise in hydrology and hydraulics modeling to evaluate the overall existing stormwater system, identify potential areas at risk of flooding and evaluate future required stormwater system upgrades. The culmination of the study's effort will be presented in the new and comprehensive stormwater master plan.

**Drainage Improvements at US-1 and NE 14th St, Pompano Beach, FL:** Engineering Designer. KEITH, under its continuing contract with the City, is providing civil engineering, survey, and SUE services. This comprehensive drainage improvement project aims to significantly enhance the stormwater management system. The project involves the installation of new storm drainage infrastructure and the cutting of swales to optimize drainage functionality and mitigate flooding risks. This project area primarily consists of residential properties. Key components of the project include: **Installation and Reconstruction:** A total of 54 storm drain structures will be installed or reconstructed to ensure efficient water flow and prevent blockages. **Storm Drain Piping:** Approximately 4,765 linear feet of storm drain piping will be laid to facilitate the effective conveyance of stormwater. **Enhanced Drainage Functionality:** The project will incorporate advanced engineering techniques to improve the overall drainage capacity and resilience of the area. TBG Consulting provided cost estimating services to ensure that the project remains within budget while achieving its goals of improved drainage and reduced flood risk.

**Asbestos Cement Pipe (ACP) Replacement, Deerfield Beach, FL:** Engineering Designer. KEITH, under its continuing services contract with the city, identified the water mains consisting of ACP within the Community Development Block Grant limits and prepared a technical memorandum for the removal and replacement of the City owned water distribution system. KEITH provided civil engineering services.

**Blanche Ely Estates, Pompano Beach, FL:** Engineering Designer. KEITH is assisting the Client in developing a KEITH Life project including 36 single family homes, clubhouse, open space, and a future splash pad. KEITH provides full services to the Client including civil engineering, landscape architecture, survey, SUE, and planning. The KEITH Team is providing landscape plans in keeping with Florida Friendly Landscaping guidelines.

**EDUCATION**

2024  
BS, Civil Engineering, Florida International University

2021  
AA, College Academy, Broward College

**YEARS OF EXPERIENCE**

Industry: 2  
KEITH: 2

**PROFESSIONAL REGISTRATIONS**

Engineer Intern



**BRYAN MERRITT, PSM**  
Vice President of Geospatial



## PROFILE

Bryan Merritt is Vice President of Geospatial at KEITH. He is responsible for overseeing all geospatial operations, including survey and subsurface utility engineering (SUE) for the company. This role involves strategic planning; project management; ensuring accuracy and quality of data; leading KEITH'S team of surveying, mapping, and utility specialists; managing budgets; and collaboration with other departments/disciplines to support the KEITH company goals. Bryan also manages the evaluation and assessment of equipment and technology resources, assists in training and mentorship to team members, and provides leadership in the preparation of business development strategies for existing and new markets/geographies.

## RELEVANT PROJECT EXPERIENCE

**Water and Re-Use Treatment Plant Projects, Pompano Beach, FL:** Principal. KEITH, as a subconsultant, assists in the development of water and re-use water treatment plant projects on an as-needed basis. KEITH assists the Client with survey, SUE, and landscape architecture services. The KEITH Team assists the Client with specific purpose survey, site plan processing, paving, grading, and drainage, erosion plan, water distribution and sanitary sewer, engineering permitting, landscape architecture plans, construction observation, and construction certification.

**SE 5th Avenue Bridge Replacement, Pompano Beach, FL:** Principal. KEITH, as subconsultant, assisted the Client in developing a KEITH Access project related to improvements to the SE 5th Avenue Bridge. KEITH provided extensive survey services to the Client.

**Chiller Plant, Pompano Beach, FL:** Principal. The project included a 750-SF chiller plant building and cooling tower yard. The new chiller plant will provide energy efficient air-conditioning to City Hall and the Commission Chambers while reducing energy costs to the City. KEITH provided planning, civil, survey, and SUE services including layout and processing of the site plan, utilities design and permitting through all agencies having jurisdiction.

**Fire Station No. 114, Pompano Beach, FL:** Principal. The client has requested that KEITH provide SUE services for the Fire Station 114 project. Horizontal utility designation services will be performed to mark detectable utilities along a proposed fence line. A hand-drawn field sketch of discoveries will be included.

**South Florida Water Management District (SFWMD) Continuing Survey Services, FL:** Principal. The SFWMD trusted KEITH to provide professional services to continue with survey mapping services in Broward, Palm Beach, and Miami-Dade counties. KEITH worked with SFWMD to improve wells for the Hillsboro Canal Phase I in Broward and Palm Beach counties, the L-8 Reservoir Project in western Palm Beach County, and canals for the C-14 basin's hydrographic survey in Miami-Dade County. KEITH served as the consultant managing a trans-disciplinary team, providing surveying and subsurface utility locating services.

**Parking Garage Design-Build, Pompano Beach, FL:** Principal. KEITH assisted the Client in developing a KEITH Facility mixed-use project including a 625-space, 5-story parking garage on a 3.5-acre site. KEITH, as part of the design-build team, provided planning, survey, utility coordination and investigation, civil engineering, landscape architecture, permitting, and construction inspection. Included with KEITH's professional services were extensive community and municipal outreach, complete civil design to adequately provide water, fire, and sanitary sewer service, and stormwater management design, and permitting through all jurisdictional agencies, and construction inspection and certification.

## EDUCATION

1983  
AS, Civil Engineering, Monroe  
Community College

## YEARS OF EXPERIENCE

Industry: 43  
KEITH: 1

## PROFESSIONAL REGISTRATIONS

Professional Land Surveyor, LS6558,  
FL, 2006

Professional Land Surveyor, 050050,  
NY, 1993

FAA Remote Pilot Small Unmanned  
Aircraft System, 4225999, 2019

## PROFESSIONAL AFFILIATIONS

Chair Advisory Committee -  
Geomatics Engineering Florida  
Atlantic University

Village of Royal Palm Beach  
Program for Public Information  
Committee, Board appointed

Palm Beach County GIS Board  
Member

Trail Boss Florida Off Road Cycling  
Enthusiasts (FORCE) Pinehurst Trail

South Florida GIS Expo committee  
Exhibits Chair



**CHUCK SCHRAMM, PSM**  
Director of Survey and Mapping



## PROFILE

With nearly four decades of geospatial experience, Chuck Schramm's leadership brings valuable insights, streamlines data collection, and improves the overall accuracy and efficiency of our projects. With his guidance, our survey team is poised to achieve new heights in quality and impact. His responsibilities include daily operations of the surveying department, estimating, project progress reporting, coordination with other departments and clients, and business development. He also has extensive experience with a variety of engineering and surveying-related computer software, including Bentley OpenRoads Designer (ORD), MicroStation, and GEOPAK, and has experience in NPDES documentation.

## RELEVANT PROJECT EXPERIENCE

**Drainage Improvements at US-1 and NE 14th St, Pompano Beach, FL:** Project Manager. KEITH, under its continuing contract with the City, is providing civil engineering, surveying, and SUE services for drainage improvement project. This comprehensive drainage improvement project aims to significantly enhance the stormwater management system in the City. The project involves the installation of new storm drainage infrastructure and the cutting of swales to optimize drainage functionality and mitigate flooding risks. This project area primarily consists of residential properties. Key components of the project include: **Installation and Reconstruction:** A total of 54 storm drain structures will be installed or reconstructed to ensure efficient water flow and prevent blockages. **Storm Drain Piping:** Approximately 4,765-LF of storm drain piping will be laid to facilitate the effective conveyance of stormwater. **Enhanced Drainage Functionality:** The project will incorporate advanced engineering techniques to improve the overall drainage capacity and resilience of the area. TBG Consulting provided cost estimating services to ensure that the project remains within budget while achieving its goals of improved drainage and reduced flood risk.

**Water Service Material Validation, Pompano Beach, FL:** Project Manager. KEITH, under this continuing service contract, provided civil engineering, survey, SUE, landscape architecture, and construction program management services. This project supported compliance with the EPA's Lead and Copper Rule Improvements (LCRI) by identifying and validating the materials of water service lines within the County's drinking water system. The scope included predictive modeling, field investigations, and integration of findings into BCWWS's GIS system. KEITH performed visual inspections and vacuum excavations, documented findings, and supported data-driven decision-making. The project also involved the use of Trinnex's LeadCAST software to enhance predictive modeling capabilities.

**Cypress Road Improvements, Plantation, FL:** Project Manager. KEITH, under a continuing services contract with the City, assisted with development of this project involving signal upgrades, milling and resurfacing, roundabout design, drainage improvements, additional sidewalk, and the addition of corridor-wide sharrow pavement markings and respective signage. Services KEITH provided include survey, SUE, civil engineering, landscape architecture, and transportation engineering. KEITH also managed a team of professional contractors providing lighting analysis and design and geotechnical services.

**FDOT District 4, Design Services for Loxahatchee Road, Pompano Beach, FL:** Project Manager. KEITH, as a subconsultant, provided landscape architecture, survey, SUE, and utility coordination services. This project is to reconstruct Loxahatchee Road to accommodate 11-foot paved lanes, a raised median, five-foot bicycle lanes, and sidewalk on the south side of the 6.15-mile roadway. The project also included a design analysis for a roundabout.

## EDUCATION

1988  
BS, Survey and Mapping, University  
of Florida

1984  
Courses Completed, Florida  
Institute of Technology

## YEARS OF EXPERIENCE

Industry: 37  
KEITH: 1

## PROFESSIONAL REGISTRATIONS

Professional Land Surveyor, LS5366,  
FL, 1994



## MARK MITCHELL

Director of Subsurface Utility Engineering



### PROFILE

As Director of Subsurface Utility Engineering (SUE) for KEITH's Utilities Division, Mark Mitchell is responsible for oversight of the day-to-day operations of all subsurface utility engineering projects, along with utility records research, conflict analysis, and determining if additional utility investigation is needed for assigned projects. He has completed projects from beginning phases through final delivery, including preparing and submitting fee proposals, client coordination, setting up projects for field crews, conducting field visits when troubleshooting is required, downloading and processing collected data, performing quality control, finalizing for delivery, and keeping clients informed daily. His experience includes creating DTMs, topos, TIN models, PNCs, and test hole summary spreadsheets. Mark serves as a liaison between the design team, utility agencies, and owners on behalf of clients to provide utility coordination, documentation, inter-coordination, and maintenance of files of all activities for each utility agency.

### RELEVANT PROJECT EXPERIENCE

**Water and Re-Use Treatment Plant Projects, Pompano Beach, FL:** Project Manager. KEITH, as a subconsultant, assists in the development of water and re-use water treatment plant projects on an as-needed basis. KEITH assists the Client with survey, SUE, and landscape architecture services. The KEITH Team assists the Client with specific purpose survey, site plan processing, paving, grading, and drainage, erosion plan, water distribution and sanitary sewer, engineering permitting, landscape architecture plans, construction observation, and construction certification.

**Water Service Material Validation, Pompano Beach, FL:** Task Manager. KEITH, under this continuing service contract, provided civil engineering, survey, SUE, landscape architecture, and construction program management services. This project supported compliance with the EPA's Lead and Copper Rule Improvements (LCRI) by identifying and validating the materials of water service lines within the County's drinking water system. The scope included predictive modeling, field investigations, and integration of findings into BCWWS's GIS system. KEITH performed visual inspections and vacuum excavations, documented findings, and supported data-driven decision-making. The project also involved the use of Trinnex's LeadCAST software to enhance predictive modeling capabilities.

**Charlotte Burrie Civic Center, Pompano Beach, FL:** KEITH, under its continuing services contract with the city, and as subconsultant, assisted the Client in developing a KEITH Campus project that included 8,712-SF of multi-purpose spaces for civic, social, and recreational activities, lobby/pre-function area, reception, administrative offices, conference rooms, 250-seat assembly hall, and pedestrian ADA-compliant access, a porte-cochère entrance, 48 vehicular and 20 bicycle parking spaces. KEITH provided full services to the Client including civil engineering, permitting, landscape architecture, and construction administration and coordination for the LEED v4 certified building.

**SR A1A Improvements, Pompano Beach, FL:** Task Manager. Under our continuing services contract with the City, KEITH assisted the Client in the development of a KEITH Access project related to streetscape improvements including landscaped medians, widened sidewalks, and street lighting. KEITH provided full services to the Client including survey/SUE, civil and transportation engineering, landscape architecture, and construction program management. The KEITH Team assisted the Client in digital terrain modeling, utility mapping, permitting, bid assistance, landscape concepts through schematic design, roadway analysis, photometric and lighting design analysis, field reviews of roadway and drainage, construction observation and certification.

### EDUCATION

1992  
AA, Arts, Saint Petersburg College

### YEARS OF EXPERIENCE

Industry: 26  
KEITH: 12

### PROFESSIONAL REGISTRATIONS

OHS Construction Induction  
Training Certificate

OSHA Confined Space Entry

Rail Industry Safety Induction (RISI)

CSX Certified Safety Facilitator

OSHA 40-Hour Safety Training



## EUGENE KHASHPER

Director of Utility Coordination



### PROFILE

Eugene Khashper has experience in plan reviews and utility coordination for design-build and traditional design-bid-build projects. He has extensive experience in permitting through governmental agencies. Eugene started his career as a project engineer, reviewing site plans, coordinating with utility providers, and overseeing utility installations and service connections. He later served as an in-house consultant for FDOT's D6 Construction Office providing construction plans review at all project phases, utility coordination during design and construction of roadway projects, conflict resolution, and review of all utility certifications. Eugene worked for FDOT D4's Utilities office as a Utility Project Manager III and District Utilities Administrator, where he was responsible for managing the utility office, which also administered District Value Engineering and Cost Savings Initiative programs. He also has experience in construction methods and design principles and is well familiar with Florida Statutes governing utility agencies, and continues to foster great relationships with designers and utility agency representatives.

### RELEVANT PROJECT EXPERIENCE

**SR A1A Improvements, Pompano Beach, FL:** Project Manager. Under our continuing services contract for GO Bond Improvements, KEITH assisted the Client in the development of a KEITH Access project. KEITH provided full services to the Client including survey/SUE, civil and transportation engineering, landscape architecture, and construction program management. During coordination it was determined that FDOT had a project overlapping the City's. KEITH coordinated with FDOT to have the funds transferred to the City increasing the construction budget.

**Drainage Improvements at US-1 and NE 14th St, Pompano Beach, FL:** Task Manager. KEITH, under its continuing contract with the City, is providing civil engineering, surveying, and subsurface utility engineering for this KEITH Water project. This comprehensive drainage improvement project aims to significantly enhance the stormwater management system in the City of Pompano Beach. The project involves the installation of new storm drainage infrastructure and the cutting of swales to optimize drainage functionality and mitigate flooding risks. This project area primarily consists of residential properties. Key components of the project include: **Installation and Reconstruction:** A total of 54 storm drain structures will be installed or reconstructed to ensure efficient water flow and prevent blockages. **Storm Drain Piping:** Approximately 4,765 linear feet of storm drain piping will be laid to facilitate the effective conveyance of stormwater. **Enhanced Drainage Functionality:** The project will incorporate advanced engineering techniques to improve the overall drainage capacity and resilience of the area. TBG Consulting provided cost estimating services to ensure that the project remains within budget while achieving its goals of improved drainage and reduced flood risk.

**Fire Station No. 52 Design-Build, Pompano Beach, FL:** Task Manager. KEITH, under our continuing services agreement with the City for GO Bond Improvement Projects, assisted the Client, as subconsultant, in developing a KEITH Facility project that includes a two-story multi-bay facility. KEITH provided full services to the Client including civil engineering, planning, survey/SUE, landscape architecture, and construction program management.

**Cypress Road Improvements, Plantation, FL:** Task Manager. KEITH, under a continuing services contract with the City, assisted with development of this KEITH Access project involving roundabout design, drainage improvements, additional sidewalk, corridor-wide pavement markings and signage. Services KEITH provided include survey, SUE, civil engineering, landscape architecture, utility coordination, and transportation engineering.

### EDUCATION

1991  
BS, Electrical Engineering, Gorkly  
College of Electronics

### YEARS OF EXPERIENCE

Industry: 24  
KEITH: 6

### PROFESSIONAL REGISTRATIONS

Temporary Traffic Control  
Certification, Intermediate, 9096,  
2015

### PROFESSIONAL AFFILIATIONS

UESI Broward County Chapter, Vice  
Chair, Member

Florida Utilities Coordinating  
Committee, Member



**MIKE VONDER MEULEN, AICP**  
Vice President of Planning



## PROFILE

Michael Vonder Meulen has 39 years of local, national, and international experience in urban planning, zoning, and project management systems. Mike's experience has included many phases of public and private sector land and site planning and permitting. He has directed project services from planning, design, and construction management throughout the United States, Caribbean and Brazil. He has drafted numerous zoning text amendments for many cities throughout South Florida including new and revised residential, commercial, educational, mixed-use, and transit oriented districts, density monitoring systems, and transfer of development rights. Mike also has extensive comprehensive planning experience preparing many Comprehensive Plans, Evaluation and Appraisal Reports and Comprehensive Plan updates and amendments. Mike also has experience with grant writing for which he was awarded grants for more than \$9 million including Florida Recreation Development Assistance Program, Land and Water Conservation Fund, and Intermodal Surface Transportation Efficiency Act.

## RELEVANT PROJECT EXPERIENCE

**General Planning Services, Oakland Park, FL:** Principal. KEITH, as prime consultant under this continuing services contract, assists the Client with professional, multi-disciplinary planning services on an as-needed basis to proactively engage stakeholders in the City's decision-making process. KEITH assists the Client with comprehensive planning services including land use planning, project implementation, land development regulations, environmental planning, transportation planning, and economic analysis. Projects have included historic preservation consulting, monthly on-call planning services, and Mai Kai historic restaurant redevelopment.

**Fire Station No. 52 Design-Build, Pompano Beach, FL:** Principal. KEITH, under our continuing services agreement with the City, assisted the Client, as subconsultant, in developing a KEITH Facility project including a two-story multi-bay facility. KEITH provided full services to the Client including civil engineering, planning, survey/SUE, landscape architecture, and construction program management. The project brought the community a much-needed resource for safety and emergency management.

**Pompano Beach Senior Center, Pompano Beach, FL:** Principal. KEITH was tasked with creating a new sketch and legal description to cover all lots within the proposed Pompano Senior Center. KEITH also processed a plat amendment application through the City as well as a non-vehicular access line (NVAL) application.

**Public Safety Complex, Pompano Beach, FL:** Principal. KEITH cooperated in a condition assessment of the façade of the Public Safety and Fire Administration buildings. The scope of work included due diligence of existing conditions assessment and recommendations for improvements. The objective of the project is to not only correct current and existing conditions, but to extend the life of the exterior "skin". KEITH provided detailed surveying and civil engineering design and permitting.

**North Pompano Park Improvements, Pompano Beach, FL:** Principal. KEITH assisted the Client in developing a KEITH Play project that includes several multi-purpose sports fields, concession stands, restrooms, sports and site lighting, walking paths, parking, dog park, and artificial turf and natural sod enhancements at the 20-acre site. KEITH, utilizing a multi-disciplinary team, provided full services to the Client including civil engineering, survey/SUE, landscape architecture, planning, arborist services, tree disposition, and construction management from the early planning stages. The completed improvements continue to provide an activity destination for the community.

## EDUCATION

1986  
BS, Urban Planning, University of Cincinnati

## YEARS OF EXPERIENCE

Industry: 39  
KEITH: 12

## PROFESSIONAL REGISTRATIONS

AICP, 55937, 1991

## PROFESSIONAL AFFILIATIONS

Urban Land Institute (ULI), Member

Broward Planning, American Planning Association (APA) Section Newsletter, Member

Urban Planner Representative for the City of Fort Lauderdale CRA Board, Member

American Planning Association, Member



**MIKE AMODIO, AICP**  
Principal Planner



## PROFILE

Mike Amodio is a planning professional who has coordinated with many municipal and county departments in obtaining development approvals for projects, including residential, commercial, industrial, and institutional uses. His specialty is site planning and municipal code research. Mike possesses the team coordination skills necessary to meet strict deadlines. He also has experience in the public sector as a planning assistant for the City of Boynton Beach, where he performed research tasks of various land development regulations within South Florida's many municipalities. Mike has extensive experience with computer aided drafting programs to produce 2D and 3D products, as well as GIS applications. Specifically, his 3D design capabilities allow KEITH to help clients visualize their project every step of the planning process. He is affiliated with planning groups such as the American Planning Association, Florida Atlantic Planning Society, and the U.S. Green Building Council.

## RELEVANT PROJECT EXPERIENCE

**Architectural and Structural Engineering Services, Pompano Beach, FL:** Planner. KEITH provided planning, civil design, and CEI services. Properties included a portion of the Aquatic Center, Community Park, and Sandspur Park. Services included design development and construction documents. KEITH also provided construction observation, civil site, utility design, site plan preparation, landscape architecture, and permitting assistance.

**Fire Station No. 52 Design-Build, Pompano Beach, FL:** Planner. KEITH, under our continuing services agreement with the City, assisted the Client, as subconsultant, in developing a KEITH Facility project including a two-story multi-bay facility. KEITH provided full services to the Client including civil engineering, planning, survey/SUE, landscape architecture, and construction program management. The project brought the community a much-needed resource for safety and emergency management.

**Centennial Park, Pompano Beach, FL:** Planner. KEITH assisted the Client in developing a KEITH Play project that includes an open-air event pavilion incorporating sensitive architecture honoring the historic Sample-McDougald House as part of the City's GO Bond initiative. KEITH provided full services to the Client including survey/SUE, civil engineering, landscape architecture, planning, and construction management. The KEITH Team assisted the Client in incorporating the redevelopment of walkways and garden areas while working closely with stakeholders.

**Pier Parking Garage, Pompano Beach, FL:** Principal. The parking garage includes five stories, 662 parking spaces, and some retail space on the ground level. As part of the design-build team, as subconsultant, KEITH was responsible for planning, survey, utility coordination, civil engineering, landscape design, permitting, and construction inspection. KEITH services included extensive community and municipal outreach, complete civil design to adequately provide water/fire/sanitary sewer service and stormwater management design/grading, landscape and irrigation design, permitting, and construction inspection and certification services.

**Oceanfront Revitalization District, Pompano Beach, FL:** Planner. KEITH assisted the Client in developing a KEITH Life project that includes the 3,000-LF beach front park including a mix of active and passive uses and most notably a splash pad. KEITH provided full services to the Client including civil engineering, survey/SUE, landscape architecture, planning, and construction observation. The KEITH Team assisted the Client in leading the visioning and redevelopment of one of the community's more iconic parks leaving no detail overlooked in the combination of hardscape, landscape, lighting, and wayfinding. This beach front destination which was awarded a ULI Award of Excellence for a project that did not include a principal building structure.

## EDUCATION

2015  
MS, Public Administration, Florida Atlantic University

2011  
BA, Urban and Regional Planning, Florida Atlantic University

## YEARS OF EXPERIENCE

Industry: 15  
KEITH: 14

## PROFESSIONAL REGISTRATIONS

AICP, 31355, 2018

Certification X

Testing Certifications

## PROFESSIONAL AFFILIATIONS

Florida Atlantic Planning Society, Member

American Planning Association (APA) Florida Chapter, Member

BIM Smart Foundation, Member

US Green Building Council South Florida Chapter, Member

Palm Beach County Environmental Resource Management Volunteer, Member

BuildingSMART, Member



**KELLI SCHUELER, PLA, LEED AP**  
Director of Landscape Architecture



## PROFILE

An experienced landscape architect and dedicated project manager, Kelli Schueler provides planning, design and project management services for a wide variety of project types through all phases of the development process. Her knowledge of the local environment, innovative technologies and sustainable best practices is combined with a creative approach that is detail oriented, ensuring designs are implemented both efficiently and accurately. Kelli has a wide range of project experience, but is most motivated by the opportunity to create special moments within the urban environment where hardscape and architectural elements are thoughtfully combined with green space to create impactful places of respite and community within the urban core.

## RELEVANT PROJECT EXPERIENCE

**Charlotte Burrie Civic Center, Pompano Beach, FL:** Landscape Architect. KEITH, under its continuing services contract with the city, as subconsultant, assisted the Client in developing a KEITH Campus project that includes 8,712-SF of multi-purpose spaces for civic, social, and recreational activities, lobby area, reception, administrative offices, conference rooms, 250-seat assembly hall, a fixed platform stage, kitchen, and storage, as well as easy pedestrian ADA-compliant access, a porte-cochère entrance, 48 vehicular and 20 bicycle parking spaces. KEITH provided full services to the Client including civil engineering, permitting, landscape architecture, and construction administration and coordination for the new LEED v4 certified building.

**Covered Bridge Park, Parkland, FL:** Landscape Architect. KEITH assisted the Client, under its continuing services contract, in developing a KEITH Play project that includes meandering natural trails with a connection to the iconic Covered Bridge, flexible open space, nature playground, meditation garden, and yoga lawn on a 3-acre site. KEITH provided full services to the Client including survey/SUE, civil engineering, landscape architecture, planning, traffic engineering, and construction observation and management. The KEITH Team assisted the Client, as prime consultant.

**North Pompano Park Improvements, Pompano Beach, FL:** Landscape Architect. KEITH assisted the Client in developing a KEITH Play project that includes several multi-purpose sports fields, concession stands, restrooms, sports and site lighting, walking paths, parking, dog park, and artificial turf and natural sod enhancements at the 20-acre site. KEITH, utilizing a multi-disciplinary team, provided full services to the Client including civil engineering, survey/SUE, landscape architecture, planning, arborist services, tree disposition, and construction management.

**Youth Sports Complex, Pompano Beach, FL:** Landscape Architect. KEITH assisted the Client in the development of this KEITH Play project that includes several multi-purpose sports fields, clubhouse, restrooms, storage, offices, walking paths, preservation of several mature canopy trees, and a 180-space parking lot in the 10-acre complex. KEITH, as prime consultant, provided full services to the Client throughout all design phases including public outreach, planning, design development and site plan approval, and ultimately permitting and construction observation.

**Broward College North Campus Landscape Drainage Project, Coconut Creek, FL:** Landscape Architect. KEITH provided surveying, civil engineering, permitting, landscape architectural, construction management, and construction inspection services to address existing drainage issues. This project is being used as a model for future improvements throughout the campus. The school continues to look for ways to update the existing gathering spaces on campus for outdoor seating. Schematic and construction plans were developed to address the drainage and seating requirements, as well as beautify the area.

## EDUCATION

2003  
BS, Landscape Architecture,  
Oklahoma State University

## YEARS OF EXPERIENCE

Industry: 22  
KEITH: 8

## PROFESSIONAL REGISTRATIONS

LEED AP

Professional Landscape Architect,  
LA6667565, FL, 2021

Professional Landscape Architect,  
2959, TX, 2014

Council of Landscape Architecture  
Registration Boards (CLARB)  
Certified, 00192756



**CHRIS PHILLIPS, PLA, ASLA**  
Senior Landscape Architect



## PROFILE

Chris Phillips is motivated by thoughtfully planned and meticulously crafted outdoor environments and is drawn to the intersection where form, function, and nature seamlessly act as one. Inspired by contemporary styling, he subscribes to a less is more philosophy, producing artful projects that not only make a statement, but when implemented, settle into place, take root, and thrive. He cognitively embraces the essence of a place and develops site details that contribute to a cohesive design. Creating spaces that are harmonious with the environment, Chris integrates architectural elements, grading, hardscape, planting, and lighting, resulting in functional, dynamic, and balanced spaces that connect the world of nature with man-made elements and human needs.

## RELEVANT PROJECT EXPERIENCE

**Covered Bridge Park, Parkland, FL:** Landscape Architect. KEITH assisted the Client, under its continuing services contract, in developing a KEITH Play project that includes meandering natural trails with a connection to the iconic Covered Bridge, flexible open space, nature playground, meditation garden, and yoga lawn on a 3-acre site. KEITH provided full services to the Client including survey/SUE, civil engineering, landscape architecture, planning, traffic engineering, and construction observation and management. The KEITH Team assisted the Client, as prime consultant.

**North Pompano Park Improvements, Pompano Beach, FL:** Landscape Architect. KEITH assisted the Client in developing a KEITH Play project that includes several multi-purpose sports fields, concession stands, restrooms, sports and site lighting, walking paths, parking, dog park, and artificial turf and natural sod enhancements at the 20-acre site. KEITH, utilizing a multi-disciplinary team, provided full services to the Client including civil engineering, survey/SUE, landscape architecture, planning, arborist services, tree disposition, and construction management.

**SR A1A Improvements, Pompano Beach, FL:** Landscape Architect. Under our continuing services contract for GO Bond Improvements, KEITH assisted the Client in the development of a KEITH Access project including streetscape improvements such as landscaped medians, widened sidewalks where Right-of-Way is available, and street lighting. KEITH provided full services to the Client including survey/SUE, civil and transportation engineering, landscape architecture, and construction program management. The During project coordination it was determined that FDOT had a resurfacing project overlapping the City's planned project. KEITH coordinated with FDOT to have the funds transferred to the City increasing the construction budget.

**Fire Station No. 24, Pompano Beach, FL:** Landscape Architect. The City of Pompano Beach requested the replacement of the existing Fire Station No. 24 with a new two-story, four-bay fire station. The City was so pleased with the previous work done on Fire Station 11 that the design and development was used for Fire Station No. 103 and served as the prototype design for this design/build project. KEITH, as a subconsultant, provided engineering design and permitting, project coordination, surveying, landscape architecture, and construction services. The station was designed to achieve a minimum LEED level of Silver Certification.

**Government Center Breezeway, Coconut Creek, FL:** Project Manager. KEITH assisted the Client, under its continuing services contract with the City, in developing a KEITH Campus project that included conceptual master planning, courtyard, and parking area, as well as schematic level designs for the breezeway. KEITH provided services to the Client including geospatial, civil engineering, landscape architecture, and environmental public art and design.

## EDUCATION

2011  
BS, Landscape Architecture,  
University of Arkansas

## YEARS OF EXPERIENCE

Industry: 14  
KEITH: 6

## PROFESSIONAL REGISTRATIONS

Professional Landscape Architect,  
LA6667361, FL, 2017

ASLA

Council of Landscape Architecture  
Registration Boards (CLARB)  
Certified

## PROFESSIONAL AFFILIATIONS

American Society of Landscape  
Architects (ASLA), Member



**SARAH LANDUCCI, ISA**  
Landscape Designer, Arborist



**PROFILE**

Sarah Landucci, born and raised in South Florida, understands the flora and fauna, challenges, and nuances of the regional landscape. Sarah has a wide range of experience with landscape design, from working in botanical gardens to public parks and private sector projects. She has worked as a Landscape Designer and Project Manager at KEITH for more than nine years and been involved with projects from start to finish—from conceptual planning to design development and following through to construction. She has a passion for connecting people to the natural environment and strives to create sustainable designs to enhance our communities.

**RELEVANT PROJECT EXPERIENCE**

**Architectural and Structural Engineering Services, Pompano Beach, FL:** Task Manager. KEITH provided design and construction engineering inspection services. Properties included a portion of the Aquatic Center, Community Park, Dog Park, and Sandspur Park. Services included design development and construction documents. KEITH also provided construction observation, civil site, utility design, site plan preparation, landscape architecture, and permitting assistance.

**Charlotte Burrie Civic Center, Pompano Beach, FL:** Landscape Designer. KEITH, under its continuing services contract with the city, as subconsultant, assisted the Client in developing a KEITH Campus project that includes 8,712-SF of multi-purpose spaces for civic, social, and recreational activities, lobby area, reception, administrative offices, conference rooms, 250-seat assembly hall, a fixed platform stage, kitchen, and storage, as well as easy pedestrian ADA-compliant access, a porte-cochère entrance, 48 vehicular and 20 bicycle parking spaces. KEITH provided full services to the Client including civil engineering, permitting, landscape architecture, and construction administration and coordination for the new LEED v4 certified building.

**Ocean Rescue Headquarters, Pompano Beach, FL:** Landscape Designer/Arborist. KEITH assisted the Client in developing a KEITH Facility project including the addition of a 3,449-SF second floor to the existing Ocean Rescue Building. The addition will include meeting rooms, bathrooms, an IT room, break rooms, and storage. Stakeholder input, including Ocean Rescue personnel, was incorporated throughout the design process. KEITH provided civil engineering, planning, landscape architecture, and construction program management services. The KEITH Team assisted the Client in landscape schematic and tree inventory and appraisal by in-house Certified Arborist.

**North Pompano Park Improvements, Pompano Beach, FL:** Landscape Designer. KEITH assisted the Client in developing a KEITH Play project that includes several multi-purpose sports fields, concession stands, restrooms, sports and site lighting, walking paths, parking, dog park, and artificial turf and natural sod enhancements at the 20-acre site. KEITH, utilizing a multi-disciplinary team, provided full services to the Client including civil engineering, survey/SUE, landscape architecture, planning, arborist services, tree disposition, and construction management.

**Heron Bay Tennis Courts/Pickleball Courts, Coral Springs, FL:** Task Manager. KEITH is assisting the Client in redeveloping a KEITH Play project including a cohesive design that enhances owner and guest experience and creates an updated aesthetic with the addition of three tennis courts, one hard surface and two clay, with upgraded lighting, and the conversion of a double tennis court into six pickleball courts. KEITH provides services to the Client including civil, survey/SUE, landscape architecture, and construction program management. The KEITH Team is assisting the Client landscape architecture design through construction documents, tree inventory and appraisal by in-house Certified Arborist, and construction program management including construction observation. The finished project leaves the community with a state-of-the-art facility for healthy activity.

**EDUCATION**

2011  
BS, Environmental Studies,  
University of Central Florida

**YEARS OF EXPERIENCE**

Industry: 11  
KEITH: 10

**PROFESSIONAL REGISTRATIONS**

ISA Certified Arborist, FL-10034A,  
2023



**JON WEYMOUTH, PE**  
Director of Construction Services



**PROFILE**

Jon Weymouth has nearly four decades of experience in the design, permitting and construction of heavy transportation projects. Past projects include the completion of five segmental bridges at FLL to accommodate the rapid growth of the airport. He performed lead field representative services for the new FLL 9L-27R South Runway Expansion project constructed with FAA and FDOT funding (and per the FAA specifications). Jon also served as the owner's representative subconsultant for the new water main within the PBIA airfield operations area. Additional projects include working at MIA as the lead field representative for the apron replacement for the American Airlines (AA), which entailed the removal and reconstruction of the high mast electrical system, oil-water/drainage system, and entire concrete/asphalt pavement sections within the active AA maintenance facility. At FLL, Jon coordinated with field representatives for the airside build-out of Terminal 2 for Delta Airlines and Terminal 3 for JetBlue. These terminal modernization projects included constructing sterile corridors between the terminals.

**RELEVANT PROJECT EXPERIENCE**

**Architectural and Structural Engineering Services, Pompano Beach, FL:** Project Manager. KEITH provided civil design and construction engineering inspection services. Properties included a portion of the Aquatic Center, Community Park, and Sandspur Park. Services included design development and construction documents. KEITH also provided construction observation, civil site, utility design, site plan preparation, landscape architecture, and permitting assistance.

**Pier Parking Garage, Pompano Beach, FL:** Project Manager. The parking garage includes five stories, 662 parking spaces, speed ramp to facilitate access to higher levels of the garage and some retail space. As part of the design-build team, as subconsultant, KEITH was responsible for planning, survey, utility coordination, civil engineering, landscape design, permitting, and construction inspection. Our professional services included extensive community and municipal outreach.

**Charlotte Burrie Civic Center, Pompano Beach, FL:** Project Manager. KEITH, under its continuing services contract with the city, and as subconsultant, assisted the Client in developing a KEITH Campus project that includes 8,712-SF of multi-purpose spaces for civic, social, and recreational activities, lobby area, reception, administrative offices, conference rooms, 250-seat assembly hall, a fixed platform stage, kitchen, and storage, as well as easy pedestrian ADA-compliant access, a porte-cochère entrance, 48 vehicular and 20 bicycle parking spaces. KEITH provided full services to the Client including civil engineering, permitting, landscape architecture, and construction administration and coordination for the new LEED v4 certified building.

**North Campus Bridge Repair, Coconut Creek, FL:** Project Manager. KEITH assisted the Client with a KEITH Access project including engineering services and construction documentation that reported on the condition of the existing NW 39th Avenue Bridge. This included The Critical Safety Repairs and Intermediate Repairs to the existing bridge. KEITH provided civil engineering, survey, and construction program management services to the Client.

**Annex Building Addition, Plantation, FL:** Project Manager. KEITH, under its continuing services agreement with the City, assisted the Client in developing a KEITH Campus project including a stand-alone one-story annex building consisting of approximately 4,200-GSF. KEITH provided services to the Client including owner's representation and construction management. The KEITH Team assisted the Client in architect coordination, permitting, construction value, scheduling, shop drawings, as-builts, field visits, final certifications, and project close-out.

**EDUCATION**

1990  
BS, Architectural Engineering,  
University of Miami

**YEARS OF EXPERIENCE**

Industry: 36  
KEITH: 15

**PROFESSIONAL REGISTRATIONS**

Professional Engineer, 52802, FL,  
1998

SFRTA Contractor Safety Training

Qualified Florida Construction  
Stormwater Management Inspector

Temporary Traffic Control  
Certification, Intermediate, 75781

Temporary Traffic Control  
Certification, Advanced, 81960

OSHA 10-Hour Safety Training

CTQP Quality Control Manager



**STEVE HIGH**  
Inspector



### PROFILE

Steve High has 53 years of experience in land development, project management, roadway and utility construction inspection. He has managed daily construction activities relating to earthwork operations, asphalt paving, utility relocations, concrete placement and drainage pipe installation. His experience includes preparing daily inspection reports on all activities, job progression, personnel and equipment, as well as interfacing with contractors on behalf of clients and accountability for job site coordination. His current capacity of Senior Construction Inspector requires monitoring and inspection of all phases of construction work, as well as coordination with clients, contractors, public agencies, utilities, and affected property owners. Steve's experience includes project management and field engineering inspection experience for both public and private projects.

### RELEVANT PROJECT EXPERIENCE

**Water Service Material Validation, Pompano Beach, FL:** Inspector. KEITH, under this continuing service contract, provided civil engineering, survey, SUE, landscape architecture, and construction program management services. This project supported compliance with the EPA's Lead and Copper Rule Improvements (LCRI) by identifying and validating the materials of existing water service lines within the County's drinking water system. The scope included predictive modeling, field investigations, and integration of findings into BCWWS's GIS system. KEITH performed visual inspections and vacuum excavations to verify service line materials, documented findings, and supported data-driven decision-making. The project also involved the use of Trinnex's LeadCAST software to enhance predictive modeling capabilities.

**Fire Station No. 52 Design-Build, Pompano Beach, FL:** Inspector. KEITH, under our continuing services agreement with the City, assisted the Client, as subconsultant, in developing a KEITH Facility project including a two-story multi-bay facility. KEITH provided full services to the Client including civil engineering, planning, survey/SUE, landscape architecture, and construction program management. The project brought the community a much-needed resource for safety and emergency management.

**Charlotte Burrie Civic Center, Pompano Beach, FL:** Inspector. KEITH, under its continuing services contract with the city, as subconsultant, assisted the Client in developing a KEITH Campus project that includes 8,712-SF of multi-purpose spaces for civic, social, and recreational activities, lobby area, reception, administrative offices, conference rooms, 250-seat assembly hall, a fixed platform stage, kitchen, and storage, as well as easy pedestrian ADA-compliant access, a porte-cochère entrance, 48 vehicular and 20 bicycle parking spaces. KEITH provided full services to the Client including civil engineering, permitting, landscape architecture, and construction administration and coordination for the new LEED v4 certified building.

**Chiller Plant, Pompano Beach, FL:** Inspector. The project included a 750-SF chiller plant building and cooling tower yard for Pompano Beach City Hall. The new plant will provide energy efficient air-conditioning to City Hall and the Commission Chambers while reducing energy costs. KEITH provided planning, civil, survey, SUE, and construction program management services including layout and processing of the site plan, utilities design, inspections, and permitting through all agencies having jurisdiction.

**CEI Services For SR 7 Median Enhancement, Coconut Creek, FL:** Inspector. Under our continuing services contract with the city, and under an FDOT LAP awarded grant, the KEITH Team was retained to provide CEI services for a median restoration project, approximately one mile in length. The construction contract duration is scheduled for six (6) months. KEITH is a prequalified CEI provider by FDOT.

### EDUCATION

1972  
Courses Completed, Broward College

Courses Completed, Palm Beach College

### YEARS OF EXPERIENCE

Industry: 53  
KEITH: 18

### PROFESSIONAL REGISTRATIONS

Asphalt Paving L1

Concrete Field Inspector Spec

Final Estimates L1

Nuclear Radiation Safety

A3 ACI Concrete Field Technician - Grade 1

SFRTA Contractor Safety Training

Temporary Traffic Control Certification, Advanced

OSHA 40-Hour Safety Training

Earthwork Construction L1



**FREDDY RIVERA**  
Inspector



### PROFILE

Freddy Rivera has 11 years of in-depth experience in construction engineering. He is skilled in AutoCad, PERI CAD, P Spice and brings several years of civil engineering and construction inspection knowledge to the KEITH Team. Freddy has worked as a Lead Inspector on multiple large-scale, multi-million-dollar construction projects where he inspected pre-construction sewer systems, water systems, and roadways.

### RELEVANT PROJECT EXPERIENCE

**Charlotte Burrie Civic Center, Pompano Beach, FL:** Inspector. KEITH, under its continuing services contract with the city, as subconsultant, assisted the Client in developing a KEITH Campus project that includes 8,712-SF of multi-purpose spaces for civic, social, and recreational activities, lobby area, reception, administrative offices, conference rooms, 250-seat assembly hall, a fixed platform stage, kitchen, and storage, as well as easy pedestrian ADA-compliant access, a porte-cochère entrance, 48 vehicular and 20 bicycle parking spaces. KEITH provided full services to the Client including civil engineering, permitting, landscape architecture, and construction administration and coordination for the new LEED v4 certified building.

**Fire Station No. 52 Design-Build, Pompano Beach, FL:** Inspector. KEITH, under our continuing services agreement with the City, assisted the Client, as subconsultant, in developing a KEITH Facility project including a two-story multi-bay facility. KEITH provided full services to the Client including civil engineering, planning, survey/SUE, landscape architecture, and construction program management. The project brought the community a much-needed resource for safety and emergency management.

**SR A1A Improvements, Pompano Beach, FL:** Inspector. Under our continuing services contract for GO Bond Improvements, KEITH assisted the Client in the development of a KEITH Access project. KEITH provided full services to the Client including survey/SUE, civil and transportation engineering, landscape architecture, and construction program management. During coordination it was determined that FDOT had a project overlapping the City's. KEITH coordinated with FDOT to have the funds transferred to the City increasing the construction budget.

**Pier Parking Garage, Pompano Beach, FL:** Inspector. The parking garage includes five stories, 662 parking spaces, and some retail space on the ground level. As part of the design-build team, as subconsultant, KEITH was responsible for planning, survey, utility coordination, civil engineering, landscape design, permitting, and construction inspection. KEITH services included extensive community and municipal outreach, complete civil design to adequately provide water/fire/sanitary sewer service and stormwater management design/grading, landscape and irrigation design, permitting, and construction inspection and certification services.

**CEI Services For SR 7 Median Enhancement, Coconut Creek, FL:** Inspector. Under our continuing services contract with the City and under an FDOT LAP grant, the KEITH Team provided CEI services. The project involved adding irrigation as well as the addition of pavers in some areas. KEITH is a prequalified CEI provider by FDOT.

**Water Service Material Validation, Pompano Beach, FL:** Inspector. KEITH, under this continuing service contract, provided civil engineering, survey, SUE, landscape architecture, and construction program management services. The scope included predictive modeling, field investigations, and integration of findings into BCWWS's GIS system. KEITH performed visual inspections and vacuum excavations to verify service line materials, documented findings, and supported data-driven decision-making. The project also involved the use of Trinnex's LeadCAST software to enhance predictive modeling capabilities.

### EDUCATION

Courses Completed, Engineering, Roger Williams University

### YEARS OF EXPERIENCE

Industry: 11  
KEITH: 6

### PROFESSIONAL REGISTRATIONS

OSHA Confined Space Entry

Earthwork Construction L2

FDEP Erosion, Sediment, and Stormwater Inspector

SFRTA Contractor Safety Training

PACP (Pipeline Assessment Certification Program)

A3 ACI Concrete Field Technician - Grade 1

Earthwork Construction L1

Concrete Field Inspector Spec

Asphalt Paving L1

Nuclear Radiation Safety, 4522-161-842-6971

Temporary Traffic Control Certification, Intermediate, 612310

Final Estimates L1

Asphalt Paving L2



**BRIAN EDDINGTON**  
Inspector IV



**PROFILE**

With more than 35 years of experience in governmental project inspection services, Brian Eddington is a seasoned professional in his field. He possesses extensive knowledge in a variety of areas, including roadway project inspections, street resurfacing, concrete sidewalk repairs and replacement, water mains, bridges, utility repairs, sea walls, curbs and gutters, and numerous other capital improvement projects. As a former crew leader for the City of Fort Lauderdale, Brian has a deep understanding of the daily operations within South Florida's governmental agencies, making him a valuable asset in managing and executing public works projects.

**RELEVANT PROJECT EXPERIENCE**

**Dixie Highway and Atlantic Boulevard, Pompano Beach, FL:** Inspector. KEITH, as subconsultant, is assisting the Client in developing a KEITH Access project including a transformative new road project to realign Atlantic Boulevard and create a signature entrance to the heart of the city. KEITH provides services to the Client including survey/SUE, and CEI. Improvements to the Atlantic Boulevard and Dixie Highway corridor are the result of a successful collaboration with FDOT to acquire Dixie Highway in its entirety through the City. FDOT transferred almost \$5 million in funding to the City, money already designated for their resurfacing of Dixie Highway. Inspired to create a safer, more walkable city, Pompano Beach's plan will become the foundation for its new Downtown community.

**25th Avenue Water Main Replacement, Fort Lauderdale, FL:** Inspector. KEITH is assisting the Client under its continuing services contract with the City, as subconsultant, in developing a KEITH Access/KEITH Water project including the replacement of existing watermain running along SE 25th Avenue and connecting back all residential water services. KEITH assists the Client with complete CEI and construction program management services.

**Memorial Regional Hospital Trauma Center Renovation, Hollywood, FL:** Inspector. KEITH, under a continuing services agreement with Memorial Healthcare Systems, and as subconsultant, is assisting the Client in developing a KEITH Campus project including the renovation of the MRH Trauma Center including an addition of approximately 1,300-SF. KEITH provides services to the Client including civil, survey, SUE, CEI, and construction program management. The KEITH Team is assisting the Client in topographic survey, horizontal designation, location services, utility mapping, site plan coordination and permitting, application services, meeting and hearing services, civil engineering construction documentation, and regulatory agency permitting.

**Police Headquarters, Fort Lauderdale, FL:** Inspector. KEITH, as subconsultant, assisted the Client in the development of a KEITH Facility project including the demolition of existing buildings and the design and construction of a new Police Headquarters. KEITH provided full services to the Client including civil and traffic engineering, survey/SUE, utility coordination, planning, landscape architecture, and construction program management. The project leaves the City of Fort Lauderdale with a state-of-the-art public safety headquarters to better serve the community.

**CEI Consultant Services for Huizenga Park, Fort Lauderdale, FL:** Inspector. KEITH is assisting the Client with a KEITH Play project including owner's representation and construction engineering inspection services. The KEITH Team is assisting the Client in a drawings and project audit involving the full transdisciplinary team including value design/engineering, constructability, programing, operations/maintenance and potential errors/omissions/risks.

**EDUCATION**

High School Diploma  
Old Dillard Community School

**YEARS OF EXPERIENCE**

Industry: 35  
KEITH: 1

**PROFESSIONAL REGISTRATIONS**

Department of Environmental Protection, Water Distribution Level 1 License

Mitchell Training Inc., Wastewater Collections Class C License

Certificate in FEMA classes 100, 200, 700, & 800

OSHA Excavation



License Type	License#	Issued	Expires	Status
Surveyor and Mapper	L36508	07/18/06	02/28/27	Active

License Type	License#	Issued	Expires	Status
Surveyor and Mapper	L54103	06/28/84	02/28/27	Active
Surveyor of Record For	LB888	02/27/86	02/28/27	Active

License Type	License#	Issued	Expires	Status
Surveyor and Mapper	L33064	07/06/94	02/28/27	Active

License Information	Professional Engineer
Name: CASIRO SERGIO JOSE BARRAL (Primary Name)	Professional Engineer
Main Address: 2708 NE 57th Ave, Miami, Florida 33129	Prof Engineer
County: Dade	9322
License Number: 9322	Current/Active
License Status: Current/Active	02/18/1998
License Date: 02/18/1998	02/28/2027
Expires: 02/28/2027	

License Information	Professional Engineer
Name: WEYMOUTH, JONATHAN PATRICK (Primary Name)	Professional Engineer
Main Address: 2400 NE 12TH COURT, FORT LAUDERDALE, Florida 33304	Prof Engineer
County: BROWARD	9292
License Number: 9292	Current/Active
License Status: Current/Active	02/18/1998
License Date: 02/18/1998	02/28/2027
Expires: 02/28/2027	

Michael Amodio, AICP

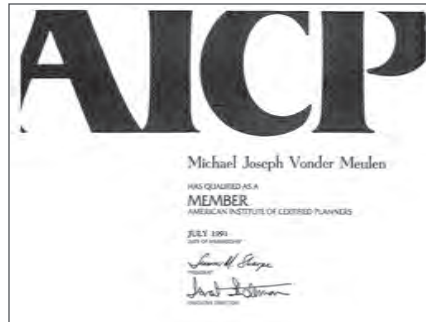
Professional Engineer

9292

Current/Active

02/18/1998

02/28/2027



### State of Florida Department of State

I certify from the records of this office that KEITH AND ASSOCIATES, INC. is a corporation organized under the laws of the State of Florida, filed on January 20, 1998, effective January 16, 1998.

The document number of this corporation is P9800006011.

I further certify that said corporation has paid all fees due this office through December 31, 2025, that its most recent annual report/uniform business report was filed on January 31, 2025, and that its status is active.

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

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Thirty-first day of January, 2025



*[Signature]*  
Secretary of State

Tracking Number: 8022148786CC  
To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.  
<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

**ACORD CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY): 02/18/2025

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.

**INSURED:** KEITH & Associates, Inc. 301 East Atlantic Blvd. Pompano Beach FL 33060

**PRODUCER:** Brown & Brown Insurance Services, Inc. 1201 W Cypress Creek Rd Suite 130 Fort Lauderdale FL 33309

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: The Chubb Fire Insurance Company	25515
INSURER B: St. Paul Protective Insurance Company	19224
INSURER C: Travelers Property Casualty Company of America	25674
INSURER D: Travelers Casualty and Surety Company	19038
INSURER E: Lexington Insurance Company	19437

**COVERAGES:** CERTIFICATE NUMBER: 25-26 (LH-BROWNS) REVISION NUMBER:

TYPE OF INSURANCE	POLICY NUMBER	ISSUE DATE	EXPIRES	LIMITS
<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	P660A641735C0F25	02/19/2025	02/19/2026	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 3,000,000
<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY	810A6412982543G	02/19/2025	02/19/2026	COMBINED SINGLE LIMIT \$ 1,000,000 BODILY INJURY (Per person) \$ 1,000,000 BODILY INJURY (Per accident) \$ 1,000,000 PROPERTY DAMAGE (Per accident) \$ 1,000,000
<input checked="" type="checkbox"/> UMBRELLA LIAB	CLP643643A2543	02/19/2025	02/19/2026	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS LIABILITY	UBA64351312543G	02/19/2025	02/19/2026	PER EACH ACCIDENT \$ 1,000,000 PER EMPLOYEE \$ 1,000,000 PER CLAIM \$ 2,000,000 AGGREGATE \$ 6,000,000
<input checked="" type="checkbox"/> PROFESSIONAL LIABILITY	015136483	02/19/2025	02/19/2026	Per Claim \$ 2,000,000 Aggregate \$ 6,000,000

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

CERTIFICATE HOLDER: Sample

CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE, THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE: *[Signature]*

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**CITY OF POMPANO BEACH BUSINESS TAX RECEIPT**

FISCAL YEAR: 2025 - 2026

Business Tax Receipt Valid from: October 1, 2025 through September 30, 2026

4465085 WILLIAMS, STEPHEN D 9/11/2025  
301 E ATLANTIC BL  
POMPANO BEACH FL 33060

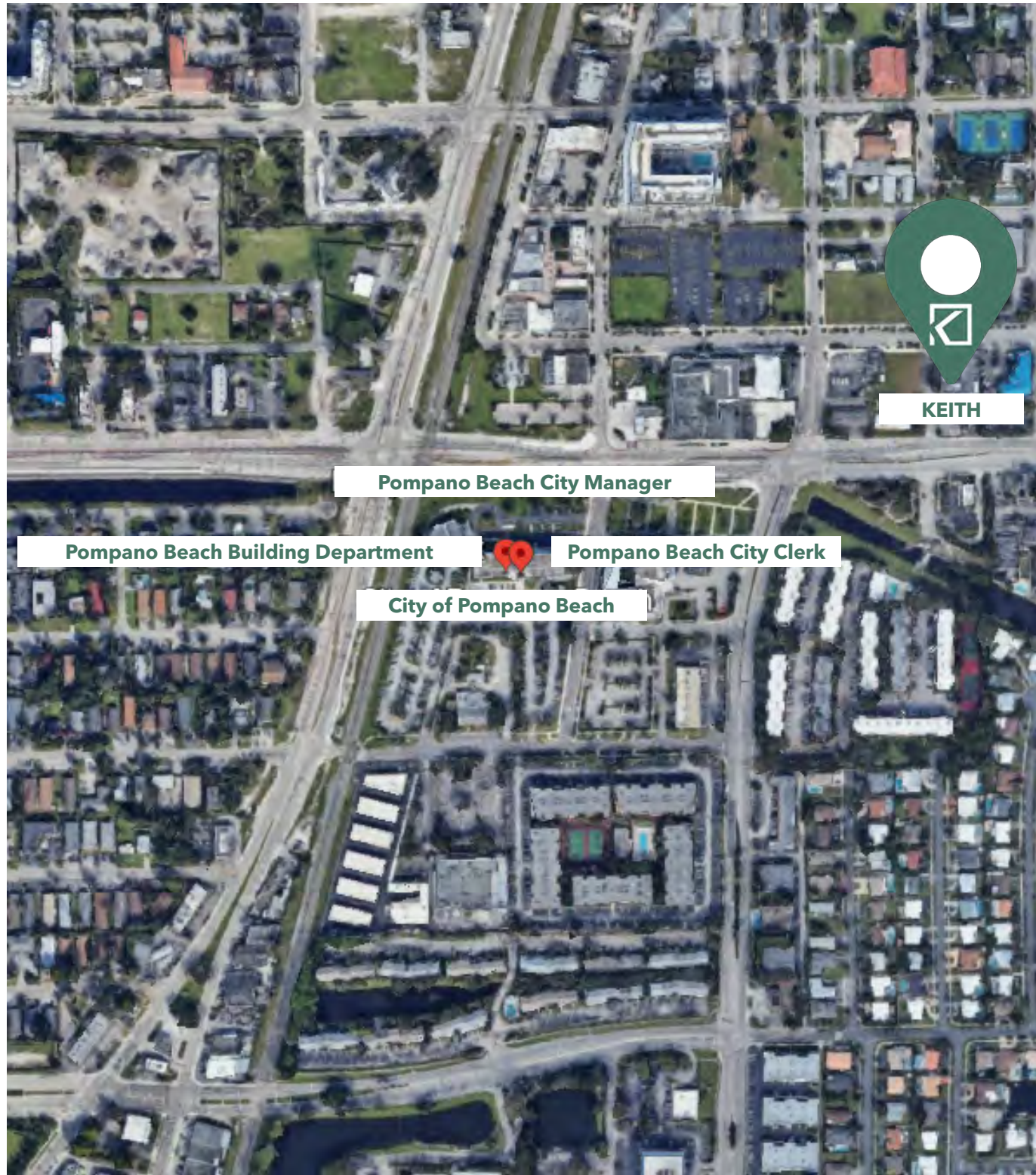
**THIS IS NOT A BILL**

THIS IS YOUR BUSINESS TAX RECEIPT. PLEASE POST IN A CONSPICUOUS PLACE AT THE BUSINESS LOCATION

BUSINESS OWNER: WILLIAMS, STEPHEN D  
BUSINESS LOCATION: 301 E ATLANTIC BL, POMPANO BEACH FL

RECEIPT NO: 26-00894121 CLASSIFICATION: PROFESSIONAL-ENGINEER (PROF,CIVIL/ELECT)

## Office Location



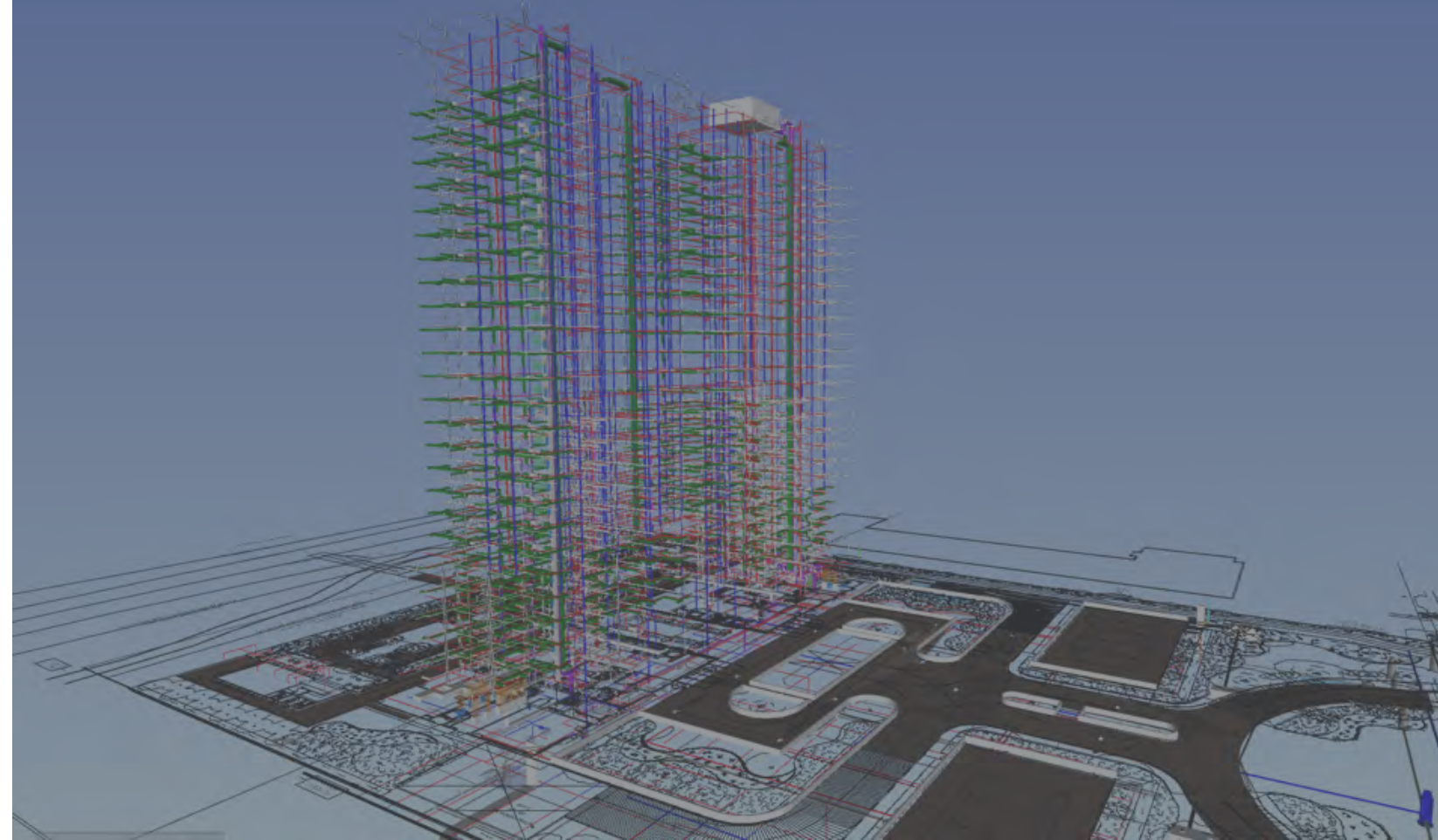
**KEITH Office Location:**

301 East Atlantic Boulevard, Pompano Beach, FL 33060

**Professional and Administrative Staff at this location:**

118

# City Forms



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 RLI 26-003, Continuing Contract for Civil Engineering Services (CCNA)  
 (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) Alex Lazowick, PE, PMP, ENV SP Title CEO/President

Company (Legal Registered) Keith and Associates, Inc. dba KEITH

Federal Tax Identification Number 65-0806421

Address 301 East Atlantic Boulevard

City/State/Zip Pompano Beach, FL 33060

Telephone No. 954-788-3400 Fax No. N/A

Email Address ALazowick@KEITHteam.com

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.# 65-0806421

**PRIME**

Role	Name of Individual Assigned to Project	Number of Years Experience	Education, Degrees
Principal-In-Charge	<u>Tom Green, PE</u>	<u>23</u>	<u>BS Civil Eng.</u>
Project Manager	<u>Chris Andreoni, PE</u>	<u>16</u>	<u>BS Civil Eng.</u>
Asst. Project Manager	<u>Bryan Baldwin, EI</u>	<u>5</u>	<u>BS Civil Eng.</u>
Other Key Member	<u>Steve Williams, PE</u>	<u>49</u>	<u>BS Civil Eng.</u>
Other Key Member	<u>Dodie Keith-Lazowick, PSM</u>	<u>43</u>	<u>BS Survey</u>

**SUB-CONSULTANT**

Role	Company Name and Address of Office Handling This Project	Name of Individual Assigned to the Project
Surveying	<u>Not Applicable</u>	<u></u>
Landscaping	<u>Not Applicable</u>	<u></u>
Engineering	<u>Not Applicable</u>	<u></u>
Other Key Member	<u></u>	<u></u>
Other Key Member	<u></u>	<u></u>
Other Key Member	<u></u>	<u></u>
Other Key Member	<u></u>	<u></u>

(use attachments if necessary)

Bidder Company Name Keith and Associates, Inc. dba KEITH

**TIER 1/TIER 2 COMPLIANCE FORM**

**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: Broward County Water and Wastewater Services  
2555 W Copans Road, Pompano Beach, FL 33069

Contact person name, telephone number and email address: \_\_\_\_\_  
William Archebelle, Expansion Program Administrator: 954-831-3284 warchebelle@broward.org

Description of services provided and date(s) of service: 2022 - Ongoing  
As the Prime consultant, KEITH is providing design and construction support services throughout the county related to the septic tank elimination program. Civil Engineering, Survey, SUE, Utility Coordination

2. Name and address of customer: City of Coconut Creek  
4900 West Copans Road, Coconut Creek, FL 33063

Contact person name, telephone number and email address: \_\_\_\_\_  
Robert McDonald, Project Manager: 954-973-6786 rmcdonald@coconutcreek.net

Description of services provided and date(s) of service: 2020 - Ongoing  
KEITH is providing on-going continuing services as needed including civil engineering, survey, planning, landscape architecture, and construction engineering inspections.

3. Name and address of customer: City of Parkland  
6600 University Drive, Parkland, FL 33067

Contact person name, telephone number and email address: \_\_\_\_\_  
Richard Biagini, PE, City Engineer: 954-757-4171 rbiagini@cityofplarkland.org

Description of services provided and date(s) of service: 2023 - Ongoing  
KEITH provided civil engineering, planning, landscape architecture, survey, SUE, transportation, utility coordination, and construction engineering inspection services to the City of Parkland on an as-needed basis as part of our continuing contract.

**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.

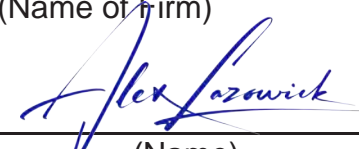
Or

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 2, 2025  
(Date)

Keith and Associates, Inc., dba KEITH  
(Name of Firm)

BY:   
(Name)

LOCAL BUSINESS EXHIBIT "A"  
CITY OF POMPANO BEACH, FLORIDA  
LOCAL BUSINESS PARTICIPATION FORM

Solicitation Number & Title: RLI 26-003 Continuing Contract for Civil Engineering Services (CCNA) Prime Contractor's Name: Keith and Associates, Inc., dba KEITH

<u>Name of Firm, Address</u>	<u>Contact Person, Telephone Number</u>	<u>Type of Work to be Performed/Material to be Purchased</u>	<u>Contract Amount or %</u>
KEITH, 301 E. Atlantic Blvd. Pompano Beach, FL 33060	Alex Lazowick, PE, PMP, ENV SP 954-788-3400	Civil Engineering, Survey, Transportation, Landscape Architecture, Planning, CEI	100%

LOCAL BUSINESS EXHIBIT "A"

N/A

LOCAL BUSINESS EXHIBIT "B"  
LOCAL BUSINESS  
LETTER OF INTENT TO PERFORM AS A LOCAL SUBCONTRACTOR

Solicitation Number \_\_\_\_\_

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)

\_\_\_\_\_  
(Print Name of Local Business Contractor)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State Zip Code)

BY: \_\_\_\_\_  
(Signature)

IMPORTANT NOTE: Signatures on this form MUST be by an authorized employee of Subcontractor and must be uploaded to the Response Attachment Tab

LOCAL BUSINESS EXHIBIT "B"

N/A

LOCAL BUSINESS EXHIBIT "C"

LOCAL BUSINESS UNAVAILABILITY FORM

BID # \_\_\_\_\_

I, \_\_\_\_\_ (Name and Title)

of \_\_\_\_\_, certify that on the \_\_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_, 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.)

Said Local Businesses:

- Did not bid in response to the invitation
- Submitted a bid which was not the low responsible bid
- Other: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

Note: Attach additional documents as available.

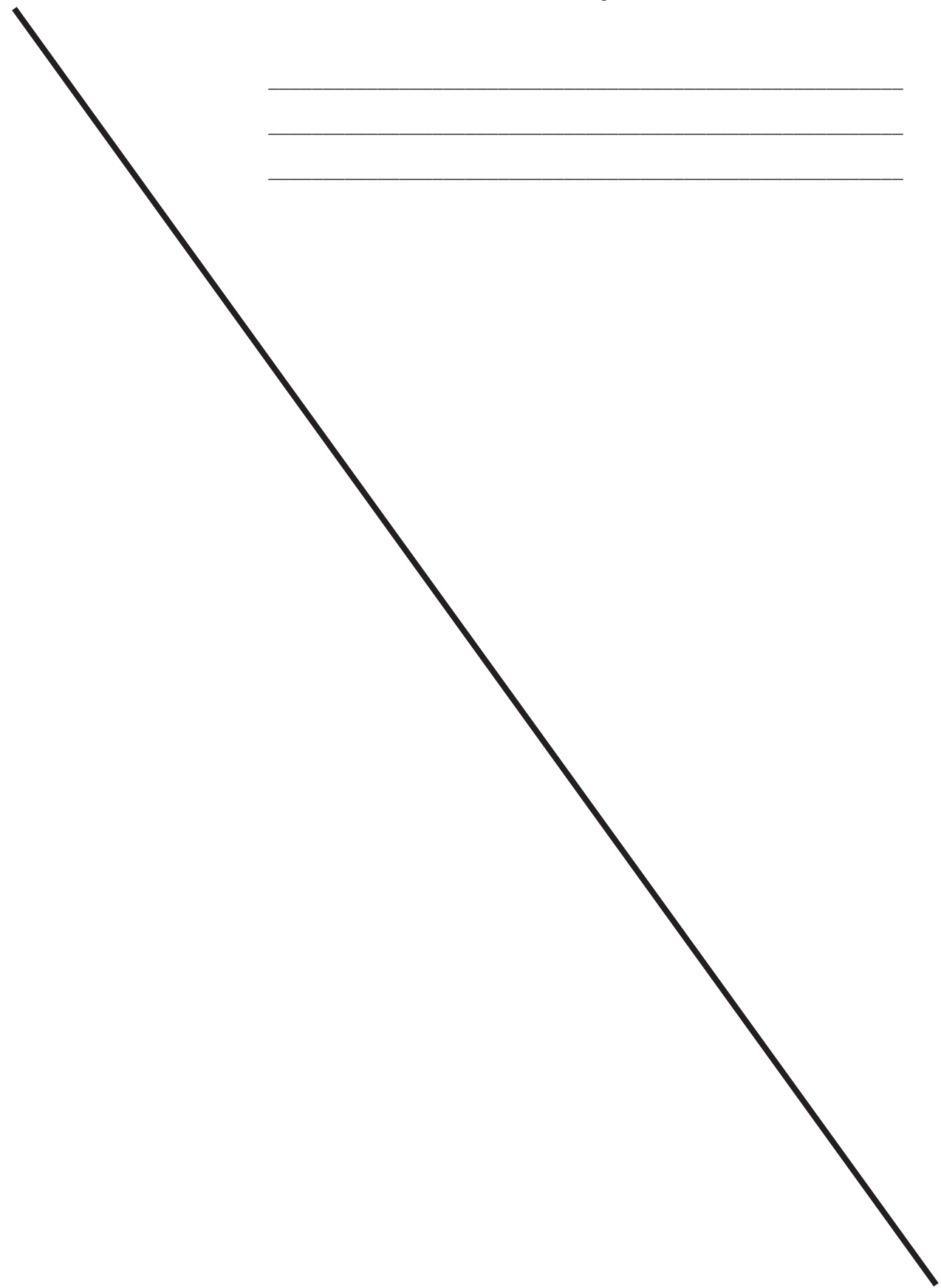
N/A

LOCAL BUSINESS EXHIBIT "D" GOOD FAITH EFFORT REPORT LOCAL BUSINESS PARTICIPATION

BID # \_\_\_\_\_

1. What portions of the contract have you identified as Local Business opportunities?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Did you provide adequate information to identified Local Businesses? Please comment on how you provided this information.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
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 ?  
\_\_\_\_\_  
\_\_\_\_\_
7. List the Local Businesses you will utilize and subcontract amount.  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_
8. Other comments: \_\_\_\_\_  
\_\_\_\_\_

N/A



**Request for Taxpayer  
Identification Number and Certification**

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Exhibit "B"

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.

**1** 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.)  
**Keith and Associates, Inc.**

**2** Business name/disregarded entity name, if different from above.  
**dba KEITH**

**3a** Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.  
 Individual/sole proprietor     C corporation     S corporation     Partnership     Trust/estate  
 LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) \_\_\_\_\_  
**Note:** 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.  
 Other (see instructions) \_\_\_\_\_

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  
Exempt payee code (if any) \_\_\_\_\_  
Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) \_\_\_\_\_  
*(Applies to accounts maintained outside the United States.)*

**3b** 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 . . . . .

**5** Address (number, street, and apt. or suite no.). See instructions.  
**301 East Atlantic Boulevard**

**6** City, state, and ZIP code  
**Pompano Beach, FL 33060**

**7** List account number(s) here (optional)

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

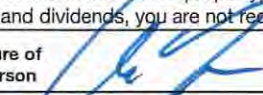
Social security number									
				-					
or									
Employer identification number									
6	5	-	0	8	0	6	4	2	1

**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 or 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.

**Sign Here**    Signature of U.S. person     Date **01/31/2025**

**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).

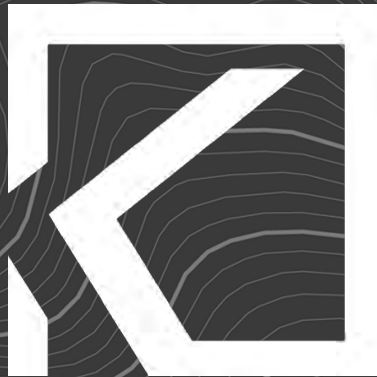
**Purpose of Form**

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

# Confidential Financial Statement

Please refer to the separately uploaded  
**CONFIDENTIAL/PRIVILEGED/PROPRIETARY** document  
regarding Keith and Associates, Inc. financial statements.





**TOM GREEN, PE**  
**KEITH**  
**301 East Atlantic Boulevard**  
**Pompano Beach, FL 33060**  
**TGreen@KEITHteam.com**

**[www.KEITHteam.com](http://www.KEITHteam.com)**

## 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>	KEITH
-------------------------	-------

<b>Position / Classification</b>	<b>Maximum Hourly Rate (\$)</b>
Project Executive	\$350.00
Project Manager	\$250.00
Project Controls Specialist	\$150.00
Administrative Assistant	\$125.00
Principal Engineer	\$280.00
Senior Engineer	\$230.00
Professional Engineer	\$200.00
Engineering Designer	\$165.00
Engineering Technician	\$135.00
Principal Landscape Architect	\$280.00
Senior Landscape Architect	\$230.00
Landscape Architect	\$200.00
Landscape Designer	\$165.00
Landscape Technician	\$135.00
Arborist	\$200.00
Planning Director	\$280.00
Planning Manager	\$230.00
Principal Planner	\$200.00
Planner	\$165.00
Planning Technician	\$135.00
Chief Utility Coordinator	\$230.00

Senior Utility Coordinator	\$200.00
Utility Coordinator	\$165.00
Utility Coordinator Technician	\$135.00
Construction Director	\$280.00
Senior Construction Manager	\$230.00
Construction Manager	\$200.00
Senior Inspector	\$180.00
Inspector	\$160.00
Chief Surveyor	\$280.00
Senior Surveyor /SUE	\$230.00
Project Surveyor / SUE	\$200.00
Survey / SUE Analyst	\$165.00
Survey / SUE Technician	\$135.00
Survey UAS/LiDAR Crew	\$250.00
Survey Crew	\$235.00
Utility Designating Crew	\$225.00
SUE Crew	\$400.00
Vacuum Excavation	\$550/Ea.



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

## Detail by Entity Name

Florida Profit Corporation  
KEITH AND ASSOCIATES, INC.

### Filing Information

<b>Document Number</b>	P98000006011
<b>FEI/EIN Number</b>	65-0806421
<b>Date Filed</b>	01/20/1998
<b>Effective Date</b>	01/16/1998
<b>State</b>	FL
<b>Status</b>	ACTIVE
<b>Last Event</b>	AMENDMENT
<b>Event Date Filed</b>	09/25/2019
<b>Event Effective Date</b>	NONE

### Principal Address

301 E. ATLANTIC BLVD  
POMPANO BCH, FL 33060

Changed: 04/26/1999

### Mailing Address

301 E. ATLANTIC BLVD  
POMPANO BCH, FL 33060

Changed: 04/26/1999

### Registered Agent Name & Address

KEITH-LAZOWICK, ADOLPHINE  
301 E. ATLANTIC BLVD  
POMPANO BCH, FL 33060

Name Changed: 01/08/2007

Address Changed: 04/26/1999

### Officer/Director Detail

#### **Name & Address**

Title Chairman

KEITH-LAZOWICK, ADOLPHINE, P.L.S.  
301 E. ATLANTIC BLVD  
POMPANO BCH, FL 33060

Title CEO, President, Treasurer

LAZOWICK, ALEXANDER S, P.E.  
301 E ATLANTIC BLVD  
POMPANO BEACH, FL 33060

Title COO

WEINBERG, PAUL, P.L.A.  
301 E. ATLANTIC BLVD  
POMPANO BCH, FL 33060

Title VP, Secretary

UNDERWOOD, ELIZABETH A  
301 E. ATLANTIC BLVD  
POMPANO BCH, FL 33060

Title VP

Treviranus, Lori, P.E.  
301 E. ATLANTIC BLVD  
POMPANO BCH, FL 33060

Title VP

Meyers, Michael  
301 E. ATLANTIC BLVD  
POMPANO BCH, FL 33060

Title VP

Vonder Meulen, Michael, AICP  
301 E. ATLANTIC BLVD  
POMPANO BCH, FL 33060

Title VP

Chavarria, Gregorio  
301 E. ATLANTIC BLVD  
POMPANO BCH, FL 33060

Title VP

Vazquez, Fernando, P.E.  
301 E. ATLANTIC BLVD  
POMPANO BCH, FL 33060

Title VP

Merritt, Bryan, PSM  
301 E. ATLANTIC BLVD  
POMPANO BCH, FL 33060

Title VP

Herrera, Victor, P.E.  
301 E. ATLANTIC BLVD  
POMPANO BCH, FL 33060

### Annual Reports

<b>Report Year</b>	<b>Filed Date</b>
2025	01/06/2025
2025	01/31/2025
2026	01/19/2026

### Document Images

<a href="#">01/19/2026 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">09/29/2025 -- AMENDED ANNUAL REPORT</a>	View image in PDF format
<a href="#">01/31/2025 -- AMENDED ANNUAL REPORT</a>	View image in PDF format
<a href="#">01/06/2025 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">04/04/2024 -- AMENDED ANNUAL REPORT</a>	View image in PDF format
<a href="#">01/11/2024 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">01/26/2023 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">01/04/2022 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">01/04/2021 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">01/07/2020 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">09/25/2019 -- Amendment</a>	View image in PDF format
<a href="#">07/15/2019 -- Amendment</a>	View image in PDF format
<a href="#">02/05/2019 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">08/06/2018 -- Amendment</a>	View image in PDF format
<a href="#">07/16/2018 -- Amendment</a>	View image in PDF format
<a href="#">01/10/2018 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">07/27/2017 -- Amendment</a>	View image in PDF format
<a href="#">01/12/2017 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">01/04/2016 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">01/13/2015 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">11/14/2014 -- Amendment</a>	View image in PDF format

[01/13/2014 -- ANNUAL REPORT](#)  
[01/02/2013 -- ANNUAL REPORT](#)  
[05/15/2012 -- Amendment](#)  
[01/04/2012 -- ANNUAL REPORT](#)  
[08/24/2011 -- Amendment](#)  
[01/04/2011 -- ANNUAL REPORT](#)  
[03/24/2010 -- Amendment](#)  
[01/11/2010 -- ANNUAL REPORT](#)  
[03/24/2009 -- ANNUAL REPORT](#)  
[03/14/2008 -- ANNUAL REPORT](#)  
[09/04/2007 -- Amendment](#)  
[01/08/2007 -- ANNUAL REPORT](#)  
[11/22/2006 -- Amendment](#)  
[10/30/2006 -- Off/Dir Resignation](#)  
[10/23/2006 -- ANNUAL REPORT](#)  
[10/16/2006 -- ANNUAL REPORT](#)  
[03/27/2006 -- ANNUAL REPORT](#)  
[02/21/2005 -- ANNUAL REPORT](#)  
[01/14/2004 -- ANNUAL REPORT](#)  
[02/24/2003 -- ANNUAL REPORT](#)  
[05/05/2002 -- ANNUAL REPORT](#)  
[04/26/2001 -- ANNUAL REPORT](#)  
[05/16/2000 -- ANNUAL REPORT](#)  
[04/26/1999 -- ANNUAL REPORT](#)  
[01/20/1998 -- Domestic Profit](#)

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**Exhibit C – Cover Page  
Approved Insurance**



AGENCY CUSTOMER ID: \_\_\_\_\_

LOC #: \_\_\_\_\_



# ADDITIONAL REMARKS SCHEDULE

Page \_\_\_\_ of \_\_\_\_

AGENCY Brown & Brown Insurance Services, Inc.		NAMED INSURED KEITH & Associates, Inc. dba KEITH	
POLICY NUMBER			
CARRIER	NAIC CODE	EFFECTIVE DATE:	

## ADDITIONAL REMARKS

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**

**FORM NUMBER:** 25      **FORM TITLE:** Certificate of Liability Insurance: Notes

### CYBER LIABILITY

Carrier: Arch Specialty Insurance Company NAIC #21199  
Policy #C4LPX232023CYBER2026  
Effective Date: 02/19/2026 – 02/19/2027  
Limit: \$1,000,000 / Retention: \$5,000

### EMPLOYMENT PRACTICES LIABILITY

Carrier: Westchester Fire Insurance Company  
NAIC #20281  
Policy #: G4961228A001  
Effective Date: 02/19/2026 – 02/19/2027  
Limit: \$2,000,000 EPLI / Retention: \$25,000

### FOREIGN LIABILITY

Carrier: The Continental Insurance Company  
NAIC #35289  
Policy #: PST734913788  
Effective Date: 02/19/2026 – 02/19/2027  
Liability Limit \$1,000,000  
Deductible \$0.00

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **XTEND ENDORSEMENT FOR ARCHITECTS, ENGINEERS AND SURVEYORS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**GENERAL DESCRIPTION OF COVERAGE** – This endorsement broadens coverage. However, coverage for any injury, damage or medical expenses described in any of the provisions of this endorsement may be excluded or limited by another endorsement to this Coverage Part, and these coverage broadening provisions do not apply to the extent that coverage is excluded or limited by such an endorsement. The following listing is a general coverage description only. Read all the provisions of this endorsement and the rest of your policy carefully to determine rights, duties, and what is and is not covered.

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>A. Non-Owned Watercraft – 75 Feet Long Or Less</li> <li>B. Who Is An Insured – Unnamed Subsidiaries</li> <li>C. Who Is An Insured – Retired Partners, Members, Directors And Employees</li> <li>D. Who Is An Insured – Employees And Volunteer Workers – Bodily Injury To Co-Employees, Co-Volunteer Workers And Retired Partners, Members, Directors And Employees</li> <li>E. Who Is An Insured – Newly Acquired Or Formed Limited Liability Companies</li> <li>F. Blanket Additional Insured – Controlling Interest</li> <li>G. Blanket Additional Insured – Mortgagees, Assignees, Successors Or Receivers</li> </ul> | <ul style="list-style-type: none"> <li>H. Blanket Additional Insured – Governmental Entities – Permits Or Authorizations Relating To Premises</li> <li>I. Blanket Additional Insured – Governmental Entities – Permits Or Authorizations Relating To Operations</li> <li>J. Incidental Medical Malpractice</li> <li>K. Medical Payments – Increased Limit</li> <li>L. Amendment Of Excess Insurance Condition – Professional Liability</li> <li>M. Blanket Waiver Of Subrogation – When Required By Written Contract Or Agreement</li> <li>N. Contractual Liability – Railroads</li> </ul> |
|--|--|

### **PROVISIONS**

#### **A. NON-OWNED WATERCRAFT – 75 FEET LONG OR LESS**

1. The following replaces Paragraph (2) of Exclusion g., **Aircraft, Auto Or Watercraft**, in Paragraph 2. of **SECTION I – COVERAGES – COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE LIABILITY**:

(2) A watercraft you do not own that is:

- (a) 75 feet long or less; and
- (b) Not being used to carry any person or property for a charge;

2. The following replaces Paragraph 2.e. of **SECTION II – WHO IS AN INSURED**:

e. Any person or organization that, with your express or implied consent, either

uses or is responsible for the use of a watercraft that you do not own that is:

- (1) 75 feet long or less; and
- (2) Not being used to carry any person or property for a charge;

#### **B. WHO IS AN INSURED – UNNAMED SUBSIDIARIES**

The following is added to **SECTION II – WHO IS AN INSURED**:

Any of your subsidiaries, other than a partnership or joint venture, that is not shown as a Named Insured in the Declarations is a Named Insured if:

- a. You are the sole owner of, or maintain an ownership interest of more than 50% in, such subsidiary on the first day of the policy period; and

## COMMERCIAL GENERAL LIABILITY

- b. Such subsidiary is not an insured under similar other insurance.

No such subsidiary is an insured for "bodily injury" or "property damage" that occurred, or "personal and advertising injury" caused by an offense committed:

- a. Before you maintained an ownership interest of more than 50% in such subsidiary; or
- b. After the date, if any, during the policy period that you no longer maintain an ownership interest of more than 50% in such subsidiary.

For purposes of Paragraph 1. of Section II – Who Is An Insured, each such subsidiary will be deemed to be designated in the Declarations as:

- a. A limited liability company;
- b. An organization other than a partnership, joint venture or limited liability company; or
- c. A trust;

as indicated in its name or the documents that govern its structure.

### C. WHO IS AN INSURED – RETIRED PARTNERS, MEMBERS, DIRECTORS AND EMPLOYEES

The following is added to Paragraph 2. of SECTION II – WHO IS AN INSURED:

Any person who is your retired partner, member, director or "employee" that is performing services for you under your direct supervision, but only for acts within the scope of their employment by you or while performing duties related to the conduct of your business. However, no such retired partner, member, director or "employee" is an insured for:

#### (1) "Bodily injury":

- (a) To you, to your current partners or members (if you are a partnership or joint venture), to your current members (if you are a limited liability company) or to your current directors;
- (b) To the spouse, child, parent, brother or sister of that current partner, member or director as a consequence of Paragraph (1)(a) above;
- (c) For which there is any obligation to share damages with or repay someone else who must pay damages because of the injury described in Paragraph (1)(a) or (b) above; or
- (d) Arising out of his or her providing or failing to provide professional health care services.

Unless you are in the business or occupation of providing professional health care services, Paragraphs (1)(a), (b), (c) and (d) above do not apply to "bodily injury" arising out of providing or failing to provide first aid or "Good Samaritan services" by any of your retired partners, members, directors or "employees", other than a doctor. Any such retired partners, members, directors or "employees" providing or failing to provide first aid or "Good Samaritan services" during their work hours for you will be deemed to be acting within the scope of their employment by you or performing duties related to the conduct of your business.

#### (2) "Personal injury":

- (a) To you, to your current or retired partners or members (if you are a partnership or joint venture), to your current or retired members (if you are a limited liability company), to your other current or retired directors or "employees" while in the course of his or her employment or performing duties related to the conduct of your business, or to your other "volunteer workers" while performing duties related to the conduct of your business;
- (b) To the spouse, child, parent, brother or sister of that current or retired partner, member, director, "employee" or "volunteer worker" as a consequence of Paragraph (2)(a) above;
- (c) For which there is any obligation to share damages with or repay someone else who must pay damages because of the injury described in Paragraph (2)(a) or (b) above; or
- (d) Arising out of his or her providing or failing to provide professional health care services.

#### (3) "Property damage" to property:

- (a) Owned, occupied or used by; or
- (b) Rented to, in the care, custody or control of, or over which physical control is being exercised for any purpose by;

you, any of your retired partners, members or directors, your current or retired "employees" or "volunteer workers", any current partner or member (if you are a partnership or joint venture), or any current member (if you are a limited liability company) or current director.

**D. WHO IS AN INSURED – EMPLOYEES AND VOLUNTEER WORKERS – BODILY INJURY TO CO-EMPLOYEES, CO-VOLUNTEER WORKERS AND RETIRED PARTNERS, MEMBERS, DIRECTORS AND EMPLOYEES**

The following is added to Paragraph 2.a.(1) of **SECTION II – WHO IS AN INSURED**:

Paragraphs (1)(a), (b) and (c) above do not apply to "bodily injury" to a current or retired co-"employee" while in the course of the co-"employee's" employment by you or performing duties related to the conduct of your business, or to "bodily injury" to your other "volunteer workers" or retired partners, members or directors while performing duties related to the conduct of your business.

**E. WHO IS AN INSURED – NEWLY ACQUIRED OR FORMED LIMITED LIABILITY COMPANIES**

The following replaces Paragraph 3. of **SECTION II – WHO IS AN INSURED**:

3. Any organization you newly acquire or form, other than a partnership or joint venture, and of which you are the sole owner or in which you maintain an ownership interest of more than 50%, will qualify as a Named Insured if there is no other similar insurance available to that organization. However:

a. Coverage under this provision is afforded only:

(1) Until the 180th day after you acquire or form the organization or the end of the policy period, whichever is earlier, if you do not report such organization in writing to us within 180 days after you acquire or form it; or

(2) Until the end of the policy period, when that date is later than 180 days after you acquire or form such organization, if you report such organization in writing to us within 180 days after you acquire or form it;

b. Coverage **A** does not apply to "bodily injury" or "property damage" that occurred before you acquired or formed the organization; and

c. Coverage **B** does not apply to "personal and advertising injury" arising out of an offense committed before you acquired or formed the organization.

For the purposes of Paragraph 1. of Section II – Who Is An Insured, each such

organization will be deemed to be designated in the Declarations as:

- a. A limited liability company;
  - b. An organization other than a partnership, joint venture or limited liability company; or
  - c. A trust;
- as indicated in its name or the documents that govern its structure.

**F. BLANKET ADDITIONAL INSURED – CONTROLLING INTEREST**

1. The following is added to **SECTION II – WHO IS AN INSURED**:

Any person or organization that has financial control of you is an insured with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" that arises out of:

- a. Such financial control; or
- b. Such person's or organization's ownership, maintenance or use of premises leased to or occupied by you.

The insurance provided to such person or organization does not apply to structural alterations, new construction or demolition operations performed by or on behalf of such person or organization.

2. The following is added to Paragraph 4. of **SECTION II – WHO IS AN INSURED**:

This paragraph does not apply to any premises owner, manager or lessor that has financial control of you.

**G. BLANKET ADDITIONAL INSURED – MORTGAGEES, ASSIGNEES, SUCCESSORS OR RECEIVERS**

The following is added to **SECTION II – WHO IS AN INSURED**:

Any person or organization that is a mortgagee, assignee, successor or receiver and that you have agreed in a written contract or agreement to include as an additional insured on this Coverage Part is an insured, but only with respect to its liability as mortgagee, assignee, successor or receiver for "bodily injury", "property damage" or "personal and advertising injury" that:

- a. Is "bodily injury" or "property damage" that occurs, or is "personal and advertising injury" caused by an offense that is committed,

## COMMERCIAL GENERAL LIABILITY

subsequent to the signing of that contract or agreement; and

- b. Arises out of the ownership, maintenance or use of the premises for which that mortgagee, assignee, successor or receiver is required under that contract or agreement to be included as an additional insured on this Coverage Part.

The insurance provided to such mortgagee, assignee, successor or receiver is subject to the following provisions:

- a. The limits of insurance provided to such mortgagee, assignee, successor or receiver will be the minimum limits that you agreed to provide in the written contract or agreement, or the limits shown in the Declarations, whichever are less.
- b. The insurance provided to such person or organization does not apply to:
  - (1) Any "bodily injury" or "property damage" that occurs, or any "personal and advertising injury" caused by an offense that is committed, after such contract or agreement is no longer in effect; or
  - (2) Any "bodily injury", "property damage" or "personal and advertising injury" arising out of any structural alterations, new construction or demolition operations performed by or on behalf of such mortgagee, assignee, successor or receiver.

### H. BLANKET ADDITIONAL INSURED – GOVERNMENTAL ENTITIES – PERMITS OR AUTHORIZATIONS RELATING TO PREMISES

The following is added to **SECTION II – WHO IS AN INSURED**:

Any governmental entity that has issued a permit or authorization with respect to premises owned or occupied by, or rented or loaned to, you and that you are required by any ordinance, law, building code or written contract or agreement to include as an additional insured on this Coverage Part is an insured, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" arising out of the existence, ownership, use, maintenance, repair, construction, erection or removal of any of the following for which that governmental entity has issued such permit or authorization: advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hoist away

openings, sidewalk vaults, elevators, street banners or decorations.

### I. BLANKET ADDITIONAL INSURED – GOVERNMENTAL ENTITIES – PERMITS OR AUTHORIZATIONS RELATING TO OPERATIONS

The following is added to **SECTION II – WHO IS AN INSURED**:

Any governmental entity that has issued a permit or authorization with respect to operations performed by you or on your behalf and that you are required by any ordinance, law, building code or written contract or agreement to include as an additional insured on this Coverage Part is an insured, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" arising out of such operations.

The insurance provided to such governmental entity does not apply to:

- a. Any "bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the governmental entity; or
- b. Any "bodily injury" or "property damage" included in the "products-completed operations hazard".

### J. INCIDENTAL MEDICAL MALPRACTICE

1. The following replaces Paragraph **b.** of the definition of "occurrence" in the **DEFINITIONS** Section:

- b. An act or omission committed in providing or failing to provide "incidental medical services", first aid or "Good Samaritan services" to a person, unless you are in the business or occupation of providing professional health care services.

2. The following replaces the last paragraph of Paragraph **2.a.(1)** of **SECTION II – WHO IS AN INSURED**:

Unless you are in the business or occupation of providing professional health care services, Paragraphs **(1)(a)**, **(b)**, **(c)** and **(d)** above do not apply to "bodily injury" arising out of providing or failing to provide:

- (a) "Incidental medical services" by any of your "employees" who is a nurse, nurse assistant, emergency medical technician, paramedic, athletic trainer, audiologist, dietician, nutritionist,

occupational therapist or occupational therapy assistant, physical therapist or speech-language pathologist; or

- (b) First aid or "Good Samaritan services" by any of your "employees" or "volunteer workers", other than an employed or volunteer doctor. Any such "employees" or "volunteer workers" providing or failing to provide first aid or "Good Samaritan services" during their work hours for you will be deemed to be acting within the scope of their employment by you or performing duties related to the conduct of your business.

- 3. The following replaces the last sentence of Paragraph 5. of **SECTION III – LIMITS OF INSURANCE:**

For the purposes of determining the applicable Each Occurrence Limit, all related acts or omissions committed in providing or failing to provide "incidental medical services", first aid or "Good Samaritan services" to any one person will be deemed to be one "occurrence".

- 4. The following exclusion is added to Paragraph 2., **Exclusions**, of **SECTION I – COVERAGES – COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE LIABILITY:**

**Sale Of Pharmaceuticals**

"Bodily injury" or "property damage" arising out of the violation of a penal statute or ordinance relating to the sale of pharmaceuticals committed by, or with the knowledge or consent of the insured.

- 5. The following is added to the **DEFINITIONS** Section:

"Incidental medical services" means:

- a. Medical, surgical, dental, laboratory, x-ray or nursing service or treatment, advice or instruction, or the related furnishing of food or beverages; or
- b. The furnishing or dispensing of drugs or medical, dental, or surgical supplies or appliances.

- 6. The following is added to Paragraph 4.b., **Excess Insurance**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS:**

This insurance is excess over any valid and collectible other insurance, whether primary, excess, contingent or on any other basis,

that is available to any of your "employees" for "bodily injury" that arises out of providing or failing to provide "incidental medical services" to any person to the extent not subject to Paragraph 2.a.(1) of Section II – Who Is An Insured.

**K. MEDICAL PAYMENTS – INCREASED LIMIT**

The following replaces Paragraph 7. of **SECTION III – LIMITS OF INSURANCE:**

- 7. Subject to Paragraph 5. above, the Medical Expense Limit is the most we will pay under Coverage C for all medical expenses because of "bodily injury" sustained by any one person, and will be the higher of:

- a. \$10,000; or
- b. The amount shown in the Declarations of this Coverage Part for Medical Expense Limit.

**L. AMENDMENT OF EXCESS INSURANCE CONDITION – PROFESSIONAL LIABILITY**

The following is added to Paragraph 4.b., **Excess Insurance**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS:**

This insurance is excess over any of the other insurance, whether primary, excess, contingent or on any other basis, that is Professional Liability or similar coverage, to the extent the loss is not subject to the professional services exclusion of Coverage A or Coverage B.

**M. BLANKET WAIVER OF SUBROGATION – WHEN REQUIRED BY WRITTEN CONTRACT OR AGREEMENT**

The following is added to Paragraph 8., **Transfer Of Rights Of Recovery Against Others To Us**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS:**

If the insured has agreed in a written contract or agreement to waive that insured's right of recovery against any person or organization, we waive our right of recovery against such person or organization, but only for payments we make because of:

- a. "Bodily injury" or "property damage" that occurs; or
- b. "Personal and advertising injury" caused by an offense that is committed;

subsequent to the signing of that contract or agreement.

**N. CONTRACTUAL LIABILITY – RAILROADS**

1. The following replaces Paragraph **c.** of the definition of "insured contract" in the **DEFINITIONS** Section:
  - c.** Any easement or license agreement;
2. Paragraph **f.(1)** of the definition of "insured contract" in the **DEFINITIONS** Section is deleted.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

# **DESIGNATED PERSON OR ORGANIZATION – NOTICE OF CANCELLATION PROVIDED BY US**

This endorsement modifies insurance provided under the following:

ALL COVERAGE PARTS INCLUDED IN THIS POLICY

**SCHEDULE**

**CANCELLATION:**

**Number of Days Notice:**

**30**

**PERSON OR ORGANIZATION:**

ANY PERSON OR ORGANIZATION  
(CONTINUED ON IL T8 03)

**ADDRESS:**

(CONTINUED ON IL T8 03)

POMPANO BEACH  
FL  
33060

**PROVISIONS**

If we cancel this policy for any legally permitted reason other than nonpayment of premium, and a number of days is shown for Cancellation in the Schedule above, we will mail notice of cancellation to the person or organization shown in such Schedule. We will mail such notice to the address shown in the Schedule above at least the number of days shown for Cancellation in such Schedule before the effective date of cancellation.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **BUSINESS AUTO EXTENSION ENDORSEMENT – FLORIDA**

This endorsement modifies insurance provided under the following:

**BUSINESS AUTO COVERAGE FORM**

**GENERAL DESCRIPTION OF COVERAGE** – This endorsement broadens coverage. However, coverage for any injury, damage or medical expenses described in any of the provisions of this endorsement may be excluded or limited by another endorsement to the Coverage Part, and these coverage broadening provisions do not apply to the extent that coverage is excluded or limited by such an endorsement. The following listing is a general coverage description only. Limitations and exclusions may apply to these coverages. Read all the provisions of this endorsement and the rest of your policy carefully to determine rights, duties, and what is and is not covered.

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><b>A. BROAD FORM NAMED INSURED</b></li> <li><b>B. BLANKET ADDITIONAL INSURED</b></li> <li><b>C. EMPLOYEE HIRED AUTO</b></li> <li><b>D. EMPLOYEES AS INSURED</b></li> <li><b>E. SUPPLEMENTARY PAYMENTS – INCREASED LIMITS</b></li> <li><b>F. HIRED AUTO – LIMITED WORLDWIDE COVERAGE – INDEMNITY BASIS</b></li> <li><b>G. WAIVER OF DEDUCTIBLE – GLASS</b></li> </ul> | <ul style="list-style-type: none"> <li><b>H. HIRED AUTO PHYSICAL DAMAGE – LOSS OF USE – INCREASED LIMIT</b></li> <li><b>I. PHYSICAL DAMAGE – TRANSPORTATION EXPENSES – INCREASED LIMIT</b></li> <li><b>J. PERSONAL PROPERTY</b></li> <li><b>K. AIRBAGS</b></li> <li><b>L. NOTICE AND KNOWLEDGE OF ACCIDENT OR LOSS</b></li> <li><b>M. BLANKET WAIVER OF SUBROGATION</b></li> <li><b>N. UNINTENTIONAL ERRORS OR OMISSIONS</b></li> </ul> |
|---|---|

### **PROVISIONS**

#### **A. BROAD FORM NAMED INSURED**

The following is added to Paragraph **A.1., Who Is An Insured**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

Any organization you newly acquire or form during the policy period over which you maintain 50% or more ownership interest and that is not separately insured for Business Auto Coverage. Coverage under this provision is afforded only until the 180th day after you acquire or form the organization or the end of the policy period, whichever is earlier.

#### **B. BLANKET ADDITIONAL INSURED**

The following is added to Paragraph **c.** in **A.1., Who Is An Insured**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

Any person or organization who is required under a written contract or agreement between you and that person or organization, that is signed and executed by you before the "bodily injury" or "property damage" occurs and that is in effect

during the policy period, to be named as an additional insured is an "insured" for Covered Autos Liability Coverage, but only for damages to which this insurance applies and only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Section II.

#### **C. EMPLOYEE HIRED AUTO**

1. The following is added to Paragraph **A.1., Who Is An Insured**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

An "employee" of yours is an "insured" while operating an "auto" hired or rented under a contract or agreement in an "employee's" name, with your permission, while performing duties related to the conduct of your business.

2. The following replaces Paragraph **b.** in **B.5., Other Insurance**, of **SECTION IV – BUSINESS AUTO CONDITIONS**:

**b.** For Hired Auto Physical Damage Coverage, the following are deemed to be covered "autos" you own:

## COMMERCIAL AUTO

- (1) Any covered "auto" you lease, hire, rent or borrow; and
- (2) Any covered "auto" hired or rented by your "employee" under a contract in an "employee's" name, with your permission, while performing duties related to the conduct of your business.

However, any "auto" that is leased, hired, rented or borrowed with a driver is not a covered "auto".

### D. EMPLOYEES AS INSURED

The following is added to Paragraph A.1., **Who Is An Insured**, of SECTION II – COVERED AUTOS LIABILITY COVERAGE:

Any "employee" of yours is an "insured" while using a covered "auto" you don't own, hire or borrow in your business or your personal affairs.

### E. SUPPLEMENTARY PAYMENTS – INCREASED LIMITS

1. The following replaces Paragraph A.2.a.(2), of SECTION II – COVERED AUTOS LIABILITY COVERAGE:

(2) Up to \$3,000 for cost of bail bonds (including bonds for related traffic law violations) required because of an "accident" we cover. We do not have to furnish these bonds.

2. The following replaces Paragraph A.2.a.(4), of SECTION II – COVERED AUTOS LIABILITY COVERAGE:

(4) All reasonable expenses incurred by the "insured" at our request, including actual loss of earnings up to \$500 a day because of time off from work.

### F. HIRED AUTO – LIMITED WORLDWIDE COVERAGE – INDEMNITY BASIS

The following replaces Subparagraph (5) in Paragraph B.7., **Policy Period, Coverage Territory**, of SECTION IV – BUSINESS AUTO CONDITIONS:

(5) Anywhere in the world, except any country or jurisdiction while any trade sanction, embargo, or similar regulation imposed by the United States of America applies to and prohibits the transaction of business with or within such country or jurisdiction, for Covered Autos Liability Coverage for any covered "auto" that you lease, hire, rent or borrow without a driver for a period of 30

days or less and that is not an "auto" you lease, hire, rent or borrow from any of your "employees", partners (if you are a partnership), members (if you are a limited liability company) or members of their households.

(a) With respect to any claim made or "suit" brought outside the United States of America, the territories and possessions of the United States of America, Puerto Rico and Canada:

(i) You must arrange to defend the "insured" against, and investigate or settle any such claim or "suit" and keep us advised of all proceedings and actions.

(ii) Neither you nor any other involved "insured" will make any settlement without our consent.

(iii) We may, at our discretion, participate in defending the "insured" against, or in the settlement of, any claim or "suit".

(iv) We will reimburse the "insured" for sums that the "insured" legally must pay as damages because of "bodily injury" or "property damage" to which this insurance applies, that the "insured" pays with our consent, but only up to the limit described in Paragraph C., Limits Of Insurance, of SECTION II – COVERED AUTOS LIABILITY COVERAGE.

(v) We will reimburse the "insured" for the reasonable expenses incurred with our consent for your investigation of such claims and your defense of the "insured" against any such "suit", but only up to and included within the limit described in Paragraph C., Limits Of Insurance, of SECTION II – COVERED AUTOS LIABILITY COVERAGE, and not in addition to such limit. Our duty to make such payments ends when we have used up the applicable limit of insurance in payments for damages, settlements or defense expenses.

(b) This insurance is excess over any valid and collectible other insurance available to the "insured" whether primary, excess contingent or on any other basis.

- (c) This insurance is not a substitute for required or compulsory insurance in any country outside the United States, its territories and possessions, Puerto Rico and Canada.

You agree to maintain all required or compulsory insurance in any such country up to the minimum limits required by local law. Your failure to comply with compulsory insurance requirements will not invalidate the coverage afforded by this policy, but we will only be liable to the same extent we would have been liable had you complied with the compulsory insurance requirements.

- (d) It is understood that we are not an admitted or authorized insurer outside the United States of America, its territories and possessions, Puerto Rico and Canada. We assume no responsibility for the furnishing of certificates of insurance, or for compliance in any way with the laws of other countries relating to insurance.

**G. WAIVER OF DEDUCTIBLE – GLASS**

The following is added to Paragraph **D.**, **Deductible**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

No deductible applies under Specified Causes of Loss or Comprehensive coverage for "loss" to glass used in the windshield.

**H. HIRED AUTO PHYSICAL DAMAGE – LOSS OF USE – INCREASED LIMIT**

The following replaces the last sentence of Paragraph **A.4.b.**, **Loss Of Use Expenses**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

However, the most we will pay for any expenses for loss of use is \$65 per day, to a maximum of \$750 for any one "accident".

**I. PHYSICAL DAMAGE – TRANSPORTATION EXPENSES – INCREASED LIMIT**

The following replaces the first sentence in Paragraph **A.4.a.**, **Transportation Expenses**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

We will pay up to \$50 per day to a maximum of \$1,500 for temporary transportation expense incurred by you because of the total theft of a covered "auto" of the private passenger type.

**J. PERSONAL PROPERTY**

The following is added to Paragraph **A.4.**, **Coverage Extensions**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

**Personal Property**

We will pay up to \$400 for "loss" to wearing apparel and other personal property which is:

- (1) Owned by an "insured"; and
- (2) In or on your covered "auto".

This coverage applies only in the event of a total theft of your covered "auto".

No deductibles apply to this Personal Property coverage.

**K. AIRBAGS**

The following is added to Paragraph **B.3.**, **Exclusions**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

Exclusion **3.a.** does not apply to "loss" to one or more airbags in a covered "auto" you own that inflate due to a cause other than a cause of "loss" set forth in Paragraphs **A.1.b.** and **A.1.c.**, but only:

- a. If that "auto" is a covered "auto" for Comprehensive Coverage under this policy;
  - b. The airbags are not covered under any warranty; and
  - c. The airbags were not intentionally inflated.
- We will pay up to a maximum of \$1,000 for any one "loss".

**L. NOTICE AND KNOWLEDGE OF ACCIDENT OR LOSS**

The following is added to Paragraph **A.2.a.**, of **SECTION IV – BUSINESS AUTO CONDITIONS**:

Your duty to give us or our authorized representative prompt notice of the "accident" or "loss" applies only when the "accident" or "loss" is known to:

- (a) You (if you are an individual);
- (b) A partner (if you are a partnership);
- (c) A member (if you are a limited liability company);
- (d) An executive officer, director or insurance manager (if you are a corporation or other organization); or
- (e) Any "employee" authorized by you to give notice of the "accident" or "loss".

**M. BLANKET WAIVER OF SUBROGATION**

The following replaces Paragraph **A.5., Transfer Of Rights Of Recovery Against Others To Us**, of **SECTION IV – BUSINESS AUTO CONDITIONS**:

**5. Transfer Of Rights Of Recovery Against Others To Us**

We waive any right of recovery we may have against any person or organization to the extent required of you by a written contract signed and executed prior to any "accident" or "loss", provided that the "accident" or "loss" arises out of operations contemplated

by such contract. The waiver applies only to the person or organization designated in such contract.

**N. UNINTENTIONAL ERRORS OR OMISSIONS**

The following is added to Paragraph **B.2., Concealment, Misrepresentation, Or Fraud**, of **SECTION IV – BUSINESS AUTO CONDITIONS**:

The unintentional omission of, or unintentional error in, any information given by you shall not prejudice your rights under this insurance. However this provision does not affect our right to collect additional premium or exercise our right of cancellation or non-renewal.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

# **DESIGNATED PERSON OR ORGANIZATION – NOTICE OF CANCELLATION PROVIDED BY US**

This endorsement modifies insurance provided under the following:

ALL COVERAGE PARTS INCLUDED IN THIS POLICY

### **SCHEDULE**

**CANCELLATION:** **Number of Days Notice:** 30

### **PERSON OR**

**ORGANIZATION:** ANY PERSON OR ORGANIZATION TO WHOM YOU HAVE AGREED IN A WRITTEN CONTRACT THAT NOTICE OF CANCELLATION OF THIS POLICY WILL BE GIVEN, BUT ONLY IF:

1. YOU SEND US A WRITTEN REQUEST TO PROVIDE SUCH NOTICE, INCLUDING THE NAME AND ADDRESS OF SUCH PERSON OR ORGANIZATION, AFTER THE FIRST NAMED INSURED RECEIVES NOTICE FROM US OF THE CANCELLATION OF THIS POLICY; AND
2. WE RECEIVE SUCH WRITTEN REQUEST AT LEAST 14 DAYS BEFORE THE BEGINNING OF THE APPLICABLE NUMBER OF DAYS SHOWN IN THIS SCHEDULE.

### **ADDRESS:**

THE ADDRESS FOR THAT PERSON OR ORGANIZATION INCLUDED IN SUCH WRITTEN REQUEST FROM YOU TO US.

### **PROVISIONS**

If we cancel this policy for any legally permitted reason other than nonpayment of premium, and a number of days is shown for Cancellation in the Schedule above, we will mail notice of cancellation to the person or organization shown in such Schedule. We will mail such notice to the address shown in the Schedule above at least the number of days shown for Cancellation in such Schedule before the effective date of cancellation.

POLICY NUMBER: UB-A6435131-26-43-G

## **WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT**

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit any one not named in the Schedule.

### **SCHEDULE**

**DESIGNATED PERSON:**

**DESIGNATED ORGANIZATION:**

ANY PERSON OR ORGANIZATION FOR WHICH THE INSURED HAS AGREED  
BY WRITTEN CONTRACT EXECUTED PRIOR TO LOSS TO FURNISH THIS  
WAIVER.

POLICY NUMBER: UB-A6435131-26-43-G

**NOTICE OF CANCELLATION  
 TO DESIGNATED PERSONS OR ORGANIZATIONS**

The following is added to PART SIX – CONDITIONS :

**Notice Of Cancellation To Designated Persons Or Organizations**

If we cancel this policy for any reason other than non-payment of premium by you, we will provide notice of such cancellation to each person or organization designated in the Schedule below. We will mail or deliver such notice to each person or organization at its listed address at least the number of days shown for that person or organization before the cancellation is to take effect.

You are responsible for providing us with the information necessary to accurately complete the Schedule below. If we cannot mail or deliver a notice of cancellation to a designated person or organization because the name or address of such designated person or organization provided to us is not accurate or complete, we have no responsibility to mail, deliver or otherwise notify such designated person or organization of the cancellation.

**SCHEDULE**

<b>Name and Address of Designated Persons or Organizations:</b>	<b>Number of Days Notice</b>
"ANY PERSON OR ORGANIZATION WITH WHOM YOU HAVE AGREED IN A WRITTEN CONTRACT THAT NOTICE OF CANCELLATION OF THIS POLICY WILL BE GIVEN, BUT ONLY IF: 1. YOU SEE TO IT THAT WE RECEIVE A WRITTEN REQUEST TO PROVIDE SUCH NOTICE, INCLUDING THE NAME AND ADDRESS OF SUCH PERSON OR ORGANIZATION, AFTER THE FIRST NAMED INSURED RECEIVES NOTICE FROM US OF THE CANCELLATION OF THIS POLICY; AND 2. WE RECEIVE SUCH WRITTEN REQUEST AT LEAST 14 DAYS BEFORE THE BEGINNING OF THE APPLICABLE NUMBER OF DAYS SHOWN IN THIS ENDORSEMENT."	30

ADDRESS: "THE ADDRESS FOR THAT PERSON OR ORGANIZATION INCLUDED IN SUCH WRITTEN REQUEST FROM YOU TO US."

All other terms and conditions of this policy remain unchanged.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

**(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)**

Endorsement Effective Insured

Policy No.

Endorsement No. Premium \$

Insurance Company

Countersigned by \_\_\_\_\_