



Florida's Warmest Welcome

**CITY OF POMPANO BEACH
REQUEST FOR LETTERS OF INTEREST
E-31-18**

GENERAL COMPREHENSIVE PLAN UPDATE (REBID)

**RLI OPENING: August 2, 2018, 2:00 P.M.
PURCHASING OFFICE
1190 N.E. 3RD AVENUE, BUILDING C (Front)
POMPANO BEACH, FLORIDA 33060**

July 2, 2018

CITY OF POMPANO BEACH, FLORIDA
REQUEST FOR LETTERS OF INTEREST (RLI)
E-31-18
GENERAL COMPREHENSIVE PLAN UPDATE (REBID)

Pursuant to Florida Statutes Chapter 287.055 "Consultants' Competitive Negotiation Act" the City of Pompano Beach invites professional planning, architectural, landscape architecture, land surveying-mapping and engineering firms to submit Letters of Interest, qualifications and experience for consideration to provide Comprehensive Plan Update services to the City of Pompano Beach.

The City will receive sealed proposals until **2:00 p.m. (local), August 2, 2018**. Proposals must be submitted electronically through the eBid System on or before the due date/time stated above. 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 Proposer.

The City intends to issue a single contract to a planning, engineering, architecture, landscape architecture, land surveying-mapping firm to provide professional consulting services to the City for the Comprehensive Plan Update. The project budget is approximately \$100,000 in consulting fees, which are budgeted in the current 2017-18 fiscal year.

Proposer must be registered on the City's eBid System in order 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/CurrentSourcingEvents.aspx>. The City is not responsible for the accuracy or completeness of any documentation the Proposer receives from any source other than from the eBid System. Proposer is solely responsible for downloading all required documents. Responses will be electronically unsealed in a public forum and read aloud.

Introduction

Comprehensive Plan Text Updates

The City is seeking consulting services to provide updated data and analysis for the general Comprehensive Plan update to assist City Staff who will be preparing the updated goals, objectives and policies based on the updated data and analysis. The updates to the data and analysis should include: updated population projections based on studies provided by the City (BEBR and County projections); changes that reflect current local conditions; information and policy direction associated with the Broward NEXT planning initiative; updates to affordable housing needs and policy approach based on recent housing studies prepared for the City and recommended approach to comply with Broward County affordable housing policy; incorporate corridor redevelopment initiatives, as appropriate; prepare a new intergovernmental coordination and climate change element (data and analysis and goals, objectives and

policies); incorporate the City's new Public Art program and Master Plan; incorporate the City's Parks and Recreation Master Plan; incorporate the City's water, wastewater and stormwater master plans, incorporate the City's Strategic Plan, as appropriate; incorporate the City's historic preservation plans and studies, as appropriate and incorporate data and analysis to support adoption of sea level rise adaptation and sustainability goals, objectives and policies as a theme throughout the Plan. A qualified firm is needed to prepare these text amendments.

Comprehensive Plan Future Land Use Map (FLUM) Review and Recommendations

The City staff has identified several areas where the future land use map (FLUM) and existing zoning and actual development are not consistent. For example, there are areas on the barrier island that have a commercial land use with residential zoning and residential development. Several areas along Dixie Highway and in the northwest community have mismatched land use and zoning as compared to existing development. It is the City's desire to have a consultant perform a thorough review of the FLUM to identify the areas of inconsistency, determine if the County's Land Use Plan also has the inconsistent land use designation and prepare a report with corrective recommendations for these inconsistencies. The actual Comprehensive Plan amendment process to do these corrections are not part of this scope of services.

1. Scope Of Services

The successful proposer will be responsible for providing, at a minimum, the following:

- a. Summary description of priorities set out in the adopted Comprehensive Plan Elements and analysis of adopted Capital Improvements Plan to determine if capital investment supports those priorities. This summary can be presented to Staff at a project kickoff meeting and discussed to get staff's interpretation on the applicability of that direction. Department representatives from most City departments should attend the kick-off meeting (primarily those on the City's Development Review Committee DRC).
- b. Background Data and Analysis: This section should be updated to meet all of the following needs. The Consultants will provide the data and analysis necessary to make adaptation to sea level rise and sustainability a unifying theme throughout every element in the Comprehensive Plan through the 2040 planning horizon.

New information must be provided to update the data and analysis for the items requested in the Broward County Land Use Amendment (LUPA) Application which is in the process of being updated by the County based on Broward Next. The County LUPA Application is currently used by the City for both Local only and County/Local Land Use Plan Amendments.

Population and demographic analysis and population projections should be based on a blend of County and BEBR projections to the 2025 and 2040 Planning Horizon. The housing needs analysis should be based on these blended population projections. The land use analysis of buildout entitlements

will be based on the adopted future land use map and its adequacy to meet future housing needs. The infrastructure needs analysis will be based on sea level rise issues (flooding/drainage, fresh water supply) as well as population projections and adopted level of service standards for water, wastewater, solid waste, education (public schools) and parks and recreation (taking adopted Master Plans into consideration). This analysis should identify anticipated Adaptation Action Areas (AAA) and public facility needs based on both sustainability and projected growth and be consistent with applicable adopted master plans. Historic resource analysis should be based on existing studies and secondary data sources. A summary of needs through 2040 based on this background data and analysis should be provided in each element.

An analysis of Broward Next, what changes it will bring to the planning process and how it will be incorporated into the City's Plan should be part of the background data and analysis for this plan update. The Proposer should include meetings with City and BCPC staff to ensure a full understanding of Broward Next and to incorporate all required aspects into the City's Plan.

The Plan Implementation Requirements section of the City's Future Land Use Element predominantly reflects the Broward County policies for land use plan implementation as reflected in the County's Administrative Rules document (particularly policies related to flex provisions). That section of the Plan needs to be updated not only for Broward Next, but also to remove other outdated requirements that have been carried forward from the original Plan adoption based on the now repealed Rule 9J-5 that are not necessarily still applicable. The Plan Implementation Requirements section also contains the text amendments for the City's transit oriented mixed-use districts. Any changes in this text to be consistent with the County's Plan for those districts will be completed when this plan section is updated.

New Elements: Goals, objectives and policies for a new Intergovernmental Coordination Element and new Climate Change Element are requested as well as the Background Data and Analysis and for these two new elements. The City's adopted Stormwater Management Master Plan includes sea level rise data and maps that can be incorporated into the Climate Change Element. Coordination with the County is required for the Climate Change Element to ensure their expectations, particularly related to tidal flooding, sea wall heights and finished floor elevations, are met through the GOPs proposed for this Element.

- c. Interviews should be conducted with key staff, elected officials, P&Z Board members, EDC Board members, Architectural Advisory Board members and other key community stakeholders to review adopted Comp plan priorities and determine if this direction is still appropriate and how it should be changed or reprioritized.
- d. Public Outreach should be conducted as part of the data and analysis phase to solicit community input and should be repeated at the draft plan phase to present primary changes in direction to address sea level rise, sustainability and growth. A description of the design and outcome of the outreach meetings should be

included with the Data and Analysis deliverable to be transmitted with the Plan Element updates.

- e. Goals, Objectives and Policy Updates – Based on the data and analysis updates provided by the Consultants, City staff will provide the updates to the goals, objectives and policies (GOPs) for currently adopted plan elements: Land Use, Transportation, Housing, Potable Water, Sanitary Sewer, Solid Waste, Drainage, Public Schools, Conservation, Coastal Zone, Recreation and Open Space, and Capital Improvements. The Consultants will provide initial recommendations on GOPs for the new elements (Climate Change and Intergovernmental Coordination) based on the data and analysis for those elements.
- f. Adopted Map Updates: The future conditions maps that are adopted as part of the adopted Comprehensive Plan (Future Land Use Map, Major Thoroughfares, Functional Classifications and Number of Lanes; Transit Facilities; Bike Ways and Sidewalks) should be updated for inclusion in the adoption document. Note that the transportation maps should be modernized to reflect the current movement toward Complete Streets and should utilize FDOT's new design manual roadway classifications that reflect the Complete Streets initiative. Any other maps that the Consultant feels should be updated (such as Parks and Recreation maps, Flood Zone/Sea Level Rise maps, etc.) as part of the background data and analysis should be determined as the project is completed. If the Consultant feels it is necessary, a set-aside of funds should be established in the Consultant's scope to pay for additional map updates but this amount should be included within the 2017-18 budgeted amount for this project (\$100,000).
- g. FLUM and Zoning Mismatches and Comparison to County Land Use Designations: The consultant will identify mismatched land use and zoning designations on the City's adopted Future Land Use Map (FLUM) and provide a description of the development conditions and determine if the County's Plan would also need to be amended to correct these mismatches. A report of the anomalies will be presented to Staff along with their significance and methods available to correct the mismatch and the relevance of making these corrections. Those properties that require additional research to determine if the inconsistencies result from a flex allocation should be identified and Staff will work with the Consultant on those properties.

Meeting with Staff: A kick-off meeting with Staff will be required and Staff will provide an initial list of known anomalies related to the FLUM. The GIS map layers for land use and zoning will be provided to the Consultant for further comparison and research.

2. Tasks/Deliverables

- a. Background Data and Analysis Report to include the outcome of items a-d in the Scope of Services. This document should be prepared to support the update of the goals, objectives and policies in the Comp Plan and provide the infrastructure information requested in the County/City LUPA Application. The first draft of the report should be prepared either before or after the suggested interviews and

updated to include the results of the interviews and outreach process. The final version will serve as the Data and Analysis to support the Comp Plan updates and will be transmitted along with the adopted updates to the Comp Plan GOPs. Assume a draft and final version of both the pre-outreach and post-outreach Data and Analysis report.

- b. Staff will prepare and process amendments to the Land Use, Transportation, Housing, Potable Water, Sanitary Sewer, Solid Waste, Drainage, Public Schools, Conservation, Coastal Zone, Recreation and Open Space, and Capital Improvements element GOPs based on the supporting Data and Analysis update provided by the Consultant. Staff will review the recommended GOPs in the two new elements and prepare and process any revisions to the new Intergovernmental Coordination and Climate Change Element GOPs based on the Data and Analysis provided by the Consultant. Assumptions regarding the number of drafts, meetings and schedule related to providing the data and analysis, maps, outreach process and recommended GOPs for these elements should be described in the proposer's project approach and schedule.
- c. Public Outreach and attendance at Public Hearings, including at a minimum 2 community-wide stakeholder meetings, 1 Planning and Zoning Board Workshop, 1 City Commission Workshop, 1 Planning and Zoning Board hearing and 2 City Commission hearings. Staff will handle submittal to DEO and other review agencies during the transmittal period. Typically, Broward County is one of the reviewers during the transmittal process and hearings at the County are not required for text amendments to municipal Comprehensive Plans. Staff will handle the post-adoption Future Land Use Element recertification with the Broward County Planning Council.
- d. The Future Land Use Map (FLUM) review deliverable will include a report with each potential amendment identified with details including, but not necessarily limited to:
 - (1) City/County amendment or just a City amendment;
 - (2) acreage;
 - (3) current land use and zoning;
 - (4) existing development on the site;
 - (5) proposed land use and zoning (if different);
 - (6) general concurrency assessment meaning if correcting the mismatch will cause a "paper" increase or decrease in public facility demands;
 - (7) County fee estimates to process the City/County amendments in a corrective package.

3. **Resources Available**

Available resources include:

- Adopted Comprehensive Plan
- Zoning Code
- Strategic Plan
- Adopted Corridor Studies for Dixie Highway, Atlantic Blvd, and Federal Highway
- City of Pompano Beach Public Art Master Plan
- City of Pompano Beach Parks and Recreation Master Plan

- City of Pompano Beach Water, Wastewater and Stormwater Master Plans
- City of Pompano Beach Complete Streets Manual
- City of Pompano Beach CPTED Manual
- Draft Sustainability Manual
- Draft Neighborhood Plans
- Lambert Advisory Economic Development Reports
- Broward NEXT
- City Housing Plans:
- Draft Affordable Housing Study
- Affordable Housing Fee Methodology Report, December 2013
- State Housing Initiative Partnership (SHIP) Program, First Amendment to Local Housing Assistance Plan, June 2015
- 2015 – 2019 Consolidated Plan, Office of Housing and Urban Improvement
- Analysis to Impediments to Fair Housing Choice, Office of Housing and Urban Improvement, June 2015
- CRA Plans:
 - East CRA Plan
 - ETOC Master Plan
 - Downtown Pompano Connectivity Plan
 - Downtown Pompano Master Plan
 - Needs Assessment for Facilities and Cultural Programming
 - Preliminary Cultural Facilities Space Planning
 - Downtown Pompano Redevelopment Market Assessment
 - Technical Assistance Panel for The City of Pompano Beach, Florida, Northwest Community Redevelopment Agency drafted by the ULI, August, 2011

Firms should have previous municipal and Broward County planning experience and, if applicable, must be licensed to practice in the State of Florida, according to any applicable Florida State Statute.

4. **Local Business Program**

On March 13, 2018, the City Commission approved Ordinance 2018-112, 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:

- a. **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.

- b. **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.
- c. **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 by selecting the Pompano Beach Business Directory in the Shop Pompano! section.

The City of Pompano Beach is **strongly committed** to insuring 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.

The required goal for this RLI is 15% for Local Vendors.

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 preferences follows:

For evaluation purposes, the Tier 1 and Tier 2 businesses shall be a criterion for award in this Request for Proposal (RLI). No business may qualify for more than one tier level.

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.

5. Proposal Submission/Format Requirements

Sealed proposals shall be submitted electronically through the eBid System on or before the due date/time stated above. Proposer shall upload response as one (1) file to the eBid System. The file size for uploads is limited to 100 MB. If the file size exceeds 100 MB the response must be split and uploaded as two (2) separate files.

Information to be included in the proposal: In order to maintain comparability and expedite the review process, it is required that proposals be organized in the manner specified below, with the sections clearly labeled:

Title page:

Show the project name and number, the name of the Proposer's firm, address, telephone number, name of contact person and the date.

Table of Contents:

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

Letter of Interest:

A Letter of Interest, signed by an authorized representative of your firm, expressing your understanding of the project and expressing a positive commitment to provide the services described herein. In the letter, include:

- complete corporate name of the primary firm responding
- applicable Federal Tax Identification Number
- address
- telephone and fax numbers
- name, title, and email of the person to contact regarding your submission

NOTE: Please limit the above Letter of Interest to two pages.

Technical Approach:

Firms or teams shall submit their technical approach to the tasks described in the scope, including details of how each phase of the project will be completed, and how their firm proposes to maintain time schedules and cost controls.

Schedule:

Proposer shall provide a timeline that highlights proposed tasks that will meet all applicable deadlines.

Project Team Form:

Submit a completed "Project Team" form. The purpose of this form is to identify the key members of your team, including any specialty subconsultants.

Organizational Chart:

Specifically identify the management plan (if needed) and provide an organizational chart for the team. The proposer must describe at a minimum, the basic approach to these projects, to include reporting hierarchy of staff and sub-consultants, clarify the individual(s) responsible for the coordination of 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 section of this RLI. Include the experience of the prime consultants as well as other members of the project team; i.e., additional personnel, sub-consultants, branch office, team members, and other resources anticipated to be utilized for this project. Name specific projects (successfully completed within the past five years) where the team members have performed similar projects previously.

Resumes of Key Personnel

Include resumes for key personnel for prime and subconsultants.

References:

References for no more than three 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 respondent's activities in relation to the project.

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

Office Locations:

Identify the location of the office from which services will be rendered, and the number of professional and administrative staff at the prime office location. 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 firms are situated outside the local area, (Broward, Palm Beach, and Miami-Dade counties) include a brief statement as to whether the firm will arrange for a local office during the term of the contract, if necessary.

Local Businesses:

Completed Local Business program forms, Exhibits A-D.

Minority Business Enterprises:

It is the intent of the City of Pompano Beach to encourage minority and women owned firms to participate in the process. The methods by which this is accomplished should be developed and presented by the respondents in their submissions.

For any member of your team that is a certified Minority Business Enterprise (as defined by the State of Florida) you must include copies of their certifications for them to be considered toward Item 4 in the evaluation criteria. Complete Exhibit E and include all certificates in your electronic submittal.

Litigation:

Disclose any litigation within the past five (5) years arising out your firm's performance, including status/outcome.

City Forms:

Responses should include all City forms as stated above. Required forms must be completed and submitted electronically through the City's eBid System.

6. Insurance

The insurance described herein reflects the insurance requirements deemed necessary for this contract by the City. It is not necessary to have this level of insurance in effect at the time of submittal, but certificates indicating that the insurance is currently carried or a letter from the Carrier indicating upgrade ability will speed the review process to determine the most qualified Proposer.

The successful Proposer(s) shall not commence operations until certification or proof of insurance, detailing terms and provisions of coverage, has been received and approved by the City of Pompano Beach Risk Manager.

The following insurance coverage shall be required.

- a. Worker's Compensation Insurance covering all employees and providing benefits as required by Florida Statute, Chapter 440, regardless of the size of the company (number of employees). The Contractor further agrees to be responsible for employment, control and conduct of its employees and for any injury sustained by such employees in the course of their employment.

b. Liability Insurance

- 1) Naming the City of Pompano Beach as an additional insured, on General Liability Insurance only, in connection with work being done under this contract.
- 2) Such Liability insurance shall include the following checked types of insurance and indicated minimum policy limits.

LIMITS OF LIABILITY

Type of Insurance	each occurrence	aggregate
GENERAL LIABILITY: <i>MINIMUM \$1,000,000 per OCCURRENCE/\$2,000,000 AGGREGATE</i>		
* Policy to be written on a per claim incurred basis		
XX comprehensive form		
XX premises - operations	bodily injury	
— explosion & collapse		
— hazard	property damage	
— underground hazard		
— products/completed		
— operations hazard	bodily injury and	
XX contractual insurance	property damage	
XX broad form property	combined	
— damage		
XX independent contractors		
XX personal injury	personal injury	

AUTOMOBILE LIABILITY: *MINIMUM \$1,000,000 per OCCURRENCE/\$2,000,000 AGGREGATE*

	bodily injury	
	(each person)	
	bodily injury	
XX comprehensive form	(each accident)	
XX owned	property damage	
XX hired	bodily injury and	
XX non-owned	property damage	
	combined	

REAL & PERSONAL PROPERTY

XX comprehensive form Consultant must show proof they have this coverage.

EXCESS LIABILITY

XX	umbrella form	bodily injury and property damage		
XX	other than umbrella	combined	\$2,000,000.	\$2,000,000.

XX **PROFESSIONAL LIABILITY** \$2,000,000. \$2,000,000.

* Policy to be written on a per claims made basis

The certification or proof of insurance must contain a provision for notification to the City, and the City's contracted law enforcement provider if applicable, thirty (30) days in advance of any material change in coverage or cancellation.

The successful Proposer shall furnish to the City the certification or proof of insurance required by the provisions set forth above, within ten (10) days after notification of award of contract.

7. Selection/Evaluation Process

A Selection/Evaluation Committee will be appointed to select the most qualified firm(s). The Selection/Evaluation Committee will present their findings to the City Commission.

The Committee will rank responses based upon the following criteria.

	<u>Criteria</u>	<u>Point Range</u>
1	Experience and Expertise	0-35
	<ul style="list-style-type: none"> • Previous related work experience and qualifications of personnel assigned in comprehensive planning in Broward County, comprehensive planning in Florida, and comprehensive planning in coastal communities. • Previous related work experience and qualifications of personnel assigned in preparation of Comprehensive Plan Updates • Demonstrates a clear understanding of scope of work and other technical or legal issues related to the project. • Previous work experience in public outreach related to Comprehensive Planning. 	
2	References	0-15
	<ul style="list-style-type: none"> • History and performance of firm/project team on similar projects. • References and recommendations from previous clients. 	
3	Resources and Methodology	0-40
	<ul style="list-style-type: none"> • Adequacy of amount of quality resources assigned to the project. • Overall approach to project. • Consideration of services provided and approach to meeting goals and deadlines. 	
4	Minority/Small Business	0-5

Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)

5 Tier 1/Tier 2 Local Business

0-5

- 2.5 points for Tier 2 and 5 points for Tier 1

0-100

Value of Work Previously Awarded to Firm (Tie-breaker) - In the event of a tie, the firm with the lowest value of work as a prime contractor on City of Pompano Beach projects within the last five years will receive the higher ranking, the firm with the next lowest value of work shall receive the next highest ranking, and so on. The analysis of past work will be based on the City's Purchase Order and payment records.

The Committee has the option to use the above criteria for the initial ranking to short-list Proposers and to use an ordinal ranking system to score short-listed Proposers following presentations (if deemed necessary) with a score of "1" assigned to the short-listed Proposer deemed most qualified by the Committee.

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 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.

When more than three responses are received, the committee shall furnish the City Commission (for their approval) a listing, in ranked order, of no fewer than three firms deemed to be the most highly qualified to perform the service. If three or less firms respond to the RLI, the list will contain the ranking of all responses.

The City Commission has the authority to (including, but not limited to); approve the recommendation; reject the recommendation and direct staff to re-advertise the 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.

8. Hold Harmless and Indemnification

Proposer covenants and agrees that it will indemnify and hold harmless the City and all of its officers, agents, and employees from any claim, loss, damage, cost, charge or expense arising out of any act, action, neglect or omission by the Proposer, whether direct or indirect, or whether to any person or property to which the City or said parties may be subject, except that neither the Proposer nor any of its subcontractors will be liable under this section for damages arising out of injury or damage to persons or property directly caused by or resulting from the sole negligence of the City or any of its officers, agents or employees.

9. Retention of Records and Right to Access

The selected firm shall maintain during the term of the contract all books of account, receipt invoices, reports and records in accordance with generally accepted accounting practices and standards. The form of all records and reports shall be subject to the approval of the City's Internal Auditor. The selected firm must comply with the Internal Auditor's recommendation for changes, additions, or deletions. The City's Internal Auditor must be permitted during normal business hours to audit and examine the books of account, reports, and records relating to this contract. The selected firm shall maintain and make available such records and files for the duration of the contract and retain them until the expiration of three years after final payment under the contract.

10. Communications

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

11. No Discrimination

There shall be no discrimination as to race, sex, color, age, religion, or national origin in the operations conducted under any contract with the City.

12. Independent Contractor

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

13. Staff Assignment

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

14. Contract Terms

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

The contract shall include as a minimum, the entirety of this RLI document, together with the successful Proposer's proposal. Contract shall be prepared by the City of Pompano Beach City Attorney.

If the City of Pompano Beach 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, its employees, agents or servants during the performance of the contract, whether directly or indirectly, contractor agrees to reimburse the City of Pompano Beach for all expenses, attorney's fees, and court costs incurred in defending such claim, cause of action or lawsuit.

15. Waiver

It is agreed that no waiver or modification of the contract resulting from this RLI, 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, and that 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 this contract, or the right or obligations of any party under it, unless such waiver or modification is in writing, duly executed as above. The parties agree that the provisions of this paragraph may not be waived except by a duly executed writing.

16. Survivorship Rights

This contract resulting from this RLI shall be binding on and inure to the benefit of the respective parties and their executors, administrators, heirs, personal representative, successors and assigns.

17. Termination

The contract resulting from this RLI may be terminated by the City of Pompano Beach without cause upon providing contractor with a least sixty (60) days prior written notice.

Should either party fail to perform any of its obligations under the contract resulting from this RLI 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.

18. Manner of Performance

Proposer agrees to perform its duties and obligations under the contract resulting from this RLI in a professional manner and in accordance with all applicable local, federal and state laws, rules and regulations.

Proposer agrees that the services provided under the contract resulting from this RLI shall be provided by employees that are educated, trained and experienced, certified and licensed in all areas encompassed within their designated duties. Proposer agrees to furnish the City of Pompano Beach with all documentation, certification, authorization, license, permit, or registration currently required by applicable laws or rules and regulations. Proposer 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 license, permits, registration, authorization or certification required by applicable laws or regulations in full force and effect during the term of this contract.

Failure of Proposer to comply with this paragraph shall constitute a material breach of contract.

19. Acceptance Period

Proposals submitted in response to this RLI must be valid for a period no less than ninety (90) days from the closing date of this solicitation.

20. RLI Conditions and Provisions

The completed proposal (together with all required attachments) must be submitted electronically to City on or before the time and date stated herein. All Proposers, by electronic submission of a proposal, shall agree to comply with all of the conditions, requirements and instructions of this RLI as stated or implied herein. All proposals and supporting materials submitted will become the property of the City.

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

All Proposers are required to provide all information requested in this RLI. Failure to do so may result in disqualification of the proposal.

The City reserves the right to postpone or cancel this RLI, or reject all proposals, if in its sole discretion it deems it to be in the best interest of the City 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 contract for the items herein, in part or whole, if it is determined to be in the best interests of the City to do so.

The City shall not be liable for any costs incurred by the Proposer in the preparation of proposals or for any work performed in connection therein.

21. Standard Provisions

a. Governing Law

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

b. Licenses

In order to perform public work, the successful Proposer 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.

c. Conflict Of Interest

For purposes of determining any possible conflict of interest, each Proposer must disclose if any Elected Official, Appointed Official, or City Employee is also an owner, corporate officer, or an employee of the firm. If any Elected Official, Appointed Official, or City Employee is an owner, corporate officer, or an employee, the Proposer must file a statement with the Broward County Supervisor of Elections pursuant to §112.313, Florida Statutes.

d. Drug Free Workplace

The selected firm(s) will be required to verify they will operate a "Drug Free Workplace" as set forth in Florida Statute, 287.087.

e. Public Entity Crimes

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a 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, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statute, Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

f. Patent Fees, Royalties, And Licenses

If the selected Proposer requires or desires to use any design, trademark, device, material or process covered by letters of patent or copyright, the selected Proposer and his surety shall indemnify and hold harmless the City from any and all claims for infringement by reason 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 by reason of any infringement at any time during or after completion of the work.

g. Familiarity With Laws

It is assumed the selected firm(s) will be familiar with all federal, state and local laws, ordinances, rules and regulations that may affect its services pursuant to this RLI. Ignorance on the part of the firm will in no way relieve the firm from responsibility.

h. Withdrawal Of Proposals

A firm may withdraw its proposal without prejudice no later than the advertised deadline for submission of proposals by written communication to the General

Services Department, 1190 N.E. 3rd Avenue, Building C, Pompano Beach, Florida 33060.

i. Composition of Project Team

Firms 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 contract or written amendment to 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.

j. Invoicing/Payment

All invoices should be sent to City of Pompano Beach, Accounts Payable, P.O. Drawer 1300, Pompano Beach, Florida, 33061. In accordance with Florida Statutes, Chapter 218, payment will be made within 45 days after receipt of a proper invoice.

k. Public Records

1. The City of Pompano Beach is a public agency subject to Chapter 119, Florida Statutes. The Contractor shall comply with Florida's Public Records Law, as amended. Specifically, the Contractor shall:
 - a. Keep and maintain public records required by the City in order to perform the service;
 - b. Upon request from the City's custodian of public records, provide the City with a copy of requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law;
 - c. 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 Contractor does not transfer the records to the City; and
 - d. Upon completion of the contract, transfer, at no cost to the City, all public records in possession of the Contractor, or keep and maintain public records required by the City to perform the service. If the Contractor transfers all public records to the City upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor 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.

2. Failure of the Contractor to provide the above described public records to the City within a reasonable time may subject Contractor to penalties under 119.10, Florida Statutes, as amended.

PUBLIC RECORDS CUSTODIAN

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'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)

22. Questions and Communication

All questions regarding the RLI are to be submitted using the Questions feature in the eBid System. Questions must be received at least seven (7) calendar days before the scheduled solicitation opening. Oral and other interpretations or clarifications will be without legal effect. Addenda will be posted to the RLI solicitation in the eBid System, and it is the Proposer's responsibility to obtain all addenda before submitting a response to the solicitation.

23. Addenda

The issuance of a written addendum or posting of an answer in response to a question submitted using the Questions feature in the eBid System are the only official methods whereby interpretation, clarification, or additional information can be given. If any addenda are issued to this RFP solicitation the addendum will be issued via the eBid System. It shall be the responsibility of each Proposer, prior to submitting their response, to contact the City Purchasing Office at (954) 786-4098 to determine if addenda were issued and to make such addenda a part of their proposal. Addenda will be posted to the RLI solicitation in the eBid System.

24. Contractor Performance Report

The City will utilize the Contractor Performance Report to monitor and record the successful proposer's performance for the work specified by the contract. The Contractor Performance Report has been included as an exhibit to this solicitation.

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

PROJECT TEAM

RLI NUMBER _____

Federal I.D.# _____

PRIME

Role	Name of Individual Assigned to Project	Number of Years Experience	Education, Degrees
Principal-In-Charge	_____	_____	_____
Project Manager	_____	_____	_____
Asst. Project Manager	_____	_____	_____
Other Key Member	_____	_____	_____
Other Key Member	_____	_____	_____

SUB-CONSULTANT

Role	Company Name and Address of Office Handling This Project	Name of Individual Assigned to the Project
Surveying/Mapping	_____	_____
	_____	_____
Public Outreach	_____	_____
	_____	_____
Engineering	_____	_____
Transportation	_____	_____
	_____	_____
Other Key Member	_____	_____
	_____	_____
Other Key Member	_____	_____
	_____	_____

Exhibit – Contractor Performance Report



**City of Pompano Beach, Purchasing Division
1190 N.E. 3rd Avenue, Building C
Pompano Beach, Florida, 33060**

**CITY OF POMPANO BEACH
CONTRACTOR PERFORMANCE REPORT**

1. Report Period: from _____ to _____

2. Contract Period: from _____ to _____

3. Bid# & or P.O.#: _____

4. Contractor Name: _____

5. City Department: _____

6. Project Manager: _____

7. Scope of Work (Service Deliverables): _____

Exhibit – Contractor Performance Report

CATEGORY	RATING	COMMENTS
1. Quality Assurance/Quality Control - Product/Services of high quality - Proper oversight - Communication	Poor =1 Satisfactory =2 Excellent =3	
2. Record Keeping -Accurate record keeping -Proper invoicing -Testing results complete	Poor =1 Satisfactory =2 Excellent =3	
3. Close-Out Activities - Restoration/Cleanup - Deliverables met - Punch list items addressed	Poor =1 Satisfactory =2 Excellent =3	
4. Customer Service - City Personnel and Residents - Response time - Communication	Poor =1 Satisfactory =2 Excellent =3	
5. Cost Control - Monitoring subcontractors - Change-orders - Meeting budget	Poor =1 Satisfactory =2 Excellent =3	
6. Construction Schedule - Adherence to schedule - Time-extensions - Efficient use of resources	Poor =1 Satisfactory =2 Excellent =3	
SCORE	_____	ADD ABOVE RATINGS/DIVIDE TOTAL BY NUMBER OF CATEGORIES BEING RATED

RATINGS

Poor Performance (1.0 – 1.59): Marginally responsive, effective and/or efficient; delays require significant adjustments to programs; key employees marginally capable; customers somewhat satisfied.

Satisfactory Performance (1.6 – 2.59): Generally responsive, effective and/or efficient; delays are excusable and/or results in minor program adjustments; employees are capable and satisfactorily providing service without intervention; customers indicate satisfaction.

Excellent Performance (2.6 – 3.0): Immediately responsive; highly efficient and/or effective; no delays; key employees are experts and require minimal direction; customers expectations are exceeded.

Would you select/recommend this contractor again? _____ Yes _____ No

Please attach any supporting documents to this report to substantiate the ratings that have been provided.

Ratings completed by (print name)	Ratings completed by signature	Date
Department Head (print name)	Department Head Signature	Date
Vendor Representative (print name)	Contractor Representative Signature	Date

Comments, corrective actions etc., use additional page if necessary:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

REQUESTED INFORMATION BELOW IS ON THE MINORITY BUSINESS ENTERPRISE PARTICIPATION FORM ON THE BID ATTACHMENTS TAB. BIDDERS ARE TO COMPLETE FORM IN ITS ENTIRITY AND UPLOAD COMPLETED FORM TO THE EBID SYSTEM

EXHIBIT E

MINORITY BUSINESS ENTERPRISE PARTICIPATION

RLI # _____

List all members of your team that are a certified Minority Business Enterprise (as defined by the State of Florida.) You must include copies of the MBE certificates for each firm listed with your electronic submittal.

Name of Firm	Certificate Included?

BIDDERS ARE TO COMPLETE FORM AND UPLOAD COMPLETED FORM TO THE EBID SYSTEM

EXHIBIT E

MINORITY BUSINESS ENTERPRISE PARTICIPATION

RLI # _____

List all members of your team that are a certified Minority Business Enterprise (as defined by the State of Florida.) You must include copies of the MBE certificates for each firm listed with your electronic submittal.

Name of Firm	Certificate Included?

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

PROJECT TEAM

RLI NUMBER _____

Federal I.D.# _____

PRIME

Role	Name of Individual Assigned to Project	Number of Years Experience	Education, Degrees
Principal-In-Charge	_____	_____	_____
Project Manager	_____	_____	_____
Asst. Project Manager	_____	_____	_____
Other Key Member	_____	_____	_____
Other Key Member	_____	_____	_____

SUB-CONSULTANT

Role	Company Name and Address of Office Handling This Project	Name of Individual Assigned to the Project
Surveying	_____	_____
	_____	_____
Landscaping	_____	_____
	_____	_____
Engineering	_____	_____
	_____	_____
Other Key Member	_____	_____
	_____	_____
Other Key Member	_____	_____
	_____	_____
Other Key Member	_____	_____
	_____	_____
Other Key Member	_____	_____
	_____	_____

(use attachments if necessary)



**City of Pompano Beach, Purchasing Division
1190 N.E. 3rd Avenue, Building C
Pompano Beach, Florida, 33060**

July 31, 2018

ADDENDUM #1, BID E-31-18

General Comprehensive Plan Update - Rebid

To Whom It May Concern,

The following attachments have been added to the attachments tab of the eBid system:

Local Business Forms

Addendum #1 is posted on the City's eBid website: <http://pompanobeachfl.ionwave.net>. Acknowledge receipt of this Addendum using the Addendum Attribute on the Attributes tab in the eBid System.

The deadline for receipt of written questions has passed.

The deadline for acceptance of bids in the eBid system is **2:00 p.m. (local), August 2, 2018.**

The remainder of the solicitation is unchanged at this time.

Sincerely,

Jeff English, Purchasing Agent

cc: website



Florida's Warmest Welcome

E-31-18 Addendum 1 Supplier Response Calvin, Giordano & Associates

Event Information

Number: E-31-18 Addendum 1
 Title: General Comprehensive Plan Update - Rebid
 Type: Request for Letters of Interest
 Issue Date: 7/2/2018
 Deadline: 8/2/2018 02:00 PM (ET)
 Notes: Pursuant to Florida Statutes Chapter 287.055 "Consultants' Competitive Negotiation Act" the City of Pompano Beach invites professional planning, architectural, landscape architecture, land surveying-mapping and engineering firms to submit Letters of Interest, qualifications and experience for consideration to provide Comprehensive Plan Update services to the City of Pompano Beach.

The City will receive sealed proposals until 2:00 p.m. (local), August 02, 2018. Proposals must be submitted electronically through the eBid System on or before the due date/time stated above. 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 Proposer.

Calvin, Giordano & Associates Information

Address: 1800 Eller Drive, Suite 600
 Ft. Lauderdale, FL 33316
 Phone: (954) 921-7781

By submitting this Response I affirm I have received, read and agree to the all terms and conditions as set forth herein. I hereby recognize and agree that upon execution by an authorized officer of the City of Pompano Beach, this Response, together with all documents prepared by or on behalf of the City of Pompano Beach for this solicitation, and the resulting Contract shall become a binding agreement between the parties for the products and services to be provided in accordance with the terms and conditions set forth herein. I further affirm that all information and documentation contained within this response to be true and correct, and that I have the legal authority to submit this response on behalf

of the named Supplier (Offeror).

Robin Verse

Signature

Submitted at 8/2/2018 8:41:50 AM

rverse@cgasolutions.com

Email

Requested Attachments

Proposal

CGA_RLI E-31-18 Pompano Gen Comp Plan Update (Rebid) Final.pdf

Electronic version of proposal must be uploaded to the Response Attachments tab. The file size for uploads is limited to 100 MB. If the file size exceeds 100 MB the response must be split and uploaded as two (2) separate files.

Local Business Program Forms

Local Business Program Forms.pdf

Local Business Program Forms from the attachments tab must be completed and uploaded to this tab.

Bid Attributes

1 Conflict of Interest

For purposes of determining any possible conflict of interest, all bidders must disclose if any City of Pompano Beach employee is also an owner, corporate officer, or employee of their business. Indicate either "Yes" (a City employee is also associated with your business), or "No". (Note: If answer is "Yes", you must file a statement with the Supervisor of Elections, pursuant to Florida Statutes 112.313.) Indicate yes or no below with the drop down menu.

No

2 Vendor Certification Regarding Scrutinized Companies Lists

Section 287.135, Florida Statutes, prohibits agencies from contracting with companies, for goods or services over \$1,000,000, that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Further, Section 215.4725, Florida Statutes, prohibits agencies from contracting (at any dollar amount) with companies on the Scrutinized Companies that Boycott Israel List, or with companies that are engaged in a boycott of Israel. As the person authorized to electronically sign on behalf of Respondent, I hereby certify by selecting the box below that the company responding to this solicitation is not listed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List. I also certify that the company responding to this solicitation is not participating in a boycott of Israel, and is not engaged in business operations in Syria or Cuba. I understand that pursuant to sections 287.135 and 215.4725, Florida Statutes, the submission of a false certification may subject company to civil penalties, attorney's fees, and/or costs.

Certified

3 Terms & Conditions

Check the box indicating you agree to the terms and conditions of this solicitation.

Agree

4 Acknowledgement of Addenda

Check this box to acknowledge that you have reviewed all addenda issued for this solicitation.

Yes



Calvin, Giordano & Associates, Inc.
EXCEPTIONAL SOLUTIONS™

Electronic

GENERAL COMPREHENSIVE PLAN UPDATE (REBID)

**RLI No.
E-31-18**

Prepared
For:

**CITY OF POMPANO BEACH
1190 N.E. 3RD AVENUE, BUILDING C (FRONT)
POMPANO BEACH, FLORIDA 33060**

**Due Date / Time:
August 2, 2018
2:00 PM**



**REQUEST FOR LETTERS OF INTEREST E-31-18
GENERAL COMPREHENSIVE PLAN UPDATE (REBID)**

CALVIN, GIORDANO & ASSOCIATES, INC.

1800 ELLER DRIVE, SUITE 600

FORT LAUDERDALE, FL 333316

T: 954.921.7781

F: 954.921.8807

ROBERT COLLINS, AICP

PROJECT MANAGER

RCOLLINS@CGASOLUTIONS.COM

P: 954.766.2723

DUE: AUGUST 2, 2018, 2:00 PM

TABLE OF CONTENTS

1.	TITLE PAGE	1
2.	TABLE OF CONTENTS	2
3.	LETTER OF INTEREST	4
4.	TECHNICAL APPROACH	7
5.	SCHEDULE	16
6.	PROJECT TEAM FORM	18
7.	ORGANIZATIONAL CHART	21
8.	STATEMENT OF SKILLS AND EXPERIENCE OF PROJECT TEAM	24
9.	RESUMES OF KEY PERSONNEL	37
10.	REFERENCES	54
11.	OFFICE LOCATIONS	59
12.	LOCAL BUSINESSES	61
13.	MINORITY BUSINESS ENTERPRISES	68
14.	LITIGATION	70
15.	CITY FORMS	71
	Exhibit E - Minority Business Enterprise Participation.....	72
	APPENDIX	73
	State of Florida Certificate.....	74
	Certificate of Insurance.....	75
	Essential Requirement Questionnaire.....	76
	Financial Statement 2016	78
	Balance Sheets and Profit & Loss Statement 2017.....	96



3. LETTER OF INTEREST

KL NO TRESPASSING

THIS AREA IS A DESIGNATED
CONSTRUCTION SITE AND
ANYONE WHO TRESPASSES
ON THIS PROPERTY COMBINES
WITH THE CITY OF LOS ANGELES

3

KL

ESTA
PAR
CUA
EN



Calvin, Giordano & Associates, Inc.
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Building Code Services
Civil Engineering / Roadway
& Highway Design
Coastal Engineering
Code Enforcement
Construction Engineering &
Inspection (CEI)
Construction Services
Data Technologies &
Development
Electrical Engineering
Engineering
Environmental Services
Facilities Management
Geographic Information
Systems (GIS)
Governmental Services
Indoor Air Quality
Landscape Architecture
Planning
Project Management
Redevelopment
& Urban Design
Surveying & Mapping
Traffic Engineering
Transportation Planning
Water / Utilities Engineering
Website Development

1800 Eller Drive
Suite 600
Fort Lauderdale, FL
33316
954.921.7781 phone
954.921.8807 fax

www.cgasolutions.com

August 1, 2018

Jeff English
City of Pompano Beach
1190 NE 3rd Avenue, Building C
Pompano Beach, FL 33060

RE: RLI No. E-31-18, General Comprehensive Plan Update (Rebid)

Dear Mr. English:

Calvin, Giordano & Associates, Inc. (CGA) is pleased to present this response to the notice released by the City of Pompano Beach (City) for General Comprehensive Plan Update (Rebid). CGA has carefully reviewed the scope of services and fully understands the effort required to provide the referenced services, and any additional services that may be requested, and is committed to devoting the staff necessary to perform the work at the highest possible level of quality within any specified time period and budget.

CGA is a well-established, multi-disciplinary firm headquartered in Fort Lauderdale. For more than 81 years, our firm has provided consulting services to a wide range of municipal clients and has served as professional consultants to over 60 municipalities throughout Florida - many of which have been repeat clients for over 20 years. CGA's long standing relationships with our municipal clients, and our planning, redevelopment, engineering, environmental and transportation expertise makes us uniquely qualified to deliver the Comprehensive Plan Update described in the scope of services.

CGA's selected team members have worked together to build a long resume of providing comprehensive planning services. In addition, CGA has selected to partner with two sub-consultants that bring the best team forward to assist the City in its Comprehensive Plan Update: Lambert Advisory and Dickey Consulting Services. Important subjects of discussion and analyses likely to emerge during the planning process include community character, transportation and traffic concerns, housing opportunities, improving neighborhoods, environmental protection, coordinating infrastructure improvements and maintaining and improving quality of life. Our team's collective experience is well suited to delve into these topics, and particularly relevant to tackle the major issues of climate change, transportation, housing and infrastructure needs that the City is facing today.

At CGA, our staff continually monitors state legislation for its impacts on both the public and private sector. We also keep abreast of all counties and municipal ordinances affecting local land use, zoning, and site plan regulations. The County's updated comprehensive plan, resulting from the BrowardNext initiative, has potentially significant impacts on the City's comprehensive plan in terms of

opportunities for the City's updated plan to be more strategic and meaningful at the local level. Many of the initiatives of the adopted BrowardNext endeavor to focus the County's plan on regional issues, thus allowing cities to focus more on their local concerns than ever before. Some of the changes of the adopted County's comprehensive plan that have potentially significant benefits to the City include:

- Establishment of implementation strategies to increase the resiliency of Broward communities to the effects of climate change;
- Creation of a new Commerce land use category which includes the previous Employment Center, Commercial, Industrial and Office Park designations into this one new category which reduces the need for land use map amendments;
- Collapse of the Flex and Reserve Units into one pool of units for each city and creation of countywide Redevelopment Units that cities can tap into;
- Promotion of multi-modal transportation options that include Complete Streets principles;
- Changes to the affordable housing policy that provides for bonus densities;
- Allowance of the use of Transfer of Development Rights (TDRs) by municipalities that develop a strategy that would further a public purpose such as protecting environmentally sensitive lands or areas identified as appropriate for climate resiliency strategies; and
- Increased focus and coordination on disaster planning and post-disaster redevelopment.

I, Shelley Eichner, AICP, will serve as the Principal-in-Charge and Robert Collins, AICP, will serve as the Project Manager for this project. Mr. Collins brings 20 years of experience to the team and 12 years of municipal planning experience for various clients throughout South Florida. Mr. Collins is a well-seasoned principal planner with extensive experience in the Florida Comprehensive Planning process. This project will be managed from our Fort Lauderdale Corporate Headquarters and our company FEIN is 65-0013869.

Primary Contact Information:

Shelley Eichner, AICP, Principal In-Charge
Calvin, Giordano & Associates, Inc.
SEichner@cgasolutions.com

T: (954) 921-7781

F: (954) 921-8807

Robert Collins, AICP, Project Manager
Calvin, Giordano & Associates, Inc.
RCollins@cgasolutions.com

T: (954) 766.2723

F: (954) 921-8807

We appreciate the opportunity to respond to this request and know that given the opportunity, the City of Pompano Beach will benefit from our range of expertise, our extensive experience in the industry and our collaborative and innovative approaches to problem-solving. You will find through the due diligence process of CGA's provided references, that client satisfaction remains our underlying theme and is the most important part of any statement on past performance.

Sincerely,



CALVIN, GIORDANO & ASSOCIATES, INC.
Shelley Eichner, AICP
Senior Vice President



4. TECHNICAL APPROACH



TECHNICAL APPROACH

Overview

The City of Pompano Beach is seeking assistance to prepare a General Comprehensive Plan update pursuant to Section 163.3191 Florida Statutes. The general update is outside of the recent Evaluation and Appraisal Review (EAR) based amendment process that the City undertook to address new flood hazard regulations in the Plan's Coastal Zone Management Element.

A comprehensive plan must be a tool to identify challenges and opportunities that are most pressing to a community and to enable public and private sector actors to strategically focus resources to address those challenges and to seize those opportunities. The City of Pompano Beach's update process – in which City Staff will take a leading role – will focus on addressing changes in local conditions since the last Comprehensive Plan update; incorporating goals, objectives and policies included in the BrowardNEXT planning initiative; updating housing policies based on recent housing studies prepared for the City; incorporating corridor redevelopment initiatives; preparing a new Intergovernmental Coordination and Climate Change Element; incorporating the City's new Public Art program and Master Plan; incorporating the City's Parks and Recreation Master Plan; incorporating the City's water, wastewater and stormwater master plans, incorporating the City's Strategic Plan, as appropriate; incorporating the City's historic preservation plans and studies, as appropriate; and incorporating of sea level rise adaptation and sustainability goals, objectives, and policies based on recent staff efforts.

CGA's role will be to provide to City Staff all the necessary data and analyses, and to support Staff, as appropriate, in updating the Plan's goals, objectives and policies. Our partner Lambert Advisory will ensure that the best available data and analysis are used in developing economic development and housing strategies.

CGA offers a balanced, multidisciplinary approach that unites our best Planning, Environmental Planning, Traffic Engineering, Civil Engineering, and Urban Design expertise. This balanced approach, grounded in public participation, will represent the community's consensus and collective vision for its future and will result in an updated Plan that enhances quality of life, resiliency, and the overall image of the City.

Our multi-pronged approach will help the City focus on generating creative physical planning solutions and action-oriented economic development strategies; implementable capital improvement projects; and meaningful community dialogue based on a strong foundation of understanding, trust, and communication. Throughout the process, Dickey Consulting Services will make sure that we offer engagement tools and platforms tailored to the population of Pompano Beach, helping us reach as many people in the community as possible. We will facilitate innovative public input opportunities to help the community identify key issues and concerns, and to make choices about the future that can be translated into implementable goals, objectives and policies.

CGA routinely works with communities to frame and address complex and sometimes divisive issues related to growth, quality of life, design character/placemaking, economic well-being, infrastructure capacity, and resource preservation. We are used to coordinating workshops to present, discuss, and obtain feedback on such issues and to build the foundation for the Plan's goals, objectives and policies. We have the capability to engage the community in the development of alternative futures and design resolutions that are either shared by the community at large or which need to integrate varied visions.



Related to the Scope of Services

Phase 1: Project Kickoff and Review of Adopted Comprehensive Plan Priorities

This initial phase of the comprehensive plan update will be crucial in establishing good benchmarks for the rest of the process. Gaining a full understanding of the successes and failures of the adopted Comprehensive Plan will be the primary focus



here. CGA has the expertise needed to analyze the adopted Comprehensive Plan and identify its previous priorities, challenges, and opportunities. We will coordinate and work with City Staff, tapping into their knowledge and understanding of the community and the different planning documents, including the adopted Plan, the Future Land Use Map, and Zoning Map. CGA will also lead a review of the current City Capital Improvements Plan and analyze if the priorities within the adopted Comprehensive Plan have been supported.

This initial phase will culminate with a kick-off meeting with the appropriate City Department Representatives, to whom the preliminary findings of our review will be presented. CGA will tailor the meeting structure to guarantee quality interaction between the consultant team and the attendees, resulting in clear outcomes and direction for the next phases of the update process. In particular, we will seek to link the different Plan priorities to the corresponding Department Representatives, which will help City Staff during the update of the goals, objectives, and policies.

Deliverable: Adopted Comprehensive Plan Priority Review Memorandum



Phase 2: Background Data and Analysis

The Background Data and Analysis provides the backbone for the Comprehensive Plan's policy framework – the plan is only as good as the quality of the analysis of data and the quality of the sources used. The CGA team is well aware of this fact. We have the expertise and experience to lead this component with excellence and deliver a solid foundation for the City's policy decision-making.

The City has many important resources and documents, which are available and will be essential in understanding and incorporating into the process of updating the Comprehensive Plan. CGA and the team will review these documents and discuss with City staff the important elements of each item and

how they may feed into or be integrated into the Comprehensive Plan update. Some highlights of the resources available and their importance to various Comprehensive Elements include:

- CRA Plans that will play an important role in the review of the Future Land Use Element;
- Housing Element and Capital Improvements Element;
- Corridor studies will be crucial for the Transportation Element review as well as the City's Complete Streets Manual;
- The Affordable Housing Study and Economic Development Report will play an important role in the Housing Element update;
- The draft Sustainability Manual;
- EAR-based amendments;
- The recently adopted text amendments related to the Coastal Zone Management Element addressing the Peril of Flood regulations;
- The Park and Recreation Master Plan, which should be coordinated with the Recreation and Open Space Element;
- Infrastructure master plans which should be utilized to update goals, objectives and policies of the various infrastructure elements in the Comprehensive Plan; and
- Finally, the City's Strategic Plan, which has relevance to the entire Comprehensive Plan.

In addition, a full review of the existing background data and analysis of the adopted Comprehensive Plan forms, a good working base to establish benchmarks for the update.

The RLI also indicates that the selected consultant will be required to provide new information for items requested in the Broward County Land Use Plan Amendment (LUPA) Application, which the County is currently updating as part of the BrowardNEXT process. Interaction with the BrowardNEXT process is further described in the next section of this approach.

CGA has built a solid base in the development of data, inventory and analysis sections of many South Florida Comprehensive Plans. This knowledge makes our team well aware of the resources and data sources that are required by the State to be utilized in updating and preparing Comprehensive Plans and amendments. Important sources include:

- U.S. Census Bureau;
- Shimberg Center;



- BEBR;
- South Florida Regional Planning Council;
- South Florida Water Management District; and
- Broward County just to name a few.

In addition, our teammate Lambert Advisory has expertise in analyzing demographic data and has prepared several studies and reports for the City of Pompano Beach in the recent past. Utilizing this expertise, the team will prepare updates to population and demographic analyses and projections utilizing County and BEBR projections from 2025 and 2040 Planning Horizon. However, we will also prepare a more defined demographic analysis at the Census Block Group level to provide the City with demographic data at the smallest geographic area (per US Census) that may be critical to assessing housing needs and services for individual neighborhoods and/or districts.

The culmination of this project phase will be a Background Data and Analysis Report, which provide the foundation for the data, inventory and analysis sections of each of the Comprehensive Plan elements. This report will synthesize the review of the adopted Comprehensive Plan priorities, with the review of resource materials made available by the City, with the latest data on demographics and population projections for the City, with other infrastructure and system data and information available, and with focus of insights gained from the interviews with key personal and official and through the community outreach meetings.



BrowardNEXT

One of the most important opportunities that exist for the City of Pompano Beach comes from potential changes that can be made to the City's Comprehensive Plan based on the recently adopted BrowardNEXT initiative amendments to the County's Land Use Plan (BCLUP) and ongoing and upcoming updates.

Starting in 2014 and culminating with final adoption in June 2017, the BrowardNEXT 1.0 phase goal was to comprehensively update the County's Land Use Plan within the context of meeting the challenges of Broward County's future and anticipated population growth through the Year 2040. The project reorients the County's Land Use Plan to be focused on regional priorities and parameters. Focus areas were established and visions along with broad and specific implementation strategies. The focus areas include the following:

- Climate Change Resiliency;
- Targeted Redevelopment, Multi-Modal Transportation;
- World-Class Natural Resource Protection and Enhancement;
- Affordable Housing;
- Disaster Planning and Post-Disaster Redevelopment; and
- Renewed Intergovernmental Partnership.

With the adopted changes to the BCLUP now in place, the City has the opportunity to adjust the City's Comprehensive Plan to be more focused on local issues and priorities. Some examples of changes and implementation strategies that are included in the BCLUP that the City can consider include:

- Establishment of implementation strategies to increase the resiliency of Broward communities from the effects of climate change;
- Creation of a new Commerce land use category which includes the previous Employment Center, Commercial, Industrial and Office Park designations into this one new category, which reduces the need for land use map amendments;
- Collapsing flex and reserve units into one pool of units for the City to use;
- Allowing cities to tap into a pool of countywide redevelopment units as may be needed on certain projects;
- Promoting multi-modal transportation options that include Complete Streets principles;



- Changes to the affordable housing policy that provides for bonus densities;
- Allowing the use of Transfer of Development Rights (TDRs) by municipalities that develop a strategy that would further a public purpose such as protecting environmentally sensitive lands or areas identified as appropriate for climate resiliency strategies; and
- Increased focus and coordination on disaster planning and post-disaster redevelopment.

With the adoption of the BrowardNEXT amendments we have entered into a new era of comprehensive planning in Broward County. The CGA team will coordinate closely with the Broward County Planning Council staff to ensure full understanding of BrowardNEXT, to strategize on potential changes to the City's Comprehensive Plan based on BrowardNEXT, and to determine how to incorporate all required aspects into the Comprehensive Plan update. This collaborative approach will result in a comprehensive update that will benefit the City, its residents, businesses, and property owners.

Interviews with key City personnel and officials

Early understanding of issues and opportunities is essential for setting in motion a successful comprehensive plan update. Similar to the kick-off meeting with City Department Representatives, well-structure, productive interviews are paramount to gaining the necessary understanding of the unique perspectives and knowledge that City staff as well as appointed and elected officials possess of issues, concerns, and opportunities that have a bearing on the process of updating the City's Comprehensive Plan. CGA will coordinate with City Planning Staff to set up a schedule of 45-minute to one-hour maximum group or individual interviews, as may be appropriate, with key staff, the Mayor and City Commissioners, Planning and Zoning Board members, other appropriate board members, and key community stakeholders.

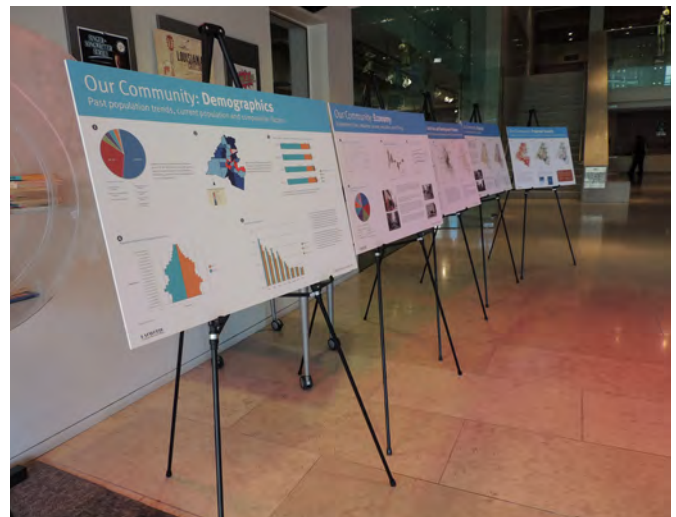
These interviews, as part of the discovery process, will focus on distilling common priorities among the various stakeholders. Appropriate City Planning Staff are encouraged to participate in the interview process along with CGA team members to gain insight and understanding of the information being shared and discussed with the Mayor, Commissioners, board members, or key stakeholders. Takeaways from the interviews with key personal and officials will be the foundation of the focuses established for the public outreach and community engagement meetings.

A description of the design and outcome of the outreach meetings will be incorporated into the Data and Analysis documents to be transmitted with the Plan Element updates.

Deliverable: Background Data and Analysis Report (including summary of Key Interview outcomes)

Phase 3: Public Outreach and Participation

Community participation is a critical component of the planning process and needs to be conducted early and often throughout the process. Providing meaningful opportunities for public input encourages citizens to be invested in the future of their community and helps ensure that recommendations developed as part of the creation of Comprehensive Plan encompass all perspectives and are implemented with sustained public support over time. We believe that inadequate participation can be avoided by crafting a community engagement plan that is uniquely tailored to the needs of the project and the characteristics of the community.



Our goals and objectives for the public outreach in this project are to:

- Identify preliminary issues and opportunities, as well as shared community values and aspirations within the community;
- Get members of the City of Pompano's dynamic and diverse population actively invested in the Comprehensive Planning process to develop a collective community vision of the future;
- Generate constructive feedback from community members that can be used by the City and the consultant to form city-wide, goals, and objectives;



- Gain early and sustained support from community members for the Comprehensive Plan; and
- Identify and integrate stakeholders who could become Comprehensive Plan champions and potential partners in implementation.

Our overarching goal is to create an engaging and dynamic public participation process that respects residents' time, is informative and allows everyone to have a voice. We will develop a custom-made public outreach component with input from our team partner Dickey Consulting Services to ensure that all community members and stakeholder groups are offered appropriate and diverse opportunities to be engaged throughout the update of the Comprehensive Plan. The City's Scope of Services indicates that a minimum of two (2) community-wide stakeholder meetings should be conducted, as well as a Planning and Zoning Board and City Commission Workshop.



Our team works hard to build trust in the communities where we work. We understand that a meaningful, robust community engagement process is essential in building that trust, excitement, and support among civic leaders and residents, and to turn ideas generated during the planning process into successfully implemented results that impact the community for the better. We recognize that community engagement can occasionally get messy, when participants engage with polarized opinions and countering agendas – and we think this is OK with the growing diversity of stakeholders that the planning process must reach, divergent opinions on key issues are inevitable and this should be welcome as a constructive dialogue

taking place in a transparent planning process.

To truly engage the community, we believe that participation activities must be fun, locally relevant, and whenever possible, conducted "on people's own turf." For us this may, for example, involve creating games that impart process information to the public, educate about community topics, and collect relevant input. Or else it may involve leading a walkshop with local officials and stakeholders to review an area of the community that need to be addressed in the comprehensive plan. Or it may consist of setting up a booth at a local event like the Annual Pompano Beach Seafood Festival, Music Under the Stars or the Brazilian Festival to raise awareness of the process, engage new participants, and gather opinions about specific topics or issues. Dickey Consulting Services will assist our team in determining the best suited platforms and methods to engage and stimulate input from community members, and will be available to help us design and implement key pieces of the public engagement plan.

A description of the agreed-upon design and outcome of the outreach activities will be incorporated into the Data and Analysis documents to be transmitted with the Plan Element updates.

Deliverables: Public Engagement Plan; Summary of Public Input Process and Outcomes

Phase 4: Goal, Objective and Policy (GOPs) Updates

By this point in the process, the CGA team and sub-consultants will have gained enough insight into the successes and shortcomings of the City's adopted Comprehensive Plan; the implications of BrowardNEXT; other City resources and documents; the new baseline data; and the various perspectives of key stakeholders and City officials as to be fully prepared to assist City staff with the formulation of updated GOPs for the City's twelve (12) existing Comprehensive Plan elements.

The CGA team will work closely with City Staff in incorporating the findings of the Background Data & Analysis Report into the preparation of new GOPs for the existing elements, while at the same time working on developing the framework for two new elements: Climate Change and Intergovernmental Coordination (refer to Phase 6 below). Our teammate Lambert Advisory will be available to assist the City in updating the GOPs of the Housing Element since they have recently completed the Affordable Housing Study for the City of Pompano Beach. Public and officials' comments will also be



incorporated following the Planning and Zoning Board Workshop. This will result in a final draft of the goal, objective, and policy sections of each plan element. City Staff will then be able to transmit the documents to the State and review agencies for comments.

Phase 5: Comprehensive Plan Map Updates



A major component of the City's Comprehensive Plan is the Future Land Use Map (FLUM). The associate maps that accompanies the FLUM, including the Transportation map series, is equally important. CGA's Data Technology Department and specifically the GIS staff are well prepared to meet the challenge of preparing these important graphic and data components for the updates to the Comprehensive Plan. The GIS staff will work closely with the project team and the City staff to fully understand the needs of each map and the uniqueness of the City. Clarity and ease of readability are of utmost importance. Our staff has recently prepared similar FLUMs and Map Series for other South Florida municipalities including:

- City of Weston;
- City of South Miami;
- City of Miami Gardens;
- Town of Surfside; and
- Town of Medley.

Important maps associated with the new Climate Change Element will also be developed by our GIS staff.

Deliverable: Updated Comprehensive Plan Map Series

Phase 6: Prepare new Intergovernmental Coordination and Climate Change Elements

The City's request for a general update to the Comprehensive Plan includes the need to prepare new plan elements for Intergovernmental Coordination and Climate Change. CGA is uniquely qualified to meet this challenge due to its vast experience with comprehensive planning in South Florida, its full understanding of the many facets of intergovernmental coordination, and as a leader in climate change and resiliency planning.

Climate Change Element

Of the many forces challenging resiliency, climate change is a critical issue:

- Climate change brings varying precipitation patterns increasing the potentials for drought or flood;
- It has the potential to increased storm and hurricane intensity;
- It causes prolonged periods of high temperatures threatening vulnerable members of the community and greatly increasing energy use;
- The increased sea temperatures compromise the viability of the off shore protective reef systems;
- It creates conditions to introduce and increase the presences of tropical diseases that had not historically been concerns; and
- It is causing rising sea levels.

Due to the geophysical location and characteristics of the City, sea level rise in particular has the potential to be enormously disruptive and destructive both physically and economically, if not addressed in a systemic way that is integrated throughout all City functions. Rising seas cause the following:

- Saltwater intrusion into our freshwater source for potable water;
- It increases storm surges;
- It jeopardize the viability of protective nearshore freshwater vegetative systems;
- It decreases the functionality of our stormwater drainage systems;
- It intrudes into our storm and sewer systems where leaks occur in aging infrastructure; and
- It creates routine flooding in our neighborhoods and roadways.



All of these impacts will only increase in frequency and intensity over time without the identification and implementation of solid actions.

The incorporation of a Climate Change Element into the City's Comprehensive Plan provides a great opportunity to identify and establishing goals and policies to continue to build resiliency into the City. The City has already begun to establish a foundation by signing onto the Mayors' Climate Action Pledge in support of the Southeast Florida Regional Climate Change Compact and the Regional Climate Action Plan in 2013. The City has also adopted a Stormwater Management Master Plan including sea level rise data that will become a component of the Climate Change Element.

CGA will meet with City Staff to understand and incorporate recent efforts and identify priorities, such as tidal flooding; and will obtain community input through the public outreach program. Other vital data sources include the wealth of local data available through the resource section and the partners of the South East Florida Regional Compact. Broward County has been a leader in addressing resiliency and sustainability and an early adopter of a Climate Change element. CGA will ensure the City's resiliency goals and policies align with County goals and policies.

CGA recognizes and understands the challenges facing the City. CGA also understands that climate related data and goals can be concentrated in this new Element, but also recognizes that resiliency must be integrated throughout all City functions and will incorporate resiliency goals and policies through the remaining elements of this Plan as well. Having provided multiple services to many local municipalities for decades now, CGA also knows how cities function, and can best provide resiliency, conservation and efficiency solutions that can seamlessly and fully integrate throughout all City functions, and to natural resource, land use, transportation and infrastructure systems.

Intergovernmental Coordination Element

In preparing an Intergovernmental Coordination Element, CGA will pull from its vast experience in preparing updates and amendments from other South Florida cities. In addition, CGA is uniquely qualified since we are also the city and town planners for several local municipalities, which results in our full understanding of the many different issues, players and agencies involved in successful intergovernmental coordination of growth management principals which is the primary purpose of this element. BrowardNEXT also has

fresh initiatives to be considered in this element.

Coordination with City staff and City administration is key in the preparation of the Intergovernmental Coordination Element. A full understanding of the various agreements and contracts for services and share services will be gained through one-on-one meetings with appropriate City staff. Issues and problematic areas can also be identified during this time. Goals, objectives, and policies will be development based on full understanding of these key points.

Deliverables: New Climate Change and Intergovernmental Coordination Goals, Objectives and Policies and associated maps.

Phase 7: Identification of FLUM/Zoning/County Land Use Plan mismatches

The CGA team will conduct a thorough review of the City's current Future Land Use Map, the corresponding land use categories in the Comprehensive Plan and Zoning Code, and the County Land Use Plan to identify and evaluate any inconsistencies that may exist between these documents. We will document our findings and recommendations to correct these discrepancies in a separate report.

Deliverable: FLUM/Zoning/County Land Use Plan Inconsistencies Report

Phase 8: Adoption and Transmittal

While the RLI indicates that City staff will be responsible for preparing, packaging, and submitting the required amendments to the State Land Planning Agency, and other regulatory agencies as required, the CGA team will be available to support the City during the adoption and transmittal period, if necessary. CGA will attend one Planning and Zoning Board Hearing and two City Commission Hearings, along with all the other anticipated public engagement activities throughout the process.

Ability to Maintain Time Schedules and Cost Controls

CGA has instituted the policy of a multi-disciplined review of the product before it is released to the client. By involving the entire team including sub-consultants in the entire quality process, a sense of ownership can develop, which keeps team members focused on quality throughout the project process. At each progression of the comprehensive plan update and writing, comments are made



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and revisions occur. Any comments received are addressed by the designated project manager who will make assignments for corrective actions to be taken. All corrections are then re-submitted to the project manager for final sign off prior to finalizing.

CGA utilizes Ajera to manage the full project lifecycle of each project. As one of our project management tools, the system controls all aspects of the project including accounting, project management, and resource utilization in real-time. This system is web

based allowing both internal and remotely placed employees full function capabilities via Internet connection.

The system not only keeps a "live" accounting of all of our projects budgets, earned to date, work in progress, and estimate to complete, but it also allows Project Managers to assign and resource load our staff and projects.

A sample cost control report is shown below.

147250 Planning Consultant Svcs for Prep of Unified Land Development Code										
Monday, February 08, 2016										
Snapshot Dollars					Snapshot Hours					
Contract \$74,595.00					Budget 678.14					
Billed \$25,797.50 + WIP \$0.00 = \$25,797.50					Billed 184.50 + WIP 0.00 = 184.50					
Spent \$26,437.44					Spent 184.50					
			<div><div>Contract</div><div>Billed</div><div>WIP</div><div>Spent</div></div>							
			Dollars				Hours			
Project	Description		Contract	Billed	WIP	Spent	Budget	Billed	WIP	Spent
147250	Planning Consultant Svcs for Prep of Unified Land Development Code		74,595	25,798	0	26,437	678	185	0	185
MAIN CONTRACT										
10-100	ENGINEERING	Detail	0	0	0	0	0	0	0	0
10-120	ELECTRICAL ENGINEERING	Detail	0	0	0	0	0	0	0	0
20-100	SURVEY	Detail	0	0	0	0	0	0	0	0
14-100	TRAFFIC	Detail	0	0	0	0	0	0	0	0
15-100	CEI	Detail	0	0	0	0	0	0	0	0
16-100	EMERGENCY MANAGEMENT	Detail	0	0	0	0	0	0	0	0
17-100	INDOOR AIR QUALITY	Detail	0	0	0	0	0	0	0	0
30-100	DATA TECH & DEV	Detail	2,700	460	0	460	25	4	0	4
31-100	SOFTWARE	Detail	0	0	0	0	0	0	0	0
60-100	CONSTRUCTION	Detail	0	0	0	0	0	0	0	0
60-100	PLANNING	Detail	71,895	25,338	0	25,338	654	181	0	181
66-100	GOVERNMENTAL SERVICES	Detail	0	0	0	0	0	0	0	0
70-100	LANDSCAPE ARCHITECTURE	Detail	0	0	0	0	0	0	0	0
70-101	ENVIRONMENTAL	Detail	0	0	0	0	0	0	0	0
80-100	WPB ENGINEERING	Detail	0	0	0	0	0	0	0	0
82-100	WPB SURVEY	Detail	0	0	0	0	0	0	0	0
99-100	REIMBURSABLES	Detail	0	0	0	640	0	0	0	0
MEETINGS ADDITIONAL TO CONTRACT										
91-100	ENGINEERING MEETINGS-ADDTL	Detail	0	0	0	0	0	0	0	0
92-100	SURVEY MEETINGS ADDTL	Detail	0	0	0	0	0	0	0	0
96-100	CONSTRUCTION MEETINGS ADOTL	Detail	0	0	0	0	0	0	0	0
96-100	PLANNING MEETINGS ADOTL	Detail	0	0	0	0	0	0	0	0
97-100	LANDSCAPING MEETINGS ADOTL	Detail	0	0	0	0	0	0	0	0
98-100	WPB-ENG MEETINGS ADOTL	Detail	0	0	0	0	0	0	0	0
98101	WPB-SVY MEETINGS ADOTL	Detail	0	0	0	0	0	0	0	0
			Dollars				Hours			
Project	Description		Contract	Billed	WIP	Spent	Budget	Billed	WIP	Spent
PERMITS & MISC FEES										
99-200	Permits & Misc Fees	Detail	0	0	0	0	0	0	0	0



5. SCHEDULE



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SCHEDULE

City of Pompano Beach - Preperation of General Comprehensive Plan Update: Proposed Schedule																			
Scope of Services	Month																		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Phase 1: Project Kick-Off and Review of Adopted Comprehensive Plan Priorities																			
Initial Meeting with Staff																			
Review of Adopted Comp Plan/Background Information																			
Review of Adopted Comp Plan Priorities & Analysis of Capital Improvements Plan																			
Project Kick-Off Meeting with Department Representatives																			
Phase 2: Background Data and Analysis																			
Detailed Review of Background Information																			
Detailed Review of BrowardNEXT/Meeting with Broward County Planning Comission Staff																			
Production of Background Data and Analysis Report - 1st Draft																			
City Staff Review of 1st Draft																			
Completion of Background Data and Analysis Report - Final Version																			
Phase 3: Public Outreach and Participation																			
Interviews with Key Staff/Elected Officials/Board Members/Community Stakeholders																			
Community Wide Stakehold Meeting #1																			
Review with Staff/Prepare Meeting Summary																			
Community Wide Stakeholder Meeting #2																			
Review with Staff/Preparation of Meeting Summary																			
Planning and Zoning Board Workshop																			
Phase 4 & 5: Preparation of Goal, Objective and Policy Updates / Map Updates																			
Assist in the Preparation of Goals, Objectives and Policies																			
Prepare Revisions as Need																			
Final City Staff Review																			
Phase 6: Preparation of New Elements - Intergovernmental Coordination / Climate Change																			
Preparation of Draft Documents and Maps as needed																			
City Review and Comment																			
Prepare Revisions as needed																			
Final City Staff Review																			
Phase 7: Identification of FLUM/Zoning/County Land Use Plan mismatches																			
Conduct thorough reviews of the current City FLUM/ Zoning Maps and County Land Use Plan Map																			
Document findings in a Inconsistencies Report																			
Phase 8: Adoption and Transmittal of Comprehensive Plan Updates																			
Planning and Zoning Board Hearing																			
City Commission/Ordinance 1st Reading																			
Assist in the prepare revisions if necessary based on State Review																			
City Commission/Ordinance 2nd Reading/Adoption																			



6. PROJECT TEAM FORM

**PRIME**

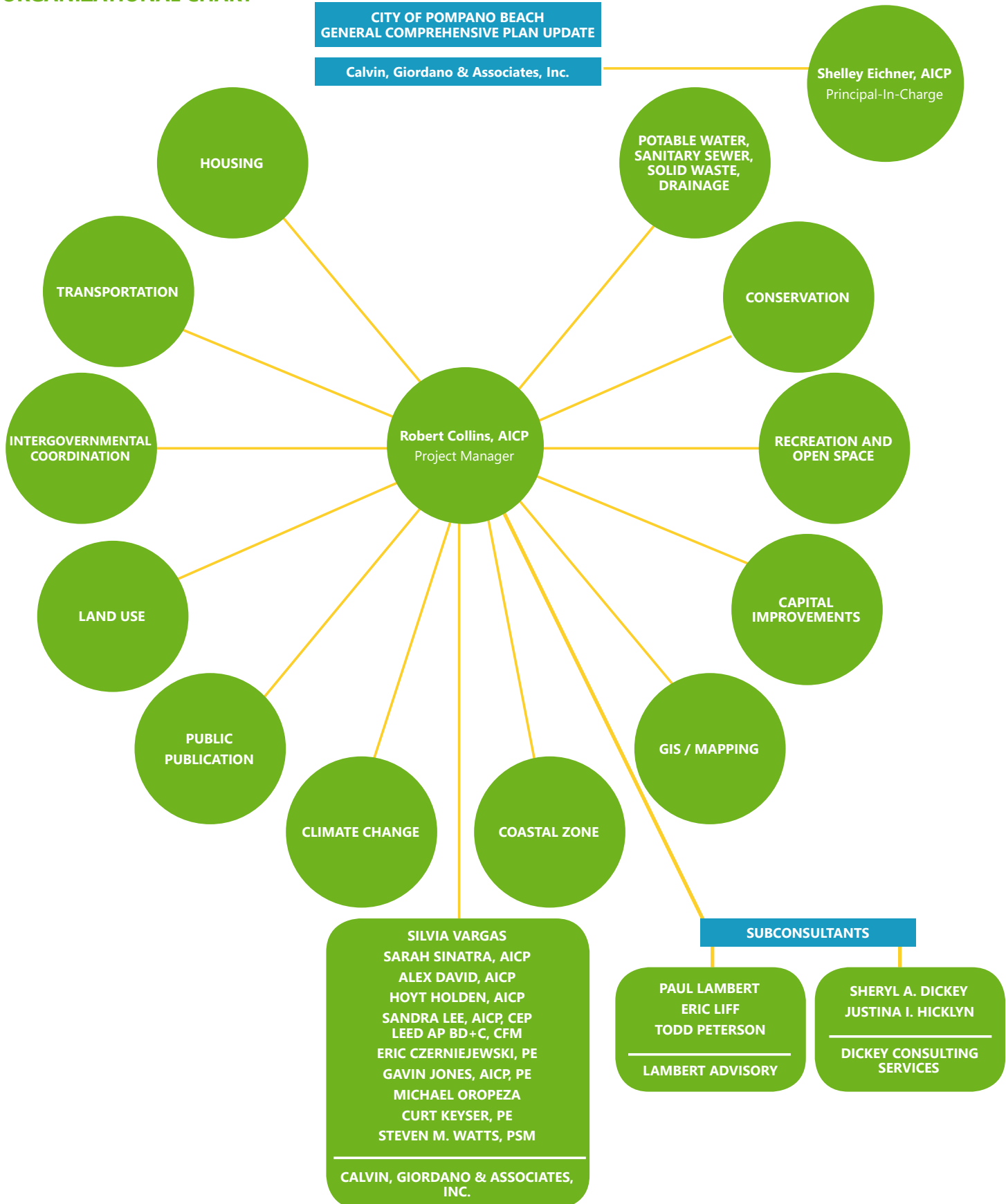
Role	Name of Individual Assigned to Project	Number of Years Experience	Education, Degrees
Surveying/Mapping	<u>Steven Watts, PSM</u>	<u>34</u>	<u>BSLS</u>
Engineering	<u>Curt Keyser, PE</u>	<u>27</u>	<u>BS</u>
Transportation	<u>Eric Czerniejewski, PE, ENV SP</u>	<u>20</u>	<u>BS</u>
	<u>Gavin Jones, PE, AICP</u>	<u>23</u>	<u>MASc</u>
GIS	<u>Mike Oropeza</u>	<u>19</u>	<u>BS</u>
Other Key Members	<u>Alex David, AICP</u>	<u>32</u>	<u>MBA, BS</u>
Other Key Members	<u>Hoyt Holden, AICP</u>	<u>28</u>	<u>MFA, BFA</u>



7. ORGANIZATIONAL CHART



ORGANIZATIONAL CHART





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ORGANIZATIONAL CHART

As the organizational chart shows on the previous page, Calvin, Giordano & Associates, Inc. is the lead firm for the project. Shelley Eichner, AICP, and Robert Collins, AICP, will function as the primary staff in-charge of the project and will serve as the main points of contact between the City and the entire project team. All CGA support staff and sub-consultants will report to the primary contacts.

A key to our success is our project management system. Our team excels at project management and the result is the completion of projects on time and on or under budget. CGA attributes this cost control success to our in-house quality assurance and quality control standards, document control, and project plan execution. Other components of our project management system includes:

- **Quality Assurance/Control:** CGA has instituted the policy of a multi-disciplined review of the product before it is released to the client. By involving the entire team in the entire project quality process, a sense of ownership can develop, which keeps team members focused on quality.
- **Proper Documentation:** CGA's experience working with municipal clients for over seven (7) decades has instilled in our staff the Florida

Record Retention Laws and proper project documentation. Our hard copy files are kept in a secure location and our electronic files servers are protected via third party email filters, and firewalls. The electronic data is replicated to an offsite, protected third party facility with redundant power systems, as well as both onsite and offsite tape backups.

- **Project Management:** At CGA, project management is used to organize and meet the client's needs by standardizing routine tasks and reducing the number of tasks that could potentially be forgotten. Our project management teams ensure that available resources are used in the most effective and efficient manner. At CGA, "Project Management" is an organizational approach to the management of all our ongoing operations. Our project management teams apply their knowledge, skills, tools and techniques to meet the requirements of individual projects.





8. STATEMENT OF SKILLS AND EXPERIENCE OF PROJECT TEAM



Calvin, Giordano & Associates, Inc.
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FIRM QUALIFICATION

Calvin, Giordano & Associates, Inc. (CGA) is a well-established multidisciplinary firm with offices located in **Fort Lauderdale**, West Palm Beach, Miami-Dade, Estero, and Clearwater. For over 80 years, our firm has been providing consulting services to both public and private sector clients.

From the beginning, much of our reputation was built on repeat business with clients from the public and private sectors. Our success is reflected in the quality of work we consistently provide and also in the personal approach we take with each client. The winning combination is affirmed by our large number of repeat/ long term municipal clients. CGA controls the entire process by providing customized solutions with handpicked teams of highly experienced professionals. Custom building Exceptional Solutions is the core of our business.

CGA strategically provides a broad range of services to meet our clients' needs. Our professional services include:

- Building Code Services
- Civil Engineering/Roadway & Highway Design
- Coastal Engineering
- Code Enforcement
- Construction Engineering & Inspection (CEI)
- Construction Services
- Contract Government Services
- Data Technologies & Development
- Electrical Engineering
- Engineering
- Environmental Services
- Facilities Management
- Geographic Information Systems (GIS)
- Land Development
- Landscape Architecture
- Planning
- Project Management
- Redevelopment
- Urban Design
- Surveying & Mapping
- Traffic Engineering
- Transportation Planning
- Water/Wastewater Treatment Facilities
- Website Development/Computer Graphics

Founded in Hollywood

1937



350⁺

EMPLOYEES





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Taking advantage of our diversified staff's experience and knowledge is what distinguishes CGA as a professional consultant and what allows our team to repeatedly complete projects on-time, under budget, while at the same time exceeding our clients expectations.

The firm's municipal experience in South Florida is considerable and noteworthy. We currently serve as consultants to many municipalities including, among others, Bal Harbour, Bay Harbor Islands, Cutler Bay, Dania Beach, Davie, Hollywood, Islamorada, Lake Park, Medley, Miami Beach, Miramar, North Bay Village, North Lauderdale, North Miami Beach, Oakland Park, Palmetto Bay, Pembroke Pines, Sunny Isles Beach, Surfside, and Weston.

PLANNING EXPERIENCE

With 15 planners certified by AICP, we are one of the largest planning firms in the State of Florida and most of our planning staff have worked for municipal governments prior to entering their careers in the consulting world. This mixed experience allows our team to envision and avoid areas of concern prior to them becoming issues.

Under this contract, CGA's mission will be to provide innovative planning services that exceed client expectations. With a diverse team of professionals and technical staff, CGA possesses the expertise and experience that encompasses all facets of the planning and development process. This responsibility requires a complete understanding of planning policy and historic precedence to equitably administer zoning and development codes. This role also requires stellar written and verbal communication skills and the ability to maintain professional working relationships with not only colleagues and staff, but also municipal officials, neighborhood activists and the community at large. CGA recognizes the uniqueness of each community and easily adapts to a variety of environments.

STATEMENT OF SKILLS AND EXPERIENCE OF PROJECT TEAM

SIMILAR PROJECT EXPERIENCE

Calvin, Giordano & Associates, Inc. (CGA) has strategically added an exceptionally broad range of services to meet our clients' needs, including planning, urban design, environmental services, geographic information systems (GIS), transportation planning, traffic engineering, civil

Serving

60+

Municipalities Throughout Florida

engineering, building code services, landscape architecture, surveying, data technology, and construction management, among others.

The team members selected for this project are all extremely familiar with the various regulatory agencies specific to their disciplines. Over the years, relationships have been built and established which proves to be invaluable in terms of obtaining information and feedback. Our planning staff is in continuous communication with the Department of Economic Opportunity (DEO) on a variety of issues on behalf of our municipal clients. Additionally, our staff is involved and is active participants in local planning organizations and endeavors. This allows us to exchange information amongst our fellow planners and keep abreast of planning trends. Finally, many of our planners attend the State conferences and workshops to keep abreast of changes in State laws. This excellent track record is a result of knowing the rules and requirements. In addition, CGA has selected to partner with two sub-consultants that bring the best team forward to assist the City in its Comprehensive Plan Update: Lambert Advisory and Dickey Consulting Services.

FIRST IN HB697 IMPLEMENTATION

CGA is a leader in implementing HB697 requirements for energy efficiency and greenhouse gas reduction strategies in Comprehensive Plans. Our EAR-based Amendment work with the City of Weston and the Town of Medley and the first Comprehensive Plan for the Town of Loxahatchee Groves was used as examples by DCA and cited in the University of Florida publication Greenhouse Gas Reduction



and Energy Conservation: Development Impacts Under Florida HB 697. The report specifically notes strategies included in the new comprehensive plan for Loxahatchee Groves such as requiring land use changes to be reviewed based upon energy efficiency and discouragement of sprawl, development to be "transit-ready" along major routes, and maintaining agriculture to reduce heat island effects. UF noted the CGA-authored amendments to the Medley Comprehensive Plan, prepared through Evaluation and Appraisal Report (EAR)-based Comprehensive Plan Amendments, included strategies such as alternate energy production as an allowed use in Industrial land uses and requiring energy efficiency in new buildings. Noted Weston policies include developing review criteria for placement of photovoltaic cells, and maintaining and improving the City's extensive bikeway network with access to significant commercial, employment, and recreational centers.

SUPPORT FOR LAWSUIT AGAINST SB360 AND UNDERSTANDING LOCAL GOVERNMENT CONCERNS

CGA planners and transportation engineers provided technical support to the City of Weston which led the legal challenge to SB360 in 2009. The City of Weston, along with 19 other communities asserted that the bill (SB360) would have a detrimental impact on local governments, forcing "unfunded mandates" to build the infrastructure needed to support growth. CGA Senior Vice President, Shelley Eichner, AICP, provided a key affidavit in the finding that SB360 was an unfunded mandate.

SPECIFIC COMPREHENSIVE PLANNING EXPERIENCE

CGA completed the first Comprehensive Plans for the Cities of Weston, West Park, and the Town of Loxahatchee Groves soon after their incorporations and have updated those plans on a regular basis.

City of Weston

The City of Weston is a master planned community consisting of 25 square miles located in western Broward County. The area was originally developed in the 1980's by the Arvida Corporation and its Indian Trace Community Development District. During the early 1990's, as residents began to populate the area, it became apparent that County government, located over twenty miles away, did not understand the goals of the residents. Furthermore, as a tax "donor" community, many of the financial resources generated were used to fund projects outside of the area. It was important that the City's first comprehensive plan reflected all of the goals, objectives and policies that were envisioned as part of the incorporation while being consistent with State Statutes. Public workshop meetings were held to receive input regarding the comprehensive plan.

CGA transmitted all of the required elements of the Comprehensive Plan to the State of Florida Department of Community Affairs and received approval. All required maps for the Comprehensive Plan were created by CGA's in-house GIS Coordinator. In 2007, CGA prepared the City's Comprehensive Plan Update Report and finalized the Comprehensive Plan Update in 2009. The EAR-based amendments brought the Comprehensive Plan up-to-date with new Comprehensive Plan requirements including objectives and policies regarding energy efficiency. The latest EAR based amendments for the City of Weston were accepted in February 2017.





City of West Park

The City of West Park incorporated in 2005 to ensure redevelopment received focused attention and that services such as code enforcement were provided on a level equal to incorporated cities. CGA prepared the first comprehensive plan to reflect the need for redevelopment, urban design principles, and park and open space for residents. Our multi-disciplinary team addressed all technical issues required by Chapter 163, 9J-5 of the Florida Administrative Code and the Broward County Land Use Plan. Important community issues addressed included:

- Economic development along the SR 7/441 Corridor
- Balanced housing opportunities
- Provision of park and recreational opportunities
- Policies for a transit-oriented corridor
- Consideration of hazardous waste sites

Subsequent to the Comprehensive Plan being accepted by the State, CGA created the Transit Oriented Corridor Land Use to implement many of the goals, objectives and policies for the Comprehensive Plan.



Town of Loxahatchee Groves

The Town of Loxahatchee Groves is an eclectic semi-rural community where some residents wished for few regulations and others desired a more environmentally friendly approach to existing and future development. The Town incorporated in 2006 to protect this rural, agricultural community at the edge of urban development in Palm Beach County. CGA was hired to prepare the Town's first Comprehensive Plan.

A major challenge was to balance the needs and often- times conflicting desires of residents, landowners, and the independent Water Control District and develop a set of goals, objectives, and policies for the Comprehensive Plan.

A visioning process was undertaken to determine the needs and desires of the various groups on a variety of issues to create a strategic plan for the Town. The strategic vision plan was the guiding tool in developing the Comprehensive Plan. Throughout the process, staff regularly communicated and met with elected officials, Town staff, and residents to ensure that the plan is reflective of the community. Public workshops focused on common themes and consensus building to craft a Comprehensive Plan that suited such varied interests. Prior to final adoption, drafts of the plan were readily available in print and on the Town's website and stakeholders were encouraged to review and provide comments on their plan. The adopted Comprehensive Plan focused on balancing agricultural uses with residential uses, supported equestrian trails.





Town of Palm Beach

In 2016 CGA assisted the Town in their Comprehensive Plan EAR-Based Amendments which were based on the desire to enhance the quality of life for residents and businesses, build in protection measures as a result of development in adjacent areas in order to maintain the existing character of the Island as a premier residential island community. The Town Council unanimously accepted the recommended updates that include the following highlights:

- Updated language to address the "Peril of Flood" to increase community resiliency and protect property, infrastructure, and cultural and natural resources from the impacts of climate change, including sea level rise, changes in rainfall patterns, and extreme weather events.
- Added a new objective to promote ways to reduce Greenhouse Gas Emissions and become more Energy Efficient. Reference the Town's Energy Efficiency and Conservation Strategy (EECS) in related policy.
- Created a new optional Public Safety Element with the goal of promoting the health, safety, and security of the City's residents and visitors, including in times of disasters and other emergencies.
- Added a new goal, objective and policies to ensure coordination with appropriate agencies to address sand starvation caused by the inlet, sea level rise and storm events, resulting in a dramatic and continuing eroding of the beach.
- Identified intensive development occurring in downtown West Palm Beach as a concern as it relates to impacts on the Town public services.
- Strengthened language regarding submerged land.
- Established the bulkhead line in Lake Worth as the Mean High Water Line (MHWL)
- Added new policy to explore the possibility of designating the Town as an Area of Critical Concern (F.S. 380.05(3)) as it relates to the shoreline, natural and historic resources and sea level rise.



OTHER COMPREHENSIVE PLANS FROM THE LAST 5 YEARS

CGA staff has worked on or is currently working on a number of Evaluation and Appraisal Reviews and Reports (EARs) and EAR-based Amendments to Comprehensive Plans for a number of South Florida municipalities. This includes: City of Lauderhill, City of Miami Gardens, City of South Miami, City of Weston, City of Wilton Manors, St. Lucie County, Town of Medley, Town of Palm Beach, and Town of Surfside.

QUALIFICATIONS AND EXPERIENCE OF PROJECT TEAM

The professional staff at Calvin, Giordano & Associates, Inc. (CGA) has an extensive amount of experience in providing contract government services including Comprehensive Planning. Our expertise has been obtained over the past two decades of contract government services throughout the State of Florida. Outlined below are the individuals that will be dedicated to the successful service delivery for the City of Pompano Beach. Our proposed team of experienced CGA staff will be assisted by well qualified sub-consultants included Lambert Advisory and Dickey Consulting Services. Shelley Eichner, Senior Vice-President, will serve as Principal-in-Charge and Robert Collins, will serve as Project Manager and primary client contact for this contract. Sarah Sinatra Gould, AICP, Alex David, AICP, Hoyt Holden, AICP, and Silvia Vargas, AICP, LEED AP, will provide planning



support. Ms. Sandra Lee will provide assistance with climate change and resiliency issues and Mr. Eric Czerniejewski will provide transportation planning support, and Mr. Curt Keyser will assist with the infrastructure element. Lambert Advisory will supply economic development and housing policy professional expertise; Dickey Consulting Services will provide public outreach.

The key personnel assigned to this project have many years of planning experience. A summary of their experience and qualifications are below followed by support staff experience, sub-consultants, and licenses/ certifications.



SHELLEY EICHNER, AICP
Senior Vice President

Ms. Eichner is a Senior Vice President and a Partner of Calvin, Giordano & Associates and oversees all private sector and public sector planning activities. She has over 35 years of diversified planning and platting experience in securing land development

approvals, land use plan amendments and local government planning. Ms. Eichner previously served as Senior Planner for Broward County's Department of Planning and Environmental Protection. She managed and supervised plat applications, created a permit monitoring system, and monitored compliance with all aspects of development approvals. Duties included coordinating the development review agencies in the preparation and adoption of the ordinances amending the Weston Development of Regional Impact.

Experience on Similar Projects:

- Comprehensive Plans for the Cities of Weston, West Park and Town of Loxahatchee Groves
- City of Cape Coral Land Development Regulations Update
- Village of Estero General Planning Services
- City of Tamarac Redevelopment Study
- City of Weston General Planning Services
- Comprehensive Plan Amendments for TOC and TOD Plans.



ROBERT C. COLLINS, AICP
Project Manager

Mr. Collins is a certified Planner with over 20 years of experience in Planning. He has extensive experience working in many facets of a public planning department including managing and reviewing current planning projects; land development, permit

and zoning review; developing and administering comprehensive plans and amendments; and managing and coordinating multifaceted community revitalization and conservation plans and projects. Mr. Collins recent experience with CGA has included being team leader on eight (8) South Florida municipal Comprehensive Plan Amendment and Update projects including City of Weston (2016), City of Miami Gardens (2017), Town of Surfside (2017), City of South Miami (2018), St. Lucie County, and City of Wilton Manors (ongoing). The City of South Miami project has included an important community engagement component and project website. He also has been an active participant in the BrowardNEXT process for CGA and has worked on various other Comprehensive Plans and amendments within the State of Florida for over 10 years. He is experienced in land development, site plan and zoning review; community outreach; citizen interaction, coordination and mediation; and physical improvement project implementation and management. Mr. Collins holds a Master in Public Administration, Management, from The George Washington University.

Experience on Similar Projects:

- City of South Miami Comprehensive Plan and Land Development Code Update
- City of Weston EAR-Based Comprehensive Plan Amendments
- City of Miami Gardens Comprehensive Plan Amendments and Update
- Town of Medley Water Supply Facilities Work Plan and Comprehensive Plan Amendments
- Town of Surfside General Planning Services
- Town of Medley General Planning and Zoning Services
- Town of Palm Beach EAR-Based Comprehensive Plan Amendments
- City of Hallandale Beach Planning Assistance



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SARAH SINATRA GOULD, AICP

Director, Planning Department

Ms. Sinatra Gould is a certified Planner with 14 years of planning experience including municipal planning director duties such as processing zoning requests, land use plan amendments, site

plan reviews, plats rezoning petitions, variances, vacation/abandonments and all other development application reviews. She holds a Master's degree in Urban and Regional Planning from Florida Atlantic University. Ms. Sinatra Gould has also written evaluation and appraisal reports, comprehensive plans and zoning and land development codes. She is experienced in writing form-based codes and transit oriented zoning codes.

Ms. Sinatra Gould has over 10 years of experience handling planning issues within Broward and Miami-Dade County and provides her planning expertise to a number of municipal clients including the cities of Miramar, Hallandale Beach, Medley, Surfside, and Cutler Bay. As the planning department director for Calvin, Giordano & Associates, she acts as the community development director for the City of Weston and the Town Planner for the Towns of Surfside and Medley. For those entities, she carries out day-to-day planning and zoning activities, presents staff reports and recommendations to the commissions, the planning and zoning boards and provides customer service assistance to residents, developers and business owners.

Experience on Similar Projects:

- City of Weston EAR-Based Comprehensive Plan Amendments
- Town of Surfside Comprehensive Plan Amendments
- Town of Medley General Planning and Zoning Services
- City of Weston General Planning Services
- Town of Surfside General Planning Services
- Consulting Services for Cutler Bay
- City of Miramar Plan Reviewing
- City of Hallandale Beach Zoning Code Amendments



SILVIA E VARGAS, AICP, LEED AP

Principal Planner

Ms. Vargas is a professional planner with over 23 years of experience in the creation of innovative plans and implementation tools for communities throughout the U.S. and abroad.

For 20 Years prior to joining CGA, Ms. Vargas was a senior professional and thought leader within the planning practice at Wallace, Roberts & Todd (WRT). In that capacity, Silvia directed more than two dozen region- wide, county, and municipal comprehensive plans. Her experience also encompasses numerous studies and plans at the system, district and site scales. In recent times, Silvia has focused on generating innovative solutions to the ongoing and emerging issues faced by communities in the 21st Century, ranging from integrated planning, community health, resilience, and place making, to partnership leveraging, neighborhood empowerment, implementation performance, and community engagement during and beyond plan adoption.

Experience on similar projects:

- PLANLAFAYETTE Comprehensive Plan, Lafayette Parish, LA - Community Engagement PLANLAFAYETTE received the 2015 award for Plan Excellence from the Louisiana Chapter of the American Planning Association.
- Key Biscayne Vision Plan, Key Biscayne, FL
- Project Manager for a Village-wide visioning and strategic planning effort, Key Biscayne, FL



ALEX DAVID, AICP

Director, Miami-Dade Office

Mr. David has over 30 years with private and public planning organizations. He specializes in both current and long-range planning including: comprehensive plans, land development regulations and site development reviews.

Mr. David has extensive experience working with local, regional, and state planning regulations and



is committed to providing municipal government clients the expertise and assistance they need to achieve local planning and development goals while meeting regional and state planning requirements.

Mr. David's experience includes: Comprehensive Planning, Land Use, Zoning, Evaluation and Appraisal Reports (EAR's) and amendments; municipal land development regulations; annexation applications; water supply plans; strategic visioning and concept plans and development review. Additionally, he has assisted new governments in establishing the planning and development procedures needed to guide growth and development. Alex also has a reputation for building intergovernmental partnerships and navigating through the bureaucracy of local and state agencies in an expeditious manner. He has also served as the Interim Planning Director for the Town of Cutler Bay and as Zoning Administrator for the City of North Miami.

Experience on Similar Projects:

- Town of Cutler Bay Comprehensive Plan
- City of Hialeah Comprehensive Plan Update
- Village of Indian Creek Comprehensive Plan Update
- City of Sunny Isles Beach Comprehensive Plan Update, Evaluation and Appraisal
- Village of Pinecrest Comprehensive Plan Update and Visioning
- Village of Key Biscayne Comprehensive Plan Update
- Town of Lake Park Comprehensive Plan Update, Evaluation and Appraisal



HOYT HOLDEN, AICP
Planning Manager

Mr. Holden has 30 years of management experience with land use plan amendments, reanalysis, platting, rezoning, site planning, Developments of Regional Impacts, Binding Letters of Interpretation, right-of-way vacations, concurrency reviews,

delegation requests, special assessments and due diligence activities. He has acquired state and district grants for park improvements, coastal construction control line permitting, dune preservation/

restoration, wetland mitigation, dredging, boating facilities, landscaping, and sea turtle protection. He manages planning activities from inception through final approval/recordation. This experience has given him an extensive understanding of local community, county agency, and special district regulations and explains his great rapport with municipal and government agencies throughout South Florida, as well as with the Florida Department of Environmental Protection, the South Florida Water Management District, and many special districts such as local drainage districts and community development districts.

Experience on Similar Projects:

- Town of Medley FLUM Amendment for prior City Hall site
- Town of Medley FLUM Amendment for a Residential Parcel to Industrial Land Use
- City of West Park - Text and Map Amendment to Expand TOC Permitted Uses
- City of Pembroke Pines - Land Use Plan Amendments
- City of Weston - Text and Map Amendments for City EOC



**SANDRA LEE, AICP CEP,
LEED AP BC+D, CFM**
*Director, Environmental
Services*

Ms. Lee has over 20 years of professional experience and heads up CGA's Environmental Department. In general, Ms. Lee: provides floodplain management, sustainability and resiliency

services and environmental permitting services at the local, state and federal level, coordinates interagency and multi-disciplinary team efforts, provides tree mitigation plans and tree removal permitting services, conducts wetland delineations and wetland functional assessments, designs wetland mitigation areas, provides bidding and construction oversight services for the construction and installation of mitigation areas, provides technical support, environmental resource management and environmental planning services to municipalities, manages field staff conducting wildlife and habitat assessments, imperiled species



surveys and compliance monitoring reporting.

Ms. Lee has been actively involved with US Green Building Council since 2008. She currently serves as an officer on the Board of Directors of the Florida Chapter of the U.S. Green Building Council (USGBC) and is a Board Member for the South East Regional USGBC Board. She has, since 2008, actively organized and participated in the Chapter's activities and educational programs, including running continuing education webcasts for LEED Accredited Professionals, most recently from December 2016 to February of 2017. Throughout 2009 she served on the Greenhouse Gas Reduction Subcommittee of the Broward County Climate Change Task Force and participated in the Built Environment working group.

Ms. Lee is also actively involved with and serves as a Board officer for the South Florida Association of Environmental Professionals. She has actively been involved in the planning and implementation of the Associations annual education conference providing education on sea level rise, resiliency and the impacts of climate change on our natural resource systems.

Experience on Similar Projects:

- City of South Miami – Incorporate resiliency policies through all elements of the Comprehensive plan
- City of Weston - Completed an update of their Conservation Element including incorporation of sustainability and energy efficiency goals and policies.
- City of Miami Gardens – Completed the update of their Conservation
- Town of Surfside – Completed the amendments to their Coastal and Conservation Elements
- Historic work:
- Fort Pierce - Provided the rewrite of their Coastal and Conservation Elements.
- Parkland - Completed an extensive update of their Conservation Element
- West Park and Loxahatchee Groves. Produced the Conservation Elements for their new Comprehensive Plans after incorporation of these Towns.
- Martin County, St. Lucie County, Malabar, Surfside, Pahokee and Weston. Worked on their
- Evaluation and Appraisal Reports (EAR).
- Weston, Parkland, Surfside, Hollywood,

Pahokee, Malabar and Port St. Lucie. Worked on their EAR and the EAR based amendments to their Comprehensive Plans.

SUPPORT PERSONNEL

ERIC CZERNIEJEWSKI, PE

Director Traffic Engineering

Mr. Czerniejewski, PE, is the Director of Traffic Engineering for CGA with 20 years of experience associated with a wide range of traffic engineering, transportation planning, roadway, transit and multimodal projects. Recently served as the Transportation Manager for the City of Fort Lauderdale's Transportation & Mobility Department prior to joining CGA as Director of Traffic Engineering. While serving as Transportation Manager, Eric managed the Transportation Division and helped advance the City of Fort Lauderdale's 2035 Vision through many important City Commission Initiatives.

Mr. Czerniejewski currently serves as City Traffic Engineer for the City of Weston, the City of Pembroke Pines and the Town of Surfside and also sits on the Broward MPO Technical Advisory Committee as a representative for the City of Weston. CGA transportation staff is aware of the status of key multi-modal transportation initiatives in the City of Pompano Beach as outlined in the 2nd Quarter Performance Report. The key City of Pompano Beach multi-modal initiatives include the following items:

- Increase pedestrian movement and safety including installing 1.5 miles of new sidewalk annually, ADA improvements and traffic calming where needed.
- Increase bicycling and pedestrian network including installing bicycle lanes on major roadways where feasible within available right of way including on South Cypress Road (from Atlantic Blvd. to McNab Road) and E. McNab Road from S. Cypress Road to Federal Highway.
- Improve rail and public transit stops in the City by increasing densities around transit stops including Transit Oriented Development (i.e. Downtown Pompano Transit Oriented Development land use and form based zoning code).
- Enhance transit options through overall transit master plan including the Pompano Education Corridor.



Experience on Similar Projects:

- City of Miami Gardens Comprehensive Plan Amendments and Update (Transportation Element)
- City of South Miami Comprehensive Plan and Land Development Code Update (Transportation Element)
- City-wide Multi-modal Connectivity Program entitled Connecting the Blocks: Creating Options for Moving People
- City of Fort Lauderdale Complete Streets Manual
- State Road A1A Rehabilitation and Modification (Lane Reduction) Projects
- City of Weston EAR-Based Comprehensive Plan Amendments
- Broward Boulevard Gateway Implementation Projects
- North Dixie Highway Complete Streets Project-from NE 13th Street to north of NE 18th Court
- NE 13th Street Complete Streets Projects
- MLK Boulevard Improvements Project
- Pompano Beach Education Corridor Transit Study

GAVIN JONES, AICP, PE

Traffic Engineering and Transportation Planner

Mr. Jones, PE, AICP has 23 years of experience in transportation planning. His experience includes working for Metropolitan Planning Organizations. and in the private sector, serving both public and privates sector clients. Mr. Jones has been the leader and in the private sector, serving both public and privates sector clients. Mr. Jones has been the leader of the full spectrum of transportation-related studies ranging from traffic impact, access, and level of service evaluations to Long Range Transportation Plans.

Experience on similar projects:

- Martin Metropolitan Planning Organization (MPO)
- Collier County Metropolitan Planning Organization (MPO)

MIKE OROPEZA

GIS Coordinator

Mr. Oropeza is a GIS Coordinator at CGA who assists the Department in representing various municipal clients of CGA through the State of

Florida by providing detailed services such as Spatial Planning, Map creations for Comprehensive Plans, Geodatabase Design and Maintenance, GIS accessibility and portability Apps, Cadastral Data Conversions, GPS surveying/collection and Aerial overlays, Developing Custom GIS Web applications, Detailed GIS Analysis, and custom Thematic Map projections.

Experience on similar projects:

- City of Miami Gardens Comprehensive EAR-based Amendments
- Town of Surfside Comprehensive Plan Amendments and Update
- Town of Medley Comprehensive Plan EAR-base Amendments

CURT KEYSER, PE

Director, Engineering

Mr. Keyser has more than 25 years of leadership, management, and engineering experience. His expertise include site development, utilities design, paving and drainage design. He oversee all design and permitting, engineering permit plans reviews, and quality assurance and quality control processes.

Experience on similar projects:

- City of Weston Comprehensive Plan Update
- Town of Surfside EAR-Based Amendments

STEVEN M. WATTS, PSM

Director of Survey

Mr. Watts has 33 years of surveying experience with 29 of those as a Florida Professional Surveyor and Mapper and is the Director of Survey for Calvin Giordano & Associates. Having spent his entire surveying career working in the tri-county area, he is extremely knowledgeable of the rules, requirements and specifications for completing surveying and mapping projects in the South Florida. He specializes in architectural and engineering design type surveys, land acquisition, sketch and legal descriptions, easements, title research, and computer mapping.

Experience on similar projects:

- City of Pompano Beach - General Surveying and Mapping Services
- City of North Lauderdale - General Surveying and Mapping Services



SUB-CONSULTANTS



LAMBERT ADVISORY

PAUL LAMBERT

Managing Principal

Mr. Lambert founded Lambert Advisory in 1995 and is engaged by clients to provide expert market, financial, and strategic guidance associated with real estate and economic development efforts.

Mr. Lambert's clients have included Samsung Corporation, The Queen Emma Foundation, University of Pennsylvania, Harvard University, Port Miami, as well as the cities of New York, New Orleans and Tampa. He has served as advisor to sovereign wealth funds and some of the nation's largest charitable trusts.

Mr. Lambert has served as an economic, housing, strategic and financial consultant to the city of Pompano Beach for more than 10 years.

This includes numerous independent engagements with some of the most notable including:

1. Pompano Beach Affordable Housing Study
2. City of Pompano Beach CityWide Economic Development Strategy/Mayors Stimulus Task Force
3. Pompano Beach CRA Planning Strategy (MLK Boulevard)
4. Pompano Beach Pier Redevelopment Plan

Experience on similar projects:

- City of Hallandale Beach Economic Development Strategy
- City of Hollywood FEC Corridor
- Broward Boulevard Gateway Corridor Master Plan

ERIC LIFF

Principal

Mr. Liff brings 25 years of experience providing economic and financial advisory services to both the private and public sectors. He has worked with numerous national and international corporations providing economic, strategic and investment guidance in real estate acquisition, development planning and asset repositioning. His advising work also includes mixed-use and resort development throughout the U.S., Central America and the Caribbean. Over the course of his career, Mr. Liff has served as project manager to more than fifty municipal and governmental agencies on initiatives ranging from economic development and neighborhood revitalization to complex financial and partnership structuring.

Mr. Liff has served as an economic, strategic and financial consultant to the city of Pompano Beach for more than 10 years.

This includes numerous independent engagements with some of the most notable including:

1. Pompano Beach Amphitheater Strategic Plan
2. Pompano Beach Municipal Cemetery Study
3. Hillsboro Inlet Strategy and Negotiation

Experience on similar projects:

- Broward County MPO Countywide Mobility Hub Study
- City of Naples D-Downtown CRA Zoning Regulation Review
- City of St. Petersburg The Edge District Strategic Plan

Todd Peterson

Senior Advisor

Mr. Peterson has over 10 years of experience in GIS mapping, coordination analysis, and development. He also has an equivalent amount of time in transportation planning including TDM, transit, bicycle/pedestrian, and trail planning and development. His skills extend from property taxation and real estate analysis to transit planning routing and implementation. He is highly skilled at creating GIS data as well as synthesizing existing GIS data into useful datasets.



DICKEY CONSULTING SERVICES

SHERYL A. DICKEY

Public and Community Outreach Services

Ms. Dickey is President and CEO of Dickey Consulting Services. A leading provider of project management, public / economic development services. Ms. Dickey is a community and economic development professional with more than 30 years of experience, she has established a track record of success in the industry. Ms. Dickey will support the CGA team with public and community outreach services working alongside Robert Collins, AICP. She brings a high level of energy and the ability to participate in a leadership or team member role to ensure successful completion of a wide range of projects.

JUSTINA I. HICKLYN

Project Coordinator

Ms. Hicklyn is an enthusiastic, performance-driven Communications major proficient in independent research and problem-solving. Excellent written and verbal communication skills and the ability to work well with deadlines. Adept to working any environment, independently or as a cooperative unit. Ability to establish and maintain effective working relationships with the general public, project team and associated entities. She is focused on achieving continuous, improved business performance.



9. RESUMES OF KEY PERSONNEL



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Shelley Eichner, AICP

Calvin, Giordano & Associates, Inc.

Principal-in-Charge

SUMMARY OF QUALIFICATIONS

Ms. Eichner is a Senior Vice President and a Partner of Calvin, Giordano & Associates and oversees all private sector and public sector planning activities. She has 35 years of diversified planning and platting experience in securing land development approvals, land use plan amendments and local government planning.

Ms. Eichner previously served as Senior Planner for Broward County's Department of Planning and Environmental Protection. She managed and supervised plat applications, created a permit monitoring system, and monitored compliance with all aspects of development approvals. Duties included coordinating the development review agencies in the preparation and adoption of the ordinances amending the Weston Development of Regional Impact.

Years with Firm

22

Years of Experience

35

Education

MPA, Florida Atlantic University, Boca Raton, FL

BA, Psychology and Management, McGill University, Montreal, Canada

Professional Registration

American Institute of Certified Planners No. 116948

Professional Affiliations

American Planning Association - Past President of Broward Chapter

Professional Memberships

Broward County Management Efficiency and Study Committee, Member (Appointed by County Commission); Chair of Growth Management Subcommittee, 2004-2006, and 2009-2011

Technical Advisory Group to the Broward County League of Cities, Chair 2003-2006

Chair Staff Working Group, School Board of Broward County, 2005-Present Broward County Oversight Committee

RELEVANT EXPERIENCE

PROFESSIONAL EXPERIENCE

Growth Management Director and Provision of General Planning Services: City of West Park, City of Weston, Town of Surfside, Town of Loxahatchee Groves. Responsible for all planning activities, including plat and site plan review as well as the creation and modification of land development regulations; establishment of zoning, landscaping, sign codes; and, preparation of a master park plan. Oversaw communication and coordination between city management, elected officials, major developers, and residents.

Site Plan Review: Supervised preparation and presentation of site plan reviews and reports under an ongoing cost recovery process. Plans from the cities are distributed to various plan review disciplines and the final reports are presented in a cohesive and consistent manner.

Comprehensive Planning: Supervised preparation of comprehensive plans, evaluation and appraisal reports, EAR-based amendments, water supply plan goals, and capital improvements element updates for various local governments.

Zoning Codes: City Weston, City of West Park, City of Sunny Isles Beach, Town of Surfside. Responsible for preparation, presentation and adoption of zoning codes. Direction required the coordination of workshops and consensus building among the elected officials, residents and developers in the city.

Transit Oriented Development: Sheridan Station-side Village, City of Hollywood, Florida. Coordinated all planning and engineering services for the site plan application and land use plan amendment for the Sheridan Station-side Village, a mixed-use development integrating an existing Tri-rail station and other transit services.



Shelley Eichner, AICP, Page 2

Town Center Zoning Overlay Districts: City of Hollywood, City of Miami Gardens, City of Sunny Isles Beach. Responsible for development of zoning overlay district comprising zoning criteria, architectural, and landscape requirements leading to town center master plan implementation and for special districts.

Ongoing Private Development Coordination: Responsible for coordinating all aspects of land development activities including platting and site planning, rezoning, and obtaining all government approvals and building permits. Specific tasks involve ensuring that engineering, survey, landscape architecture, and construction management personnel are working together to bring a project to completion.



Calvin, Giordano & Associates, Inc.
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Robert C. Collins, AICP

Calvin, Giordano & Associates, Inc.

Project Manager

SUMMARY OF QUALIFICATIONS

Mr. Collins is a Principal Planner with extensive experience working in many facets of a public planning department including managing and reviewing current planning projects; land development, permit and zoning review; developing and administering comprehensive plans and amendments; and managing and coordinating multifaceted community revitalization and conservation plans and projects. Mr. Collins has worked on preparing and processing many municipal comprehensive plans and associated comprehensive amendments; water supply facilities work plans and amendments; and specialize land use amendments. He also has experienced in community outreach and citizen interaction and is a skilled presenter, communicator, and facilitator of public meetings, community participatory workshops and multidisciplinary teams.

Years with Firm

2

Years of Experience

22

Education

MPA, Public Administration, Management, The George Washington University

BLA, Landscape Architecture & Urban Affairs, Virginia Tech

Professional Registration

American Institute of Certified Planners No. 022119

Professional Affiliations

American Planning Association (APA)

Florida American Planning Association (FAPA)

Florida Planning and Zoning Association (FPZA)

RELEVANT EXPERIENCE

PROFESSIONAL EXPERIENCE

City of South Miami, FL: Comprehensive Plan and Land Development Code Revisions: Project Manager for the project which includes an extensive review and update to the City's Comprehensive Plan and Land Development Code. The City's current documents are viewed as out-of-date and inconsistent. The revisions include addressing the City's desire to encourage sustainability, environmental qualities, and adaption to potential sea level rise and climate change. The Comprehensive Plan update includes State required EAR-Based Amendments.

Town of Surfside Comprehensive Plan EAR-Based Amendments; Town of Surfside, FL: Project Manager for the Town's 2017 Comprehensive Plan EAR-Based Amendments which were based on changes to local situations, conditions and data as well as changes to State Statutes. The amendments included a focus on resiliency and sustainability of the community relating to climate change and sea level rise potential impacts.

City of Miami Gardens EAR-Based Amendments; Miami Gardens, FL: Prepared the City's 2017 update the City's Comprehensive Plan based on: changes to local situations and conditions; changes to State Statutes; and the latest data and information.

City of Weston EAR-Based Amendments; Weston, FL: Project Manager for the City's 2016 update to the City's Comprehensive Plan based on evaluation and appraisal requirements within State Statutes. The amendments included a focus on changes to local situations and conditions; changes to State Statutes; and the latest data and information available.

Town of Surfside, FL: Consultant Town Planner: Assist in planning and zoning activities for the Town including reviewing development review applications, building permits and responding to zoning inquiries.



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Robert C. Collins, AICP, Page 2

City of Plantation Unified Land Development Code Update; City Plantation, FL: Project Manager for the project which was a reorganization and unification of various city land development codes including: zoning, subdivision/platting, floodplain and stormwater management, landscape, and signs and advertising. The City desired a unified land development code that was "user-friendly", easy to read, understand, and interpret for all users including citizens, staff, developers, businesses and officials.

Upper Wisconsin Avenue Corridor Study; District of Columbia Office of Planning, Washington, DC: Project manager for a citizen requested study of the upper Wisconsin Avenue corridor within Washington, DC. Improving neighborhood-serving retail options and guiding redevelopment opportunities were major goals of the study. Process included a community design charrette, public forums, focus group meetings, and special topic meetings and presentations on such issues as transit-oriented design, green design, form-based codes, and understanding retailers' needs. Work was completed while employed by the DC Office of Planning.



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Sarah Sinatra Gould, AICP

Calvin, Giordano & Associates, Inc.

Director, Planning Department

SUMMARY OF QUALIFICATIONS

Mrs. Gould has over 14 years of planning experience including municipal planning director duties such as processing zoning requests, land use plan amendments, site plan reviews, plats rezoning petitions, variances, vacation/abandonments and all other development application reviews. She holds a Master in Urban and Regional Planning from FAU. Mrs. Gould has also written evaluation and appraisal reports, comprehensive plans and zoning and land development codes. She is experienced in writing form-based codes and transit-oriented zoning codes. As the planning department director for Calvin, Giordano & Associates, she acts as the community development director for the City of Weston, and the Town Planner for the Towns of Surfside and Medley. For those entities, she carries out day-to-day planning and zoning activities, presents staff reports and recommendations to the commissions, the planning and zoning boards and provides customer service assistance to residents, developers and business owners.

Years with Firm

13

Years of Experience

14+

Education

B.A. in Political Science, Florida Atlantic University, 1997 - 2001

Master in Urban and Regional Planning, Florida Atlantic University, 2001 - 2003

Professional Registration

American Institute of Certified Planners No. 021533

American Planning Association No. 158802

Professional Affiliations

Florida Chapter of the American Planning Association

Appointed Member of the Miami-Dade Shoreline Development Review Committee

RELEVANT EXPERIENCE

PROFESSIONAL EXPERIENCE

Town of Surfside EAR Based Amendments; Surfside, FL: 2010 and 2018 Addressed issues resulting from a 2006 Charrette into the 2010 update and incorporated many strategies relating to sea level rise in the 2018 update.

City of West Park Comprehensive Plan; West Park, FL: Prepared the City's first Comprehensive Plan.

City of Weston, EAR Based Amendments; Weston, FL: 2009 and 2017: Addressing the introduction of redevelopment as the City approaches build out.

City of Weston, Director of Development Services. Process development review applications including site plans, plats, variances, special exceptions, land use plan amendments and rezoning as well as managing the Planning and Zoning Department. Prepare items for the Development Review Committee (DRC) and the City Commission by chairing the DRC meeting, preparing the staff memorandum to the City Commission and presenting the application to the City Commission.

Town of Surfside, Town Planner. Respond to zoning calls from the public. Created the development review process for the Town and chair the development review group meetings. Review zoning permits and prepare items for the Design Review Board Meeting. Present site plans and permits to the Design Review Board, which analyze architectural and design standards in completing the review. Complete development reviews including site plans, plats, variances, special exceptions, land use plan amendments and rezoning applications. Prepare all staff memorandums and present the items to the Planning and Zoning Board and the Town Commission.

Town of Cutler Bay, Consulting Planner. Provide development review services to the Town. Review development applications including site plans, land use plan amendments, variance and rezoning applications. Prepare staff memorandums and present the items to the Town Council.

Town of Medley, Town Planner. Process development review applications including site plans, plats, variances, special exceptions, land use plan amendments and rezoning. Prepare items for the Development Review Committee (DRC) and the Town Council by chairing the DRC meeting, preparing the staff memorandum to the Town Council and presenting the application to the Town Council. Prepared the 2018 EAR Based Amendments.



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Silvia Vargas, AICP, LEED AP

Calvin, Giordano & Associates, Inc.
Principal Planner

SUMMARY OF QUALIFICATIONS

Ms. Vargas is a professional planner with 25 years of experience. After starting her career as a development review planner in the public sector, Silvia went on to direct dozens of planning processes that resulted in the creation of innovative plans and implementation tools throughout the U.S. and abroad. Silvia's experience encompasses region-wide, county and city comprehensive plans, as well as numerous plans at the system, downtown, district, corridor, neighborhood, and site scales. She has also provided consulting services to several municipalities, including helping set up a new planning department from the ground up.

Silvia's work has been recognized through numerous awards and speaking opportunities. She is a skilled and creative facilitator who specializes in designing creative public engagement tools. Her background and experience gives her great sensitivity to the challenges of collaborating with diverse stakeholders in the planning process.

Years with Firm

< 1

Years of Experience

25+

Education

Master of Urban Planning, University of Kansas (1993)

B.A., Architectural Studies, University of Kansas (1991)

Professional Registration

American Institute of Certified Planners No. 087875

LEED Accredited Professional (Legacy)

Professional Affiliations

American Planning Association (APA)

Urban Land Institute (ULI)

ULI Women's Leadership Initiative (WLI)

U.S. Green Building Council (USGBC)

RELEVANT EXPERIENCE

PROFESSIONAL EXPERIENCE

SELECT COMMUNITY PLANNING EXPERIENCE

City of Concord 2030 Comprehensive Plan. As a Principal in her own firm working with a consultant team, Silvia provided process design guidance, public engagement support, and key elements of this update for the burgeoning City of Concord, located in the Charlotte Metro area. Silvia brought her understanding of a regional planning effort called CONNECT Our Future, for which she previously developed a website and toolbox to assist local municipalities with implementation a regional vision. (Principal while working for her own company)

Winter Park, Comprehensive Plan and LDC Analysis, Winter Park, FL. Silvia reviewed the effect of existing policies and regulations on the City's economic vitality. Aside from specific plan and code issues that the City could solve, the review revealed an absence of consensus on community vision and clear long-term economic development goals. Silvia recommended that the City engage in a community-wide visioning process, which the City has done since. (Professional in Charge while working for another company.)

Parramore Comprehensive Neighborhood Plan, Orlando, FL. Silvia participated in the development of a plan for a neglected historic African-American neighborhood in the heart of Orlando. The community used the US Department of Housing and Urban Development (HUD)'s Principles of Healthy Community Design as a foundation for the plan. Silvia prepared an analysis, identified priorities and recommended actions to support the principle of "increasing housing opportunities." She also guided the development of concepts for several catalyst project sites, identified as instrumental in the future transformation of Parramore. (As a subconsultant, while working for another company.)

Future Land Use and Major Street Plans, Mobile, AL. Silvia assisted Mobile in updating the City's Future Land Use Plan and the Major Street Plan. Neither document had been replaced in almost 50



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years, and had only been amended in piece-meal fashion. The process involved a series of technical agency and stakeholder engagements designed to align current plans and policies with the city's new comprehensive plan; identify investment and capital priorities; and formulate the long-term land use pattern and linked transportation network to help inform a Zoning and LDR update. (Principal in Charge, while working independently.)

PlanLafayette, Lafayette, LA. Silvia served as Project Manager for an ambitious community planning initiative in Lafayette Parish. PlanLafayette aligns land use, transportation and utility planning through the Future Land Use Map in order to consume less land, reduce the cost of service provision, and encourage more livable development patterns. Simultaneously with the comprehensive plan process, Silvia led the preparation of complementary district-scale plans to implement specific policies of PlanLafayette for downtown Lafayette and several small areas around the city, as well as a new Unified Development Code, a capital improvement plan, and training materials for a new citizen leadership and neighborhood planning program. PlanLafayette was developed through a highly interactive community engagement strategy, which generated unprecedented participation. (Professional in Charge, while working with another company.)

Plan Houston, Houston, TX. Silvia was a Project Manager and policy planner on the consulting team which developed Plan Houston—the first general plan for the City of Houston. Plan Houston is an ambitious effort to take over 150 existing visions, plans, studies and strategies previously created by different city departments and organizations from all aspects of the community, and weave them into one cohesive citywide vision and a set of clear policy directives to guide Houston's future. Developed through a nontraditional planning process, Plan Houston has been effective in bringing community partners together to envision the future. The collaborative approach will align existing city plans and policies, improve intra-departmental communication, and increase operational efficiency. (Professional in Charge, while working with another company.)

Silvia Vargas, AICP, LEEP AP, Page 2

Future Fort Smith, Fort Smith, AR. This new plan for the City of Fort Smith was framed as an opportunity to reinvent the city for future economic development, with a bold focus on the Arkansas River and renewed pride in the city's history and culture. The Future Fort Smith Plan provides the "big new picture" for the city—an overarching vision and a set of strategic directions to become more economically diverse while enhancing community character. Silvia worked with a comprehensive plan steering committee to develop Future Growth Alternatives and a Preferred Future. The plan document is a graphically rich document that pays special attention to the relationships between policies and actions and metrics to measure implementation progress. (Professional in Charge, while working with another company.)

CONNECT Our Future, Greater Charlotte Region.

In the role of Project Manager, Silvia led the preparation of final products for the CONNECT Our Future regional framework, which consists of an interactive and user-friendly website with toolbox and a printed and online magazine. Funded through a Sustainable Communities Initiative grant, the CONNECT Our Future initiative involved more than 80 jurisdictions in 14 counties in North and South Carolina. CONNECT's leaders used the funding to develop a regional vision for the future, help each local community determine their priorities, and develop action-oriented tools for implementation. The website and toolbox provide an evolving platform to assist local municipalities with implementation of the regional vision. (Professional in Charge, while working with another company.)

Older Comprehensive Plans: St. Charles Parish (LA), Chapel Hill (NC), Warren County/Bowling Green (KY), York County (SC), Galveston (TX), Greensboro (NC), Georgetown (TX), Lake Maumelle/Little Rock (AR), Palmetto (FL), Southwest Ranches (FL)



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Alex A. David, AICP

Calvin, Giordano & Associates, Inc.

Director, Miami-Dade Office

SUMMARY OF QUALIFICATIONS

Mr. David is a Certified Planner who brings expertise acquired over 30 years with private and public planning organizations. Alex has extensive experience working with local, regional, and state planning regulations and is committed to providing municipal government clients the expertise and assistance they need to achieve local planning and development goals while meeting regional and state planning requirements.

Mr. David's wide array of planning and zoning experience includes: Comprehensive Planning, Land Use, Zoning, Evaluation and Appraisal Reports (EAR's) and amendments; municipal land development regulations; annexation applications; water supply plans; strategic visioning and concept plans and development review. Additionally, he has assisted new governments in establishing the planning and development procedures needed to guide growth and development. Alex also has a reputation for building intergovernmental partnerships and navigating through the bureaucracy of local and state agencies in an expeditious manner. He has also served as the Interim Planning Director for the Town of Cutler Bay and as Zoning Administrator for the City of North Miami.

Years with Firm

1 +

Years of Experience

32

Education

Master of Business Administration, Barry University
Bachelor of Science in Geography (Urban Planning)
Pennsylvania State University

Professional Registration

American Institute of Certified Planners (AICP)
#015953

American Planning Associations (APA) #116051

RELEVANT EXPERIENCE

PROFESSIONAL EXPERIENCE

Town of Cutler Bay Growth Management Plan (Comprehensive Plan); Cutler Bay, FL: Assisted in the preparation of the Town's first Growth Management Plan.

Town of Cutler Bay Land Development Regulations; Cutler Bay, FL: Assisted in the preparation of the Town's first Land Development Regulations. Established planning and zoning practices that continue to guide the Town's orderly growth and development in an easy to use format.

City of Sunny Isles Beach Projects Consultant; Sunny Isles Beach, FL: On call planning and zoning consultant assisting City staff in large-scale development review, comprehensive plan and Land Development Code amendments and expert testimony.

City of Hialeah General Planning Services; Hialeah, FL: Assist, as necessary, the City Attorney and Zoning Official on special planning and zoning related tasks.

Water Supply Plans and Updates; Various Municipalities: Authored Water Supply Plans and/or subsequent Updates pursuant to state statutes in order to strengthen the links between regional water supply plans and comprehensive plans prepared by local governments. Plans and Updates have been prepared for 17 municipalities.

Annexation Studies and Updates; Various Municipalities: Authored numerous Annexation Studies for municipalities wishing to expand municipal boundaries. Annexation Studies and Updates have been prepared for: Doral, Miami Springs, Virginia Gardens, Cutler Bay, Homestead, West Miami and Biscayne Park.



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Alex A. David, Page 2

Professional Affiliations

Miami-Dade County Transportation Aesthetics Review Committee (Vice-Chair)

Miami-Dade County Planners Technical Committee (Former Chair)

City of Miami Beach Design Review Board (Former Vice-Chair)

Citizens' Oversight Committee for Public School Facility Planning in Miami-Dade County (Member)

Staff Working Group for Public School Facility Planning in Miami-Dade County Member, Citizens (Member)

American Planning Association - Florida Chapter (FAPA) (Director)

RELEVANT EXPERIENCE CONTINUE

City of North Miami Downtown Concept Plan; North Miami, FL: As Project Manager established a guide for new land use patterns, redevelopment opportunities, urban design elements, and landscape/streetscape enhancements for potential civic spaces in order to implement the City's Comprehensive Plan. Project Solution: Create a document which depicts a variety of graphics including sketch renderings, plan views, aerial perspectives, and street-level views will be prepared to depict the intended character. The concept plans and graphics will provide a graphical overview of the key elements and recommendations of the Master Plan and serve as a basis for the long-term coordination of private and public investment.



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Hoyt Holden, AICP

Calvin, Giordano & Associates, Inc.

Planning Manager

SUMMARY OF QUALIFICATIONS

Mr. Holden has over 30 years of management experience with land use plan amendments, reanalysis, platting, rezoning, site planning, Developments of Regional Impacts, Binding Letters of Interpretation, right-of-way vacations, concurrency reviews, delegation requests, special assessments and due diligence activities. He has acquired state and district grants for park improvements, coastal construction control line permitting, dune preservation/ restoration, wetland mitigation, dredging, boating facilities, landscaping, and sea turtle protection. He manages planning activities from inception through final approval/recordation. This experience has given him an extensive understanding of local community, county agency, and special district regulations and explains his great rapport with municipal and government agencies throughout South Florida, as well as with the Florida Department of Environmental Protection, the South Florida Water Management District, and many special districts such as local drainage districts and community development districts. Mr. Holden is a past appointee to the City of Hollywood Planning & Zoning Advisory Board. Clients include developers, Districts and Municipalities, business owners, and the Archdiocese of Miami.

Years with Firm

30

Years of Experience

30

Education

MFA, University of South Florida

BFA, University of South Florida

Professional Registration

American Institute of Certified Planners AICP No.
026468

RELEVANT EXPERIENCE

PROFESSIONAL EXPERIENCE

City of Pompano Beach – Pompano Beach, FL: Hired in 2018 by the City of Pompano Beach Development Services Department to review Section 155 of their Land Development Code with a focus on streamlining the approval process for plat amendments and Finding of Adequacy (FOA) applications. Based on many years of experience as an applicant and as a municipal reviewer, reviewed various municipal codes in Broward County and provided a summary of suggestions and thresholds to the City, assisting the City in the final editing of Section 155 of their code. The intent of the code amendment was to simplify the process for applicants as well as diminish the time staff spent on plat amendments by approving certain plat amendments and FOA applications administratively, rather than having every application being approved by the City Commission.

City of West Park TOC Expansion – West Park, FL: Hired by the City to prepare and process an expansion of the existing 90-acre Transit Oriented Corridor district to several hundred acres, the project included a map and text amendment to the City's Comprehensive Plan as well as the Broward County Land Use Plan, along with updating the City's Parks, Recreation and Open Space element to support meeting future levels of service. The final adoption occurred on June 6, 2018.

Dania Beach City Center – Dania Beach, FL: Provided overall project management for platting the redevelopment of the Dania Beach Municipal Complex to include a branch of the Broward County Library System, a proposed future mixed-use development of residential units, retail space and municipal uses including a City Hall, Fire Station and Broward Sheriff's district office. In addition to standard platting issues and processes, the project included removal of a section of Dania Beach Boulevard from the Broward County Trafficways Plan and the vacation of the park use listed on the original plat. Provided direct coordination between the Dania Beach CRA, the City of Dania Beach, FDOT IV, Broward County Planning Council and various Broward County agencies including the County Attorney's office, Engineering, Transit and Aviation divisions.



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Hoyt Holden, AICP, Page 2

Town of Davie CRA: Contracted by the Town of Davie CRA to plat a cornerstone of their downtown area (Davie CRA Plat) and to plat several parcels proposed for purchase by developers (Main Street Lofts). Both projects propose mixed use development consistent with the Town's Regional Activity Center and vision for Downtown Davie. Direct involvement between the CRA, the Town, the Central Broward Water Control District, FDOT IV and various Broward County agencies were and will be required.

Pembroke Pines City Center – Pembroke Pines, FL: Provided due diligence, land use plan amendment and platting services for this 133-acre site on Pines Boulevard (State Road 820) developed by the City of Pembroke Pines into a vibrant mixed use "downtown." During the development process, concurrency agreements, impact fee agreements, traffic signalization agreements and offsite road improvements agreements were prepared and amended as required as development scenarios were modified. Included in this development was a widening of Pines Boulevard as part of a LAP Agreement. This LAP Agreement required coordination with the Broward County agreements process.

Pembroke Pines Health Park – Pembroke Pines, FL: Provided due diligence, land use plan amendment and platting entitlement for this 136-acre State owned site, developed by the City of Pembroke Pines under a 99-year lease. In addition to the typical county agencies involved with land use plan amendment and platting entitlements, coordination between the City, State, Broward County Aviation, South Broward Drainage District (and South Florida Water Management) and FDOT IV was required due to the location across from North Perry Airport as well as an ongoing FDOT/Broward County improvement project on University Drive (State Road 817) and Pembroke Road.

City of Weston Emergency Operation Center (EOC) – City of Weston, FL: Prepared a land use plan amendment for the City of Weston to permit construction of a new EOC facility. The project included amending the City future land use plan map and processing it through the City, County and State for final certification.

City of Pembroke Pines Impact Analysis – Pembroke Pines, FL: Prepared a comprehensive plan amendment utilizing the provisions of Rule 9J-11.006, F.A.C. criteria for proposed comprehensive plan amendments. The purpose of this impact analysis was to support an increase in DRI threshold intensity for office development on this approximately 36-acre site south of Pines Boulevard, east of I-75. Section 380.0651(3)(d)2, Florida Statutes, authorized a local government in a county with a population greater than 500,000 to designate geographic areas which are highly suitable for increased DRI threshold intensity. This amendment permitted the increase in development of regional impact office from 300,000 square feet of gross floor area to 600,000 square feet of gross floor area. This designation did not change the Future Land Use Map designation of any property but did designate a specific area for this increased development in the Future Land Use Element of the Comprehensive Plan.

Pembroke Harbor/Pembroke Pointe/Shops at Pembroke Gardens – Pembroke Pines, FL: Over several years prepared and processed four (4) separate land use plan amendments and several rezonings and site plans within the 167-acre mixed use development at the southeast quadrant of I-75 and Pines Boulevard.

City of Miramar Traditional Neighborhood Development (TND) – Miramar, FL: In conjunction with platting the Miramar Town Center, researched and prepared criteria for a new TND district and drafted the district regulations.

Memorial West HD Zoning – City of Pembroke Pines – FL: Upon the adoption of the Hospital Zoning District (HD) in the City of Pembroke Pines, prepared and processed the rezoning of the Memorial West campus from a mix of residential and non-residential districts to the unified HD district. The application included the submission of design guidelines and a master sign plan.



Hoyt Holden, AICP, Page 3

Sheridan Station - Hollywood, FL: Provided overall project coordination for a land use plan amendment (amending text-permitted uses in the TOD) and platting for a Transit Oriented Development (TOD) at I-95 and State Road 822 (Sheridan Street) consisting of 1550 residential units, 300,000 sq. ft. of commercial, 245,000 sq. ft. of office, a 150-room hotel, a 6-acre park and an intermodal facility (tri-rail, bus, park and ride). The north half of the site is owned by FDOT and the south half is owned by a private developer that had a 99-year lease to develop the TOD, requiring detailed coordination between and on behalf of both owners in order for the City of Hollywood and Broward County to approve a land use plan amendment, rezoning, plat, site plan, vacations, easement and right of way dedications, off- site improvement cost estimates and plans. Eventual dissolution of the 99-year lease between FDOT and the developer resulted in further detailed coordination to break out the development between both owners by creating a separate parcel for the developer's 550 units and allocating the balance of the development to FDOT land. Processed the adopted amendment through the State of Florida for certification.



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Sandra Lee, AICP CEP, LEED AP BD+C, CFM

Calvin, Giordano & Associates, Inc.

Director, Environmental Services

SUMMARY OF QUALIFICATIONS

Ms. Lee has over 25 years of professional experience and heads up CGA's Environmental Department. In general, Ms. Lee provides environmental permitting services at the local, state and federal level, coordinates interagency and multi-disciplinary team efforts, provides tree mitigation plans and tree removal permitting services, conducts wetland delineations and wetland functional assessments, designs wetland mitigation areas, provides bidding and construction oversight services for the construction and installation of mitigation areas, provides technical support, environmental resource management and environmental planning services to municipalities, manages field staff conducting wildlife and habitat assessments, imperiled species surveys and compliance monitoring reporting. Before joining CGA, Ms. Lee was a Biologist with the Growth Management Division of Monroe County. During the three years that CGA provided planning and zoning services for the newly incorporated City of Marathon, she lived full-time in the Florida Keys and was responsible initially for all the environmental planning for the City of Marathon and subsequently for a full range of planning services for the City. Prior to relocating to Fort Lauderdale, Ms. Lee was a resident of the Florida Keys for 10 years where she became very familiar with the environmental sensitivities regarding the flora, fauna, land and special government programs governing and protecting the 160-mile string of coral islands making up the Keys, a designated area of critical State concern.

Years with Firm

18

Years of Experience

25

Education

B.A. Biology/Botany, Magna Cum Laude, St. Cloud State University, Minnesota

RELEVANT EXPERIENCE

PROFESSIONAL EXPERIENCE

COMPREHENSIVE PLANNING

Fort Pierce. Provided the re-write of their Coastal and Conservation Elements.

Parkland. Completed an extensive update of their Comprehensive Plan Conservation Element.

West Park and Loxahatchee Groves. Produced the Conservation Elements for their new Comprehensive Plans after incorporation of these Towns.

Martin County, St. Lucie County, Malabar, Surfside, Pahokee and Weston. Worked on their Comprehensive Plan Evaluation and Appraisal Reports (EAR).

Weston, Parkland, Surfside, Hollywood, Pahokee, Malabar, South Miami, Miami Gardens, Medley and Port St. Lucie. Worked the EAR based amendments to their Comprehensive Plans.

Marathon. Worked extensively on the first draft of the City's Comprehensive Plan.

ENVIRONMENTAL RESOURCE PERMITTING EXPERIENCE

Archdiocese of Miami Blessed John XXIII Religious Facility, Miramar. Responsible for environmental permitting, which included the site assessments, wetland assessments and obtaining a U.S. COE, a Broward County and two South Florida Water Management District permits; one for the development site and one for a newly constructed off-site mitigation area. Also designed the newly constructed off-site mitigation area, conducted the mitigation construction oversight and long term compliance monitoring, and the conducted maintenance oversight for the off-site mitigation area. Nearly the entirety of the development site was wetland and was comprised of multiple habitat types and qualities. The Archdiocese had previously obtained environmental resource permits for this project and purchased mitigation previously constructed under a prior project. However, the Archdiocese had let all permits expire and needed to again go through the entire permitting process, under new regulatory criteria. Permitting required extensive negotiation to allow previously purchased



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Sandra Lee, AICP CEP, LEED AP BD+C, Page 2

Professional Registration

American Institute of Certified Planners No. 018627
Green Building Certification Institute LEED AP BD+C
No. 10215598
Association of State Floodplain Managers CFM No.
US-07579

Professional Associations

US Green Building Council Florida Chapter, Board
Officer
South Florida Association of Environmental
Professionals Board Director

RELEVANT EXPERIENCE CONTINUE

mitigation credit from a private development site to continue to apply to this project. Additional off-site mitigation was also required.

Pembroke Harbor/Pembroke Cay, Pembroke Pines.

Responsible for coordinating the final issuance of permits, with multiple firms, for a 170 acre residential and commercial development project that required 34 acres of on- site mitigation and the purchase of 55 mitigation bank credits. Completed the final wetland mitigation plan and planting chart, also conducted the mitigation construction oversight, the five year mitigation compliance monitoring, and the mitigation maintenance oversight. Conducted the site assessment and obtained a permit modification for a roadway extension which included additional wetland impacts and the purchase of additional mitigation bank credits.

Pembroke Lakes Square/Miramar Pinelands Natural Area.

Responsible for coordinating and finalizing the permitting through the US COE, Broward County and the SFWMD with mitigation plan components from multiple firms for the construction of a commercial complex in Pembroke Pines on a 26+ acre site that was entirely wetlands, also conducted the mitigation construction oversight and the five year mitigation compliance monitoring. Mitigation was constructed in Miramar within the County owned Miramar Pinelands Natural Area that was purchased with State funding. The project required a tri-party agreement with County Commission approval for mitigation construction on County park land. Also, obtaining a permit modification for additional adjacent wetlands later purchased and added to the development site; coordinated the purchase of mitigation bank credits for the additional land.

Dania Basin 5 Drainage Improvements, Dania Beach, Pembroke Pines and Miramar.

Designed and permitted a unique bio-swale stormwater improvement system to benefit both the developed and adjacent natural habitats. Conducted all site and wetland functional assessments for permitting and processed permits through the US COE, the South Florida Water Management District and Broward County; permitting required extensive negotiation with various Divisions of Broward County for use of County land that is designated wilderness area, mangrove habitat, and serves as a buffer to West Lake Park. The project required the development of an Agreement with the County and the City requiring approval by the County Commission. The construction of the bio-swale required unavoidable impacts to wetlands; however, the swale design included enhancements that created greater wetland functional gain than the functional loss through the impacts. The project restored historic sheet flow of freshwater to the West Lake Park habitat.

Middle Beach Recreational Corridor (MBRC), Miami Beach.

Conducted site inspections and plant identifications and processed a CCCL permit through the Department of Environmental Protection. The MBRC is a two mile long paver walkway connecting the existing Miami Beach Boardwalk at Indian Beach Park to the North Beach Recreational Trail at Allison Park. The path fell on state lands on coast dune habitat. The scope of work also included coastal engineering, dune planting plans, lighting design, bidding and construction administration. The ADA-accessible beach pathway supports the use of bicycles, walking, and other non- motorized means of transportation. The MBRC project is a part of the greater Atlantic Greenway Network.

Intracoastal Park Seawall, Sunny Isles Beach.

CGA environmental staff obtained immediate emergency authorization from the jurisdictional agencies to begin repairs on a collapsed portion of seawall along the City's Intracoastal Park and kept DERM the US COE, and DEP continuously apprised of all activity. CGA quickly responded to the City's request for design, permitting and construction inspection of the emergency demolition and replacement. Due to the age and deteriorated state, the entire 669 linear feet of seawall was replaced. CGA expedited the permit review process while the Contractor was on-site performing emergency repairs.



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Sandra Lee, AICP CEP, LEED AP BD+C, Page 3

Seawall Replacements, Town of Surfside. Conducted benthic assessments on all Town owned seawalls and immediate submerged lands and obtained permits from FDEP, US COE and Miami-Dade DERM to replace all Town owned seawalls.

Lloyd Estates, Oakland Park. Responsible for all site assessments, designing a bio-swale stormwater overflow area, and obtaining permits through the US COE, the South Florida Water Management District and Broward County. The project involved the installation of two new outfalls, dredging, a sluice gate, and new seawalls into the Sleepy River, sovereign submerged lands. It also involved the construction of a pump station and the creation of a bio-swale/river overflow area within property adjacent to the river. Permitting challenges included close coordination with the SFWMD operations staff on project interactions with the C13 canal, and amending sovereign submerged lands leases for new dredge areas and the gate.

Drainage Improvements, City of Weston. Responsible for conducting the site inspections and obtaining permits from the US COE, Broward County and the South Florida Water Management District for drainage enhancements which included culvert replacements and outfalls into surface waters.

Aqua Isles Multi-Family Residential Development Project with Marina, Dania Beach. Responsible for obtaining a Broward County permit to increase the number of boat slips in the residential marina of a new multi-family residential development.

Foxcroft Multi-Family Residential Development, Miramar. Responsible for site assessments and obtaining a US COE, Broward County, and a South Florida Water Management District permit for the redevelopment of a golf course into a residential community. Mitigation bank credits were purchased for the US COE permit and on-site mitigation was conducted for Broward County. Additionally, over 20 acres of non-mitigation created wetland habitat was designed and included in the final plan.

Public Lands Irrigation, City of Weston. Responsible for obtaining a water use permit from the South Florida Water Management District for nearly 1,000 acres of irrigated public land.

City Center Parking, Pembroke Pines. Responsible for environmental permitting, which included the site assessments, wetland assessments and obtaining a US COE, a Broward County and a South Florida Water Management District permit for the development site and for a newly constructed

off-site mitigation area. Nearly the entirety of the development site was wetland and was comprised of multiple habitat types and qualities; also developed the mitigation plan for the conversion of an off-site golf course to wetland habitats. The development fell within an FPL power line easement requiring additional coordination and approvals with FPL. The US COE permit required purchasing mitigation bank credits. Economic developments in 2014 lead to the City selling the off-site golf course. Worked with the City to release the recorded conservation easement and obtain new permits to allow the City to build the parking facility within the FPL easement with a combination of mitigation bank credits and off-site mitigation at another location.

Dania Cove Park, Dania Beach. Obtained local, State and Federal permits to install site improvements required by a Florida Communities Trust and a Parks for People grant including dock, shoreline platform, and shoreline protection measures on a City park located along the Dania cut-off canal. Designed a stabilization system for a badly eroded and unstable shoreline embankment and developed a shoreline vegetation plan.

Ortanique Residential Subdivision, Pompano Beach. On behalf of the City CRA obtained an ongoing Florida Fish and Wildlife Conservation Commission permit to relocate burrowing owls and collapse burrows to allow on-going site grading work to be conducted within the City owned CRA subdivision.

Drainage Improvements, Lake Park. Conducted a submerged aquatic vegetation survey and obtained a US COE and SFWMD permit for installation of a new outfall and upgrades to existing outfalls into the Lake Worth Lagoon.

FPL Substation, Dania Beach. Conducted the site assessments and wildlife survey and obtained a U.S COE and a Florida Department of Environmental Protection permit for the expansion of an electric substation in mangrove habitat recognized as Outstanding Florida Waters, and coordinated the purchase of mitigation bank credits for the wetland impacts.

Verizon Switch Station, Pembroke Pines. Obtained a permit transfer to Verizon and a permit modification for the construction of a switch station with AT&T as a co-permittee, and modified the final mitigation plan.



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Sandra Lee, AICP CEP, LEED AP BD+C, Page 4

A-1-A Improvements and Bike Lanes, Town of Jupiter. Obtained environmental permits, conducted the site assessments, including shoreline and submerged aquatic vegetation surveys, for new outfalls into the Lake Worth Creek Aquatic Preserve which is recognized as Outstanding Florida Waters. Conducted the investigations to complete and submit the environmental LAP documentation.

Increment III Mitigation Areas, Weston. Re-permitted Increment III of the Weston DRI through Broward County for document consistency with the final mitigation conditions, and amended the Increment II Conservation Easement dedicated to the Florida Department of Environmental Protection.

Loughman/Martin Marietta Facility, Polk County. Conducted coordination with the US Fish and Wildlife Service and obtained a determination of compliance with the Endangered Species Act for the federally listed sand and blue tailed mole skinks for the construction of an asphalt distribution facility located within known skink habitat.

MUNICIPAL EXPERIENCE

Environmental Management, City of Weston: Responsible for the environmental resource management and environmental planning services to the City and the administration of the maintenance contracts on over 2,200 acres of created and enhanced wetlands.

Land Clearing Review, Loxahatchee Groves: On behalf of the Town reviewed and issued the land clearing permit for a 15+ acre religious facility on Pineland habitat, developed the tree mitigation plan, developed the performance guarantee estimate, conducted the site inspections to ensure compliance to the issued permit, and final permit close-out.

Environmental Planning, City of Marathon: During the three years that CGA provided planning and zoning services for the newly incorporated City of Marathon, Ms. Lee lived full-time in the Florida Keys and was responsible initially for all the environmental planning for the City of Marathon and subsequently for a full range of planning services for the City. Ms. Lee worked closely with the

City Administration, Code Compliance and Building Department to provide seamless, efficient services to the community. She reviewed and processed all applications for commercial and residential development, implemented the local 'Rate of Growth' residential allocation system, reviewed and processed specialized planning functions such as variances, conditional uses, FLUM, zoning and text amendments; and prepared all necessary staff reports and public notices gaining in depth experience in implementing:

- Heightened habitat, wetland and shoreline protection measures;
- Transfer of development rights to protect sensitive habitat;
- Coastal protection measures;
- Habitat Open Space overlays to protect sensitive habitat; and
- Rate of Growth measures.

Code Review, Town of Palm Beach. Reviewed the Town's Ocean Vista zoning requirements and the State laws relative to the regulations for trimming vegetation on beach dunes to identify inconsistencies and to make recommendations to the Town to achieve consistency with the State regulations.

Community Rating System Certification, City of Weston and Pembroke Pines. Compiled and submitted the annual certification documents to FEMA for the CRS participation in the NFIP. Obtained an upgraded CRS score for the City of Weston.

NPDES Annual Reporting, Town of Surfside, the City of Sunny Isles Beach and Pembroke Pines. Compiled and submitted the annual MS4 reporting documents for the Town of Surfside, the City of Sunny Isles Beach and Pembroke Pines.



10. REFERENCES



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REFERENCES

A list of references of CGA's governmental agency for similar professional planning services contract.

Name of Agency	Town of Surfside		
Scope	<p>Land Development Planning Services</p> <p>CGA was selected to provide review of land development plan services for the Town. CGA met this challenge by providing planning personnel that were knowledgeable about Town and County Codes and local interagency coordination. The entire CGA multi-disciplinary team serves as an available resource.</p> <p>CGA planning staff is available to the public during all regular working hours and attends Town and all necessary inter-local government meetings. CGA planning staff reviews and processes commercial and residential development projects; reviewed and processed all specialized planning functions such as variances, conditional uses, FLUM and zoning amendments as well as text amendments; prepares all necessary staff reports and CGA works closely with the Town administration, Code Compliance and Building Departments to provide seamless, efficient services to the community.</p> <p>CGA also prepared the Town's EAR-based Amendments. The project included revised Comprehensive Plan Data Inventory and Analysis including current transportation data, population projections, and housing analysis. The revised Goals, Objectives, and Policies reflected Surfside's interest in incorporating many of the concepts associated with sustainability and resiliency. Additionally, consideration was made to assure the Comprehensive Plan addressed improved transportation along Collins and Harding Avenue.</p> <p>Project Value Project Fee Based</p>		
Responsibilities	Planning and zoning services / comprehensive plan updates		
Contact Name	Guillermo Olmedillo Town Manager		
Email Address	GOlmedillo@townofsurfsidefl.gov	Telephone Number	(305) 861-4863



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Name of Agency	City of Weston		
Scope	<p>First Comprehensive Plan</p> <p>The City of Weston, which was incorporated in 1996, called upon CGA to provide professional planning services in connection with the development and adoption of first local comprehensive plan and all required elements.</p> <p>The comprehensive plan and its elements consisted of goals, objectives, and policies; procedures for monitoring; evaluations of the local plan required for capital improvements implementation and required maps.</p> <p>Two public workshop meetings were held to receive public input regarding the comprehensive plan. CGA transmitted all of the required elements of the Comprehensive Plan to the State of Florida and received approval. All required maps for the Comprehensive Plan were created by CGA's in-house GIS Coordinator.</p> <p>Comprehensive Plan Amendments</p> <p>In 2007, CGA prepared the City's Comprehensive Plan Update Report and completed the follow-up Comprehensive Plan Amendments in 2009. The amendments brought the Comprehensive Plan up to date with SB360 (2005) and HB697 (2008) requirements for Comprehensive Plans.</p> <p>In 2016, CGA prepared EAR-Based Amendments to the City of Weston's Comprehensive Plan based on changes to the State Statutes since 2009. The City was also interested in added goals, objectives, and policies to the Comprehensive Plan related to sustainability. CGA also prepared the latest Water Supply Facilities Work Plan update and associated Comprehensive Plan amendments in 2015.</p> <p>Project Value</p> <p>First Comprehensive Plan - Hourly Report \$101,632.00 Amendments \$79,170.</p>		
Responsibilities	Planning and zoning services / comprehensive plan updates		
Contact Name	Denise Barrett Director of Communications		
Email Address	DBarrett@westonfl.org	Telephone Number	(954) 385-2000



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Name of Agency	Town of Medley
Scope	<p>General Planning and Zoning Services</p> <p>CGA staff has been designed as the Town Planners. In this role, CGA staff reviews all site plans and performs zoning permit reviews for all building permits. Staff interacts with the public and Town staff on a daily basis and performs all day to day planning and zoning activities required by the Town.</p> <p>Emergency Management</p> <p>CGA has assisted the Town in the preparation of their Comprehensive Emergency Management Plan as well as hosted "table top" exercises to prepare the Town Staff in case of an emergency.</p> <p>EAR-based Comprehensive Plan Amendments</p> <p>CGA responded to the Objections, Recommendations and Comments (ORC) Report for the Town of Medley's EAR-based Amendments. Our comprehensive planning team successfully took action on State of Florida concerns including environmental issues related to solid waste facilities located in the Town, HB697 greenhouse reduction strategies, and water supply planning. The EAR-based Amendments were found in compliance by the State in April 2009. The most recent updates to the Town's Comprehensive Plan were in 2016 and were reflective of changes in the State Statutes since 2009.</p> <p>Annexation Study</p> <p>CGA prepared the Medley Annexation Study according to the requirements of Chapter 20, Article I, Seciton 20-3 of the Miami-Dade County Code to document the key characteristics and impacts of the proposed annexation by the Town of Medley. The Town decided not to proceed with the proposed annexations at that time, but may consider the annexations in the future.</p> <p>Project Value</p> <p>Project Fee Based</p>
Responsibilities	Planning and zoning services / comprehensive plan updates
Contact Name	Richard McConachie Building Official
Email Address	RMcConachie@townofmedley.com
Telephone Number	(305) 887-9541 ext. 104



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PRIOR PROJECTS PERFORMED FOR THE CITY OF POMPANO BEACH

CLIENT	PROJECT ID & DESCRIPTION	PROJECT STATUS	TOTAL CONTRACT AMOUNT
City of Pompano Beach CRA	103144 Pompano Beach Dune Restoration	Closed	\$10,000.00
City of Pompano Beach CRA	103409 MLK Neighborhood Traffic Study	Closed	\$52,745.00
City of Pompano Beach CRA	1034094 MLK Neighborhood Traffic Study-MLK Arterial Analysis	Closed	\$13,460.00
City of Pompano Beach CRA	1034095 MLK Neighborhood Traffic Study-MLK at 27th Signal Warrant	Closed	\$2,370.90
City of Pompano Beach CRA	103573 Ortanique Closeout Services	Closed	\$23,980.00
City of Pompano Beach (P649)	103618 Pompano-Code Compliance	Active	\$12,678,858.01
City of Pompano Beach (P649)	135939 Pompano Pier Planning Svs	Closed	\$34,875.00
City of Pompano Beach CRA	1359391 Pompano Pier Planning Svs-Pier Parking Lot Planning CRA	Closed	\$1,500.00
City of Pompano Beach (P644)	136147 FL Highway Beautification Grant	Closed	\$5,900.00
City of Pompano Beach (P644)	1361471 CITY OF POMPANO BCH-CONSTRUCTION DRAWINGS HBC GRANT	Closed	\$24,000.00
City of Pompano Beach (P644)	1361472 City of Pompano Bch Design Variances HBC Grant Sample Rd	Closed	\$910.00
City of Pompano Beach (P644)	1361473 Florida HBC Grant on Sample Rd--Electrical Drawings	Closed	\$8,860.00
City of Pompano Beach (P644)	1361474 Pompano Bch-Post Design Services for Florida HBC Grant	Closed	\$6,950.00
City of Pompano Beach (P644)	1361475 City of Pompano Bch Add's Svcs Prepare Landscape Permit & Close Out FDOT	Closed	\$4,710.00
City of Pompano Beach (P649)	136277 Hourly Technical Support Svs	Closed	\$5,000.00
City of Pompano Beach CRA	136371 MLK-Blount Rd Analysis	Closed	\$16,900.00
City of Pompano Beach CRA	136436 Pompano CEMP Update	Closed	\$24,800.00
City of Pompano Beach CRA	157755 City of Pompano Beach MLK Roadway Improvements	Closed	\$12,491.25
City of Pompano Beach CRA	157770 City of Pompano Bch I-95 & Atlantic Blvd Interchange Traffic Operations Analysis	Closed	\$24,925.00
City of Pompano Beach CRA	157938 City of Pompano Beach MLK Roadway Improvements - Construction Observation	Active	\$384,574.99
City of Pompano Beach (P649)	168499 City of Pompano Beach MLK Blvd. - Tree Appraisals	Closed	\$2,485.00
City of Pompano Beach (P644)	168580 City of Pompano Beach CEI Services for 36th Ave Sidewalk	Closed	\$109,970.61
City of Pompano Beach (P644)	168656 City of Pompano Beach Planting Design for Medians on N. Palm Aire Drive	Closed	\$6,505.00
City of Pompano Beach CRA	168714 Pompano Beach MLK Drive Supplemental Traffic Analysis & Design	Work Hold	\$90,000.00
City of Pompano Beach (P649)	179330 City of Pompano Beach Landscape Director	Closed	\$0.00
City of Pompano Beach CRA	179669 City of Pompano Bch 31st Ave Corridor Traffic Analysis & Design	Active	\$0.00
City of Pompano Beach (P649)	179746 City of Pompano Beach Planning & Landscape Services	Active	\$70,000.00
City of Pompano Beach (P649)	1797461 1380 S OCEAN PLANNING SERVICES	Active	\$3,960.00
City of Pompano Beach (P649)	1797462 OCEAN PARK RESIDENCES PLANNING SERVICES	Active	\$6,600.00
City of Pompano Beach CRA	181141 Pompano Platting Code Amendments	Active	\$0.00
City of Pompano Beach (P649)	181148 Boundary Survey Pompano Beach CRA - Survey - Parcel C Palm Aire	Active	\$11,840.00
City of Pompano Beach CRA	181164 Pompano Code Modifications	Active	\$0.00



11. OFFICE LOCATIONS



Calvin, Giordano & Associates, Inc.
EXCEPTIONAL SOLUTIONS™

OFFICE LOCATIONS

The responsible office is located at 1800 Eller Drive, Suite 600, Fort Lauderdale, FL 33316.

Contact person is Robert Collins, AICP.

Telephone No.: 954.766.2723

Fax No.: 954.921.8807.

EMPLOYEE BY DISCIPLINE

Discipline	Number
Administrative	93
Chemical Engineers	1
Civil Engineers	26
Construction Inspectors	33
Electrical Engineers	1
Landscape Architects	4
Planners: Urban/Regional	15
Permitting Specialists	28
Surveyors	2
Transportation Engineers	7
CADD Technicians	5
Field Surveyors	16
GIS/Data Technology Specialists	10
Code Enforcement Specialists	32
Environmental Specialists	2
Landscape Designers/Inspectors	8
Biologist/Indoor Air Quality	1
Other Employees	96
TOTAL	380





12. LOCAL BUSINESSES



LOCAL BUSINESSES

The City of Pompano Beach Request for Letters of Interest E-31-18 has been issued pursuant to Florida Statutes Chapter 287.055 "Consultants Competitive Negotiation Act" and is therefore, exempt from City Ordinance 2018-112 pursuant to section D(6). Exceptions.

Please see the following pages for the Local Business Program Forms Exhibits A-D.

NOT APPLICABLE

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

Solicitation Number & Title: **E-31-18**

Prime Contractor's Name: Calvin, Giordano & Associates, Inc.

<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</u>

LOCAL BUSINESS EXHIBIT "A"

NOT APPLICABLE

LOCAL BUSINESS EXHIBIT "C"
LOCAL BUSINESS
UNAVAILABILITY FORM

BID # E-31-18

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.

NOT APPLICABLE

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

BID # E-31-18

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.

<hr/>	\$ <hr/>
<hr/>	\$ <hr/>
<hr/>	\$ <hr/>

8. Other comments:

LOCAL BUSINESS EXHIBIT "D" – Page 2

A photograph of the Pompano Beach Cultural Center, a modern white building with large glass windows and doors. Several tall palm trees are in the foreground. The sky is blue with some clouds. A dark semi-transparent banner is at the bottom of the image, containing the section header text.

13. MINORITY BUSINESS ENTERPRISES



Calvin, Giordano & Associates, Inc.
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MINORITY BUSINESS ENTERPRISE

Calvin, Giordano & Associates, Inc. (CGA) does not hold Minority Business Enterprise (MBE) status; however, CGA strives to utilize minority and women-owned business participation within each of our projects, regardless of the requirements outlined under the contract. Due to this commitment, CGA maintains strong relationships with a wide variety of DBE professional services firm such as geotechnical engineering traffic engineering, surveying, subsurface utility engineering, structural engineering, and public relations.

CGA takes great care in selecting our teaming partners; accordingly, the City of Pompano Beach can be confident that the team chosen for this project are not only the highest quality firms in the industry, but is a team that has a strong history of working together; not a randomly selected firm used to fill a requirement.

For this project, CGA has identified the following DBE firms to support the project deliverables. A copy of their certifications are included at the end of this section.

FIRM	DISCIPLINE	DBE STATUS
Dickey Consulting Services	Public and Community Outreach Services	Woman and Minority Business Enterprise



Dickey Consulting Services, Inc.

1033 NW 6th Street Suite 206 Fort Lauderdale, FL 33311

County: Broward
Contact: Sheryl Dickey
Phone: 954-467-6822
Fax: 954-467-7033

E-mail: sdickey@dickeyinc.com
Web site: <http://www.dickeyinc.com>

Mailing Address:
P.O. Box 892
Fort Lauderdale, FL 33302

Ethnicity: African American
Certification(s): CBE SBE

Type: Contract Services

Specialties:
Project Management
Public Outreach
DBE Liaison Services
Community Relations

Broward County Vendor: Yes
Vendor Number: VC0000036630
File Number:

Description:

POMPANO BEACH
FIRE MUSEUM

1926

RESTORED BY
5555 SOCIETY
I.A.F.F. 1549
HISTORICAL SOCIETY
JULY 4, 1988

PRESENTED BY

POMPANO BEACH KIWANIS CLUB

14. LITIGATION



LITIGATION

Calvin Giordano & Associates, Inc. Litigation Information August 2018

Customer satisfaction in CGA's primary objective for every project undertaken by the firm. As such, CGA endeavors to complete each project on time and within budget. CGA is proud to assert that CGA has not failed to provide products, perform services, or furnished goods for which we have been contracted.

1. Armando E. Silva, and Robin Silva, both individually and as natural parents and next friends of Spencer Silva and Heather Silva, minors, v. South Broward Hospital district, d/b/a Memorial Regional Hospital, Hardrives of Delray, Inc. d/b/a Hardrives, Inc., a Florida Profit Corporation, Calvin, Giordano & Associates, Inc., a Florida Profit Corporation, and ANF Group, Inc., a Florida Profit Corporation, filed suit on October 25, 2013 in the Broward County Circuit Court. NO. CACE13023917. A lawsuit for compensation was brought against Calvin, Giordano & Associates (CGA) by Armando Silva as a result of a motor cycle accident on a road designed by CGA. This case was settled.
2. Kevin Young vs. Calvin, Giordano & Associates, Inc., Case NO: 0:13-cv-61870-Scola/Otazo-Reyes, filed in United States District Court for the Southern District of Florida, Fort Lauderdale Division. ADA lawsuit. The parties have dismissed this case with prejudice in accordance with Federal Rule of Civil Procedure 41(a)(1)(A)(ii). Dismissal with prejudice, ECF No. 66) on December 19, 2014.
3. Hummer v. CTS1, Inc., Russell Engineering, Inc., Calving Giordano & Associates, Inc., and AE Engineering, Inc. CACE 16-008549. This lawsuit related to an alleged bicycle accident that occurred within the boundaries of the construction project known as the A1A washout project along A1A in Fort Lauderdale, Florida [Broward County]. The nature of the project related to widening sidewalks, reducing traffic lanes, adding traffic signals, and adding a seawall along A1A Sunrise Boulevard North to NE 18th Street.



15. CITY FORMS

REQUESTED INFORMATION BELOW IS ON THE MINORITY BUSINESS ENTERPRISE PARTICIPATION FORM ON THE BID ATTACHMENTS TAB. BIDDERS ARE TO COMPLETE FORM IN ITS ENTIRITY AND UPLOAD COMPLETED FORM TO THE EBID SYSTEM

EXHIBIT E

MINORITY BUSINESS ENTERPRISE PARTICIPATION

RLI # E-31-18

List all members of your team that are a certified Minority Business Enterprise (as defined by the State of Florida.) You must include copies of the MBE certificates for each firm listed with your electronic submittal.

Name of Firm	Certificate Included?
Dickey Consulting Services	Yes, please reference Tab 13 for certificate.



APPENDIX

NO BEACH

State of Florida

Department of State

I certify from the records of this office that CALVIN, GIORDANO & ASSOCIATES, INC. is a corporation organized under the laws of the State of Florida, filed on June 27, 1985.

The document number of this corporation is M17373.

I further certify that said corporation has paid all fees due this office through December 31, 2018, that its most recent annual report/uniform business report was filed on January 2, 2018, 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 Second day of January, 2018*



Ken DeFoner
Secretary of State

Tracking Number: CC7752276398

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

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



SAFELLC-01

LNORTZ

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/07/2018

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

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

PRODUCER RBN Insurance Services 303 E Wacker Dr. Suite 650 Chicago, IL 60601	CONTACT NAME: PHONE (A/C, No, Ext): (312) 856-9400 FAX (A/C, No): (312) 856-9425 E-MAIL ADDRESS: <table style="width: 100%;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A : Hartford Acc. & Indemnity Co.</td> <td>22357</td> </tr> <tr> <td>INSURER B : Hartford Fire Insurance Co.</td> <td>19682</td> </tr> <tr> <td>INSURER C : Navigators Insurance Company</td> <td>42307</td> </tr> <tr> <td>INSURER D : Twin City Fire Insurance Co.</td> <td>29459</td> </tr> <tr> <td>INSURER E : Great American E&S Ins. Co.</td> <td>37532</td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Hartford Acc. & Indemnity Co.	22357	INSURER B : Hartford Fire Insurance Co.	19682	INSURER C : Navigators Insurance Company	42307	INSURER D : Twin City Fire Insurance Co.	29459	INSURER E : Great American E&S Ins. Co.	37532	INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A : Hartford Acc. & Indemnity Co.	22357														
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INSURER D : Twin City Fire Insurance Co.	29459														
INSURER E : Great American E&S Ins. Co.	37532														
INSURER F :															
INSURED Calvin, Giordano & Associates, Inc. 1800 Eller Drive Suite 600 Fort Lauderdale, FL 33316															

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			83UENZV3951	10/03/2017	10/03/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			83UENZV5555	02/11/2018	02/11/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			CH17EXC885600IV	10/03/2017	10/03/2018	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	83WECE0623	05/12/2018	05/12/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	Professional Liab			TER 317-77-89	10/03/2017	10/03/2018	Each Claim/Aggregate \$ 5,000,000

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

CERTIFICATE HOLDER**CANCELLATION**

Calvin, Giordano & Associates, Inc. 1800 Eller Drive #600 Fort Lauderdale, FL 33316	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
--	--

ESSENTIAL REQUIREMENTS QUESTIONNAIRE

1. Qualifier possesses a valid and current Florida Contractor's license for the project or projects for which it intends to submit a bid.

☐ Yes ☒ No [Not applicable, not a requirement for RLI # E-31-18](#)

2. Qualifier has or will obtain a general liability insurance policy with a policy limit of at least \$ 1,000,000 per occurrence and \$ \$2,000,000 aggregate.

☒ Yes ☐ No

3. Qualifier has current workers' compensation insurance policy.

☒ Yes ☐ No

Qualifier is exempt from this requirement, because it has no employees

a) A "no" answer to Question 4 will not be disqualifying if the Qualifier is exempt from complying with Question 4, for reasons explained in footnote 3.

b) A Qualifier disqualified solely because of a "Yes" answer given to question 6, 7, or 9 may appeal the disqualification and provide an explanation of the relevant circumstances during the appeal procedure.

c) Public Entity may request an additional notarized statement from the surety at the time of submission of a bid, if this pre-qualification package is submitted more than 60 days prior to submission of the bid.

4. Have you attached your latest copy of a reviewed or audited financial statement with accompanying notes and supplemental information?

☒ Yes ☐ No [Please see the following pages after this "Essential Requirements Questionnaire"](#)

NOTE: A financial statement that is not reviewed or audited is not acceptable. A letter verifying availability of a line of credit may also be attached; however, it will be considered as supplemental information only, and is not a substitute for the required financial statement.

5. Have you attached a notarized statement from an admitted surety insurer (approved by the Florida Department of Insurance) and authorized to issue bonds in the State of Florida, which states: (a) that your current bonding capacity is sufficient for the project for which you seek pre-qualification if you are seeking pre-qualification for the Project?

☐ Yes ☒ No Not Applicable

NOTE: Notarized statement must be from the surety company, not an agent or broker.

6. Has your contractor's license been revoked at any time in the last five years?

☐ Yes ☒ No Not Applicable

7. Has a surety firm completed a contract on your behalf, or paid for completion because your firm was default terminated by the project owner within the last five (5) years?

☐ Yes ☒ No

8. At the time of submitting this pre-qualification form, is your firm ineligible to bid on or be awarded a public works contract, or perform as a subcontractor on a public works contract?

☐ Yes ☒ No

If the answer is "Yes," state the beginning and ending dates of the period of debarment:

9. At any time during the last five years, has your firm, or any of its owners or officers, been convicted of a crime involving the awarding of a contract for a government construction project, or the bidding or performance of a government contract?

☐ Yes ☒ No

**CALVIN, GIORDANO &
ASSOCIATES, INC.**

**Financial Statements
with
Independent Auditors' Report**

Year ended December 31, 2016

Table of Contents

	Page
Independent Auditors' Report	2 -3
Financial Statements:	
Balance Sheet.....	4
Statement of Operations.....	5
Statement of Stockholders' Equity	6
Statement of Cash Flows.....	7
Notes to Financial Statements.....	8- 17



KMETZ NUTTALL ELWELL GRAHAM, PLLC
Certified Public Accountants

Independent Auditors' Report

To the Board of Directors and Management of
 Calvin, Giordano & Associates, Inc.
 Ft. Lauderdale, Florida

We have audited the accompanying financial statements of Calvin, Giordano & Associates, Inc. (a Florida corporation) which comprise the balance sheet as of December 31, 2016, and the related statements of operations, stockholders' equity, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

2800 Ocean Drive Vero Beach, Florida 32963 T: 772.231.6902 F: 772.231.4099

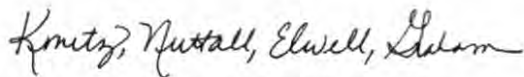
www.knegcpa.com

Michael E. Kmetz, CPA, CFP® Scott A. Nuttall, CPA, CFP® Brian J. Elwell, CPA Patrick K. Gentry, CPA, CMA Alexander J. Brown, CPA
 Thomas M. Calhoun, CPA James E. McQuinn, Jr., CPA Matthew J. Kneppel, CPA, CMA Stephen J. Freely, CPA

To the Board of Directors and Stockholders of
Calvin, Giordano & Associates, Inc.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Calvin, Giordano & Associates, Inc. as of December 31, 2016, and the results of its operations, stockholders' equity, and cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.



Kmetz, Nuttall, Elwell, Graham, PLLC
Certified Public Accountants

June 23, 2017

Calvin, Giordano & Associates, Inc.

Balance Sheet

December 31, 2016

Assets**Current assets:**

Cash	\$ 28,327
Accounts receivable less allowance for doubtful accounts of \$381,287	10,042,194
Interest receivable	7,193
Unbilled services revenue	282,368
Prepaid expenses	1,650,931

Total current assets	12,011,013
-----------------------------	-------------------

Shareholder notes receivable	634,579
Property and equipment, net	510,213
Goodwill	90,336

Total assets	\$ 13,246,141
---------------------	----------------------

Liabilities and Stockholders' Equity**Current liabilities:**

Accounts payable and accrued expenses	\$ 1,394,502
Line of credit	1,151,641
Unearned revenues	860,242
Current portion of long-term debt	187,633

Total current liabilities	3,594,018
----------------------------------	------------------

Long-term liabilities:

Deferred income taxes	3,607,913
Long-term debt, less current portion	3,415

Total long-term liabilities	3,611,328
------------------------------------	------------------

Total liabilities	7,205,346
--------------------------	------------------

Stockholders' equity:

Common stock (par value \$.01, 50,000 shares authorized; 16,250 shares issued and 15,578 shares outstanding)	-
Treasury stock, at cost	(368,617)
Additional paid in capital	91,319
Retained earnings	6,318,093

Total stockholders' equity	6,040,795
-----------------------------------	------------------

Total liabilities and stockholders' equity	\$ 13,246,141
---	----------------------

See accompanying notes to financial statements.

Calvin, Giordano & Associates, Inc.
Statement of Operations
Year ended December 31, 2016

Revenues:	
Services revenue	\$ 28,903,877
Other revenues	16,357,147
Total revenues	45,261,024
Cost of revenues:	
Direct labor	15,286,327
Other direct costs (See Note 15)	7,659,545
Total cost of revenues	22,945,872
Gross profit	22,315,152
Operating expenses (See Note 16)	19,297,124
Income from operations	3,018,028
Other expenses:	
Interest expense	33,431
Income before income taxes	2,984,597
Provision for income taxes	1,106,471
Net income	1,878,126
Retained earnings, beginning of year	4,439,967
Retained earnings, end of year	\$ 6,318,093

See accompanying notes to financial statements.

Calvin, Giordano & Associates, Inc.
Statement of Stockholders' Equity
Year ended December 31, 2016

	Common Shares Outstanding	Treasury Stock	Additional Paid in Capital	Retained Earnings	Total Stockholders' Equity
December 31, 2015 (as previously reported)	15,391	\$(380,208)	\$ -	\$4,622,580	\$ 4,242,372
Prior period adjustment	-	-	-	(182,613)	(182,613)
Restated balance December 31, 2015	15,391	-(380,208)	-	4,439,967	4,059,759
Purchase of treasury stock	(672)	(368,617)	-	-	(368,617)
Sale of treasury stock	859	380,208	91,319	-	471,527
Net income	-	-	-	1,878,126	1,878,126
	15,578	\$(368,617)	\$ 91,319	\$6,318,093	\$ 6,040,795

See accompanying notes to financial statements.

Calvin, Giordano & Associates, Inc.
Statement of Cash Flows
Year ended December 31, 2016

Cash flows from operating activities:

Net income	\$ 1,878,126
Adjustments to reconcile net income to net cash provided by operating activities:	
Depreciation and amortization	234,472
Net change in assets and liabilities:	
Accounts receivable	(1,734,985)
Interest receivable	(7,193)
Unbilled services revenue	94,161
Prepaid expenses	(1,156,105)
Accounts payable and accrued expenses	8,157
Unearned revenues	(192,882)
Deferred income taxes	1,074,059

Net cash provided by operating activities	197,810
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Cash flows from investing activities:

Purchases of property and equipment	(181,726)
-------------------------------------	-----------

Net cash used in investing activities	(181,726)
---------------------------------------	-----------

Cash flows from financing activities:

Line of credit, net	51,642
Advance to shareholders	(62,548)
Payments on long-term debt	(113,258)
Purchase of ESOP stock	(368,617)
Sale of treasury stock	471,527

Net cash used in financing activities	(21,254)
---------------------------------------	----------

Net decrease in cash	(5,170)
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Cash, beginning of year	33,497
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Cash, end of year	\$ 28,327
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See accompanying notes to financial statements.

Calvin, Giordano & Associates, Inc.

Notes to Financial Statements

Note 1 – Nature of Company**Organization and Description of Business**

Calvin, Giordano & Associates, Inc. ("the Company") was founded in 1937, and is engaged in civil engineering, surveying, and planning. The Company performs a variety of projects, including transportation projects, site development, surveying and management of outsourced municipal activities. The Company's main office is in Ft. Lauderdale, Florida, with branch offices in West Palm Beach, Port St. Lucie, Clearwater (Tampa), and Estero, Florida. A new office has subsequently been opened in Miami as of January, 2017.

Note 2 –Summary of Significant Accounting Policies**Basis of Accounting**

The accompanying financial statements have been prepared on the accrual basis of accounting.

Revenue Recognition

The Company's revenue is derived from providing various engineering projects under fixed fee and time and material arrangements. The Company records the asset "Unbilled services revenue" for costs and estimated earnings on unbilled work at year end. The Company also provides fixed-fee permitting services for various municipalities, which are billed in advance. The revenues for permitting jobs are recognized over the term of the work performed. Unearned revenue is recorded for permitting jobs that are not complete at year end.

Accounts Receivable

The Company's accounts receivable are primarily composed of trade receivables and unbilled receivables. The Company's trade receivables, which represent outstanding gross billings to clients, are reported net of allowance for doubtful accounts. The Company establishes an allowance for doubtful accounts based on management's assessment of the collectability of specific accounts and by making a general provision for other potentially uncollectible amounts.

Unbilled accounts receivable (work in progress) represents the contract revenue recognized to date (using the percentage-of-completion accounting method) but not yet invoiced to the client due to contract terms or the timing of the accounting invoicing cycle.

Calvin, Giordano & Associates, Inc.

Notes to Financial Statements (continued)

Note 2 – Significant Accounting Policies (continued)**Property and Equipment**

Property and equipment are recorded at cost and are depreciated over the estimated useful lives of the related assets using the straight-line method. The estimated useful lives of property and equipment for purposes of computing depreciation are as follows:

Furniture and equipment	5-7 years
Computer software.....	3 years

The Company periodically evaluates its long-lived assets for impairment in accordance with FASB ASC 360, Accounting for the Impairment or Disposal of Long-Lived Assets. FASB ASC 360 requires that an impairment loss be recognized for assets to be disposed of or held-for-use when the carrying amount of an asset is deemed to not be recoverable. If events or circumstances were to indicate that any of the Company's long-lived assets might be impaired, the Company would analyze the estimated undiscounted future cash flows to be generated from the applicable asset. In addition, the Company would record an impairment loss to the extent that the carrying value of the asset exceeded the fair value of the asset. Fair value is generally determined using an estimate of discounted future net cash flows from operating activities or upon disposal of the asset. As of December 31, 2016, the Company had no impairments.

Business Acquisition and Goodwill

The excess of the purchase price over the fair value of the net tangible and identifiable intangible assets of an acquired business was recorded as goodwill. Goodwill is reviewed for impairment annually or sooner, whenever events or circumstances indicate that the asset may be impaired.

Compensated Absences

Employees of the Company are entitled to paid vacation, paid sick days, and personal days off, depending on job classification, length of service, and other factors. It is impracticable to estimate the amount of compensation for future absences, and accordingly, no liability has been recorded in the accompanying financial statements. The company's policy is to recognize the costs of compensated absences when actually paid to employees.

Advertising

The Company expenses advertising costs when incurred. The Company incurred \$190,950 of advertising expense during the year ended December 31, 2016.

Calvin, Giordano & Associates, Inc.

Notes to Financial Statements (continued)

Note 2 – Summary of Significant Accounting Policies (continued)**Income Taxes**

The Company uses the cash basis of accounting for income tax purposes. Consequently, certain revenues are recognized when received rather than when earned, and certain expenses and purchases of assets are recognized when cash is disbursed rather than when the obligation is incurred. The resulting temporary differences give rise to deferred tax assets and liabilities.

The Company accounts for income taxes under an asset and liability approach that requires the recognition of deferred tax assets and liabilities for the expected future tax consequences of events that have been recognized in the Company's financial statements or tax returns.

Deferred tax liabilities and assets are provided for temporary differences related to certain income and expense items, which are recognized for financial accounting purposes in one period and for income tax purposes in another period.

Effective January 1, 2015, the Company has adopted ASU No. 2015-17 "Balance Sheet Classification of Deferred Taxes" for the simplicity of presentation for its deferred taxes. Accordingly, deferred income taxes are classified as non-current in the balance sheet as of December 31, 2016.

The Company is a qualified personal service corporation, and therefore, is subject to a tax rate of 35%.

Subsequent Events

Management has evaluated subsequent events through June 23, 2017, the date the financial statements were available to be issued.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.

Note 3– Concentrations of Credit Risk

Financial instruments that potentially subject the Company to concentrations of credit risk consist principally of temporary cash investments and trade accounts receivable. The Company maintains its cash balances at a financial institution located in Broward County, Florida. Cash held at this institution is secured by the Federal Deposit Insurance Corporation up to \$250,000. At December 31, 2016, the Company's uninsured cash balances total \$1,475,765. The Company has not experienced any losses on such amounts and does not believe it is exposed to any significant risk with respect to such balances.

Calvin, Giordano & Associates, Inc.

Notes to Financial Statements (continued)

Note 3— Concentrations of Credit Risk (continued)

The Company serves a large, diverse customer base including various municipalities. The Cities of Pembroke Pines, Weston and Deerfield Beach account for 22%, 10% and 9% of 2016 revenue, respectively. These revenues are for outsourced services provided under multi-year contracts. These cities account for 24%, 9% and 17% of accounts receivable, respectively, as of December 31, 2016.

Note 4 – Property and Equipment, net

The following is a summary of property and equipment as of December 31:

	December 31, 2015	Additions	Retirements	December 31, 2016
Leasehold improvements	\$ 87,802	\$ -	\$ -	\$ 87,802
Furniture and fixtures	248,160	58,737	-	306,897
Equipment and computer software	1,311,610	122,989	(107,835)	1,326,764
	1,647,572	181,726	(107,835)	1,721,463
Less: accumulated depreciation	(1,097,518)	(221,567)	107,835	(1,211,250)
	\$ 550,054	\$ (39,841)	\$ -	\$ 510,213

Note 5 – Goodwill

The Company adjusted the carrying value of Goodwill by \$12,905 for impairment of Goodwill related to the purchase of Calvin, Giordano Coastal Group, LLC, and a prior acquisition.

Note 6 – Line of Credit

The Company has a \$1,500,000 line of credit with Suntrust Bank, with an outstanding balance of \$1,151,641 at December 31, 2016. Bank advances on the line of credit are payable on demand and carry a daily adjustable interest rate at prime, which was 3.75% as of December 31, 2016. The line of credit is personally guaranteed by the shareholders of the corporation, and collateralized by the Company's accounts receivable.

Calvin, Giordano & Associates, Inc.

Notes to Financial Statements (continued)

Note 7 – Long-Term Debt

The following is a summary of long-term debt and capital leases as of December 31, 2016:

Other notes, see below	\$ 136,538
Capital leases, see below	54,510
	191,048
Less: current portion	(187,633)
Debt, long-term portion	\$ 3,415

Other Notes

The Company financed insurance premiums of approximately \$222,687 in 2016. The remaining balance of \$136,538 will be paid in full in 2017.

Capital Leases

The Company leased certain equipment under agreements that are classified as capital leases. The cost of equipment under capital leases is included in the Balance Sheet as property and equipment and was \$200,264 as of December 31, 2016. Accumulated amortization of the leased equipment at December 31, 2016 was \$131,602. Amortization of assets under capital leases is included in depreciation.

The leases are effective for 36 to 48 months at effective interest rates ranging from 0% to 8.7%.

The future minimum lease payments required under the capital leases and the present value of the net minimum lease payments as of December 31, 2016 are as follows:

2017	\$ 51,095
2018	3,415
Present value of net minimum lease payments	54,510
Current maturities of capital lease obligations	(51,095)
Long-term capital lease obligations	\$ 3,415

Note 8 – Related Party Transactions

The Company purchased 672 shares of stock for \$368,617 from the ESOP as of December 31, 2016.

The Company sold 859 shares of stock from the treasury to the principal shareholders in 2016 for a total of \$471,527. Since this exceeded the treasury account balance at December 31, 2016, the excess of \$91,319 was allocated to Additional Paid in Capital.

Calvin, Giordano & Associates, Inc.

Notes to Financial Statements (continued)

Note 9 – Lease Commitment

The Company leases its office facilities, storage facilities, and certain equipment and vehicles for various terms under long-term non-cancelable operating lease agreements.

The leases of office facilities provide for increases of approximately three percent per year in future minimum annual rental payments. Also the agreements generally require the Company to pay executor costs (real estate taxes, insurance, and repairs). Lease expenses totaled approximately \$1,834,000 during 2016.

Future minimum lease payments required under these leases are approximately:

2017	\$ 1,853,262
2018	1,565,550
2019	1,251,782
2020	1,142,700
2021	1,117,685
2022 and thereafter	958,052
	<hr/>
	\$ 7,889,031
	<hr/>

Note 10 – Litigation

The Company is named in various claims and legal actions in the normal course of its activities. Based upon counsel and management's opinion, the outcome of such matters is not expected to have a material adverse effect on the Company's financial position.

Calvin, Giordano & Associates, Inc.

Notes to Financial Statements (continued)

Note 11 – Income Taxes

The components of the provision for income taxes for 2016 consists of the following:

Current Federal income taxes	\$ 32,412
Deferred Federal income taxes	920,484
Deferred State income taxes	153,575
Total provision for income tax	\$1,106,471

As of December 31, 2016, the net deferred income tax liability is as follows:

Deferred Tax Assets:	
Accounts payable	\$ 636,298
Unearned revenue on permitting services	331,838
Various tax carryovers	202,815
Total deferred tax assets	1,170,951
Deferred Tax Liabilities:	
Accounts receivable	(3,876,551)
Unbilled services revenue and other prepaid items	(748,074)
Depreciation	(154,239)
Total deferred tax liabilities	(4,778,864)
Total deferred income tax	\$(3,607,913)

Tax carryovers include charitable contributions which can be carried over for five years and the Company's current carryover expires from 2017 through 2021.

Income tax expense differs from the expense that would result from applying federal statutory rates to income before income taxes due to the non-deductible portion of meals and entertainment, political contributions, charitable contribution limitations, and differences in calculating depreciation for tax purposes.

No federal or state income tax payments were made during 2016. Current Federal income taxes of \$32,412 was recorded. No current State income tax liability was recorded because of a net operating loss available at December 31, 2016.

Calvin, Giordano & Associates, Inc.

Notes to Financial Statements (continued)

Note 12 – Employee Stock Ownership Plan

The Company maintains an Employee Stock Ownership Plan (ESOP), which was established to provide eligible employees a means to acquire a beneficial ownership interest in the Company and to supplement their retirement income. All employees were eligible to participate in the plan if they are at least 21 years of age and have completed one year of employment.

As of July 1, 2012, the Company froze the ESOP Stock Ownership Plan. Since this date no further plan contributions have been accepted. The Company sold 273 shares from treasury to a principal shareholder on January 1, 2013. These shares had been purchased from terminated employees in 2012.

The Company purchased 672 shares of stock from terminated employees at the current appraised value for \$368,617 during 2016. The Company is holding the shares in treasury.

The ESOP owned approximately 34.25% of the Company stock as of December 31, 2016.

The Company's ESOP provides for a put option which requires the Company to repurchase the allocated and vested stock of terminated employees at the current appraised value at the time of repurchase. The December 31, 2016 appraised value as of the date of this report was \$633 per share.

Note 13 – Retirement Plan

The Company offers a defined contribution 401(k) retirement plan to its employees. The Company contributes 50% of employees' contributions up to a maximum of 2% of employee's compensation. The Company had 401(k) matching expense of \$194,199 during the year ended December 31, 2016.

Note 14 – Prior Period Adjustment

In 2016 management determined that the allowance for doubtful accounts was understated as of December 31, 2015. Accordingly, this resulted in a reduction to retained earnings of \$182,613, as of December 31, 2015.

Calvin, Giordano & Associates, Inc.

Notes to Financial Statements (continued)

Note 15 – Other Direct Costs

Other direct costs for the year ended December 31, 2016 are as follows:

Consultant services	\$ 3,168,335
Permits and applications	2,864,135
Travel and entertainment	728,915
Supplies	557,973
Office repairs and maintenance	148,969
Equipment leases	99,627
Utilities	50,628
Office-postage, courier and reproduction	20,698
Office rental	8,100
Other	12,165
	<hr/>
	\$ 7,659,545
	<hr/>

Calvin, Giordano & Associates, Inc.

Notes to Financial Statements (continued)

Note 16 – Operating Costs

Operating costs for the year ended December 31, 2016 are as follows:

Salaries	\$ 8,149,831
Payroll taxes	1,620,098
Office rental	1,476,175
Employee bonuses	1,436,470
Insurance	1,337,328
Group insurance	821,618
Professional services-other	378,580
Utilities	372,393
Automobile expenses	354,221
Supplies	293,504
Personnel fees and other	271,684
Travel and entertainment	248,541
Professional services-legal and accounting	239,821
Depreciation and amortization	234,472
Vehicle leases	232,324
Software, training, subscriptions, licenses	220,730
Personnel-corporate events	197,443
401(k) contributions	194,199
Advertising and promotions	190,950
Provision for uncollectible accounts	383,586
Merchant service fees	128,055
Charitable donations	107,968
Personnel-education and seminars	86,436
Personnel-professional clubs and meetings	79,053
Office repairs and maintenance	62,761
Office-postage, courier and reproduction	61,126
Political donations	47,527
Dues, subscriptions and publications	24,485
Loan guarantee fee	15,000
Equipment leases	12,670
Taxes-other	9,111
Personnel-licenses	8,964
	<hr/>
	\$ 19,297,124



Calvin, Giordano & Associates, Inc.
EXCEPTIONAL SOLUTIONS™

Balance Sheets

June 30, 2017

Assets

Current Assets

Cash	\$5,004,035	
Accounts Receivable	\$8,259,674	
Interest Receivable	\$11,633	
Work in Progress	\$428,803	
Prepaid Expenses	\$692,651	
Total Current Assets		\$14,396,796

Fixed Assets

Property and Equipment	\$617,152	
Total Fixed Assets		\$617,152

Other Assets

Notes Receivable	\$634,579	
Goodwill	\$83,883	
Deposits	\$74,341	
Total Other Assets		\$792,803

Total Assets

\$15,806,751

Basis : Accrual Printed : July 28, 2017



Calvin, Giordano & Associates, Inc.
EXCEPTIONAL SOLUTIONS™

Balance Sheets

June 30, 2017

Liabilities and Stockholders' Equity

Current Liabilities

Bank Line of Credit	\$551,641	
Accounts Payable & Accrued Expenses	\$1,776,975	
Unearned Revenue	\$621,233	
Current Portion of Long-term Debt	\$30,773	
Total Current Liabilities		\$2,980,623

Long-Term Liabilities

Capital Leases	\$44,862	
Total Long-term Liabilities		\$44,862

Total Liabilities		\$3,025,485
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Stockholders' Equity

Treasury Stock	(\$368,617)	
Additional Paid In Capital	\$91,319	
Retained Earnings	\$9,926,002	
Net Income	\$3,132,562	
Total Equity		\$12,781,266

Total Stockholders' Equity		\$15,806,751
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Basis : Accrual Printed : July 28, 2017



Calvin, Giordano & Associates, Inc.
EXCEPTIONAL SOLUTIONS™

Profit & Loss Statement
For 6 Months Ended June 30, 2017

	Monthly Budget	This Month Actual	Variance	Year to Date Budget	Year to Date Actual	Variance
Revenues						
Services Revenue	\$3,166,865	\$3,534,258	\$367,393	\$19,588,498	\$20,460,859	\$872,362
Services Unbilled	0	(75,844)	(75,844)	0	136,085	136,085
Permit Income	824,276	809,905	(14,371)	4,845,654	5,135,366	289,712
Misc. Income	350	2,325	1,975	9,700	26,929	17,229
Total Revenues	\$3,991,491	\$4,270,643	\$279,152	\$24,443,852	\$25,759,239	\$1,315,388
Direct Costs						
Direct Labor	1,366,599	1,479,416	112,817	8,427,451	8,821,241	393,790
Direct Costs - Permitting	225,000	123,919	(101,081)	1,350,000	1,064,936	(285,064)
Direct Costs - Consultants	469,015	474,736	5,720	2,498,244	2,508,489	10,245
Direct Costs - Misc	154,984	123,587	(31,397)	928,519	888,212	(40,307)
Total Direct Costs	\$2,215,598	\$2,201,657	(\$13,941)	\$13,204,214	\$13,282,878	\$78,665
Gross Margin	\$1,775,893	\$2,068,985	\$293,093	\$11,239,638	\$12,476,361	\$1,236,723
Operating Expenses						
Advertising/Promotions	11,475	6,052	(5,423)	68,850	87,786	18,936
Auto - Gas	9,513	8,278	(1,234)	57,075	47,140	(9,935)
Auto - MileageTolls Reimburse	1,493	3,007	1,514	8,957	17,137	8,180
Auto - Repair	7,544	8,471	927	45,262	54,927	9,665
Auto - License	0	4,870	4,870	2,180	8,801	6,621
Auto - Allowance	12,400	12,575	175	74,400	76,500	2,100
Auto - Lease	17,165	19,129	1,965	108,298	128,769	20,471
Donations	11,100	8,957	(2,143)	66,600	41,092	(25,509)
Corporate Licenses/Dues	100	0	(100)	600	1,217	617
Errors & Omissions (Non-Insura	415	(1,360)	(1,775)	2,490	(1,360)	(3,850)
Equipment - Purchase	843	2,695	1,852	5,058	10,674	5,616
Software Subscriptions/Maint.	17,044	30,070	13,026	99,455	149,854	50,399
Equipment/Rental	175	1,370	1,195	1,050	5,296	4,246
Insurance	100,848	129,920	29,072	605,086	695,019	89,933
Office - Rental	91,250	97,123	5,873	547,500	588,506	41,006
Admin Fees - Pines	13,967	14,358	391	83,802	84,193	391
Office Rent - Pines	54,509	95,497	40,988	327,054	448,042	120,988
Office - Expense	1,970	2,833	863	11,820	20,868	9,048
Office - Repair & Maintenance	2,922	522	(2,401)	17,532	19,385	1,853
Postage & Shipping	3,694	3,569	(125)	22,164	21,530	(634)
Office Reproduction	0	0	0	0	225	225
Salary - Indirect	501,510	680,917	179,407	3,023,218	3,772,464	749,247
Bonus	0	3,000	3,000	0	501,661	501,661



Calvin, Giordano & Associates, Inc.
EXCEPTIONAL SOLUTIONS™

**Profit & Loss Statement
For 6 Months Ended June 30, 2017**

	Monthly Budget	This Month Actual	Variance	Year to Date Budget	Year to Date Actual	Variance
Personnel-401K Contribution	16,109	26,456	10,347	96,366	101,069	4,703
Personnel - Taxes	142,608	142,909	301	923,112	918,031	(5,081)
Personnel - Insurance/Group	63,027	71,369	8,342	397,952	427,665	29,714
Personnel - Insurance/Life-SH's	4,105	4,149	44	24,630	23,374	(1,256)
Personnel - Education/Seminar	7,030	5,712	(1,317)	42,178	56,200	14,022
Personnel - Licenses	0	120	120	1,100	2,631	1,531
Personnel - Employment	4,448	3,938	(510)	26,688	36,140	9,452
Personnel - Corporate Events	0	913	913	35,000	39,958	4,958
Personnel-Misc	187	0	(187)	1,122	328	(794)
Personnel-Prof Clubs/Mtg	5,265	3,740	(1,525)	32,290	24,656	(7,634)
Professional Services	56,090	47,878	(8,212)	336,545	303,496	(33,049)
Merchant/Bank Fees	10,862	13,305	2,443	65,172	63,477	(1,695)
LOC Guarantee Fee	1,250	1,250	0	7,500	7,500	0
Late Fees	0	152	152	0	430	430
Subscriptions/Publications	1,790	635	(1,155)	10,740	5,953	(4,787)
Supplies Office	16,567	12,633	(3,934)	99,402	91,541	(7,861)
Supplies-Uniform	2,080	3,238	1,158	12,480	18,825	6,345
Taxes - Other	135	1,339	1,204	810	2,405	1,595
Entertainment	7,165	1,919	(5,246)	42,990	36,036	(6,954)
Travel	12,461	3,268	(9,193)	74,766	20,272	(54,494)
Utilities - Electric	163	168	5	978	1,229	251
Utilities - Phone/Internet/Ofc	11,372	16,874	5,502	68,232	82,000	13,768
Utilities - Cell Allowance	15,875	16,500	625	95,100	98,825	3,725
Utilities - Telephone/Mobile	3,182	3,404	222	19,092	23,554	4,462
Total Operating Expenses	\$1,241,706	\$1,513,721	\$272,015	\$7,592,695	\$9,165,322	\$1,572,627
Other Expenses						
Depreciation & Amortization	15,500	28,985	13,485	93,000	114,351	21,351
Casualty Gains/Losses	0	0	0	0	2,294	2,294
Loss on Dispositon of Assets	0	1,476	1,476	0	1,476	1,476
Interest	1,512	2,994	1,481	9,383	23,102	13,720
Bad Debt	0	4,586	4,586	0	37,254	37,254
Total Other Expenses	\$17,012	\$38,041	\$21,028	\$102,383	\$178,477	\$76,094
Net Income (Loss) before allocations	517,174	517,224	\$50	3,544,561	3,132,562	(\$411,998)
Allocations						
Allocations - ESOP	0	0	0	(1)	0	1
Allocations - Executive	(3)	0	3	(11)	276	287
Allocations - Ft Lauderdale	(5)	0	5	(9)	(276)	(267)
Total Allocations	(\$8)	\$0	\$8	(\$21)	\$0	\$21



Calvin, Giordano & Associates, Inc.
 EXCEPTIONAL SOLUTIONS™

Profit & Loss Statement
For 6 Months Ended June 30, 2017

	Monthly Budget	This Month Actual	Variance	Year to Date Budget	Year to Date Actual	Variance
Net Income (Loss)	517,182	517,224	\$42	3,544,581	3,132,562	(\$412,019)

Basis : Accrual

Printed : July 28, 2017

NOT APPLICABLE

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

Solicitation Number & Title: **E-31-18**

Prime Contractor's Name: Calvin, Giordano & Associates, Inc.

<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</u>

LOCAL BUSINESS EXHIBIT "A"

NOT APPLICABLE

LOCAL BUSINESS EXHIBIT "C"
LOCAL BUSINESS
UNAVAILABILITY FORM

BID # E-31-18

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.

NOT APPLICABLE

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

BID # E-31-18

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.

<hr/>	\$ <hr/>
<hr/>	\$ <hr/>
<hr/>	\$ <hr/>

8. Other comments:

LOCAL BUSINESS EXHIBIT "D" – Page 2
