



City of New Port Richey

## Professional Engineering Services/ City Engineer

RFQ 24-026 | September 9, 2024 **Original**

Colliers Engineering & Design, Inc.  
5471 W Waters Ave, Suite 100  
Tampa, FL 33634  
813 207 1061

Proposal Number: 24009326P



5471 W Waters Ave, Suite 100  
Tampa, FL 33634

September 9, 2024

City of New Port Richey  
Debbie L. Manns, ICMA-CM  
5919 Main Street  
New Port Richey, Florida 34652

Ref: Professional Engineering Services/ City Engineering Services  
RFQ 24-026

Dear Selection Committee:

Colliers Engineering & Design, Inc. (CED) appreciates the opportunity to submit our response to provide Professional Engineering Services/ City Engineer services to the City of New Port Richey (City). We are very familiar and proficient with tasks that are outlined in the Request for Qualifications (RFQ) (Scope of Services) which includes, but not limited to, advisory services, public works construction projects, as well as any other miscellaneous services. Our firm has been providing the exact services requested within RFQ for over 40 years in other municipalities. We have the expertise to successfully act as the City's Engineer.

The firm's commitment to excellence, innovative thinking, and meticulous attention to detail are shared across all affiliated entities, creating a consistent standard of quality and client satisfaction. Our municipal/civil engineers, grant specialists, architects, surveyors, consultants, and planners provide viable and creative solutions to local municipal agencies to help meet diverse planning, infrastructure, and capital improvement goals while protecting functionality, natural resources, aesthetics, and quality of life. We strive to accelerate our clients success in every aspect.

A benefit of CED is the strength of our in-house services that encompass all aspects of municipal endeavors including civil engineering, architecture, landscape architecture, electrical engineering, right-of-way and traffic engineering, construction engineering, surveying, environmental permitting, preparation of plans and specifications, geotechnical engineering, CEI, and engineering plan review. We have the expertise, flexibility, and staffing levels to meet your project demands in-house and locally, if needed.

Our Senior Principal, Paul M. Sterbenz, PE, will serve as contract/project manager and will be the primary point of contact. Mr. Sterbenz has been with the firm for 36+ years and previously managed the Governmental Services Division for CED and has represented municipalities for the past 34 years. Paul's previous experience as a City Engineer has equipped him with the ability to provide the required services for this contract.

Thank you for your consideration and we look forward to working with you as a trusted partner. Should you have any questions, please feel free to contact Paul Sterbenz, PE at paul.sterbenz@collierseng.com, 908.200.2812. Senior Principal, I personally commit CED's priority effort to meet all City's requirements efficiently, effectively, and on schedule and within budget.

Sincerely,  
Colliers Engineering & Design, Inc.



Paul M. Sterbenz, PE  
Project Manager | Senior Principal

Colliers

Engineering  
& Design

The CED Benefit .....

- Providing engineering services for over 40 years, especially serving as Municipal Engineers.
- We have secured grants totaling over \$195M, accelerating our clients success.
- We strive to accelerate our clients success through innovation and cost saving solutions.
- We work and live in the Communities we support, we strive to achieve our clients goals through accelerating their success.

Contract/Project Manager:

- Mr. Paul Sterbenz, PE,  
Senior Principal  
5471 W Waters Ave. Suite 100,  
Tampa, FL 33634  
P: 908.200.2812  
E: paul.sterbenz@collierseng.com



Longstanding Client Relationships serving as a City/Town Engineer.

*"It is my great pleasure that I recommend CED having worked closely with many of their professionals since 2002. I have experienced firsthand the dedication, professionalism and excellence they bring to all the projects handled for the Township of Lopatcong."*

Beth Dilts, MMC, Municipal Clerk/  
Administrator

**Certification of Information Provided**

I certify that the information and responses provided on this submittal are true; accurate and complete. The City of New Port Richey or its representatives may contact any entity or reference listed in this submittal. Each entity or reference may make any information concerning the Respondent available to the Owner.

Paul M. Sterbenz  
\_\_\_\_\_  
Signature  
Paul M. Sterbenz, PE  
\_\_\_\_\_  
Printed Name  
As Senior Principal (title)

Dated this 9 day of September, 2024.


STATE OF Florida }

COUNTY OF Hillsborough }

On this 9 day of September, 2024, before me the undersigned authority, personally appeared Paul M. Sterbenz, PE, to me known to be the individual described in and who executed the forgoing instrument as Senior Principal (title) of the firm of Colliers Engineering & Design and acknowledged the execution of same, for and on behalf of and as the act and deed of said firm, for the uses and purposes therein expressed.

WITNESS my hand and official seal the date aforesaid.

Michelle Egua  
\_\_\_\_\_  
(Signature of Notary Public - State of Florida)  
Michelle Egua  
\_\_\_\_\_  
(Print, Type or Stamp Commissioned Name)  
Personally known X  
Or produced identification \_\_\_\_\_

[  
  
] **MICHELLE F. EGUA**  
Notary Public  
State of Florida  
Comm# HH514369  
Expires 4/10/2028

Type of identification produced \_\_\_\_\_

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

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

1. This sworn statement is submitted to The City of New Port Richey  
(print name of the public entity)  
by Paul M. Sterbenz, PE, Senior Principal  
(print individual's name & title)  
for Colliers Engineering & Design  
(print name of company submitting sworn statement)  
whose business address is 5471 W Waters Ave, Suite 100, Tampa, FL 33634

and (if applicable) its Federal Employer Identification Number (FEIN) is 22-2651610

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

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
- a. A predecessor or successor of a person convicted of a public entity crime; or
  - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or any entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (indicate which statement applies)

X Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order)

**I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH I (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.107, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.**

*Paul M. Sterbenz*  
(signature)  
9/9/24  
(date)

STATE OF Florida  
COUNTY OF Hillsborough

PERSONALLY APPEARED BEFORE ME, the undersigned authority,

Paul M. Sterbenz, PE who, after first being sworn by me, affixed his/her signature  
(name of individual signing)

In the space provided above on this 9 day of September, 2024

My commission expires: 4/10/2028

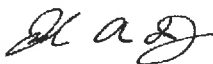
*Michelle P. Egua*  
(NOTARY PUBLIC)  
**MICHELLE P. EGUA**  
Notary Public  
State of Florida  
Comm# HH514369  
Expires 4/10/2028

## ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (If any)

## PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (or branch office) NAME Colliers Engineering & Design, Inc.				3. YEAR ESTABLISHED 1984		4. UNIQUE ENTITY IDENTIFIER	
2b. STREET 5471 W Waters Avenue, Suite 100				5. OWNERSHIP			
2c. CITY Tampa		2d. STATE FL	2e. ZIP CODE 33634		a. TYPE Corporation		
6a. POINT OF CONTACT NAME AND TITLE Michael G. Ehrhart, Principal Associate / Regional Manager				b. SMALL BUSINESS STATUS N/A			
6b. TELEPHONE NUMBER 813 207 1061		6c. E-MAIL ADDRESS michael.ehrhart@collierseng.com		7. NAME OF FIRM (if block 2a is a branch office)			
8a. FORMER FIRM NAME(S) (if any) Maser Consulting				8b. YR. ESTABLISHED		8c. UNIQUE ENTITY IDENTIFIER	
9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS			
a. Function code	b. Discipline	c. No. of employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)	
		(1) FIRM	(2) BRANCH				
06	Architect	104	1	B02	Bridges	8	
48	CADD Technician	146	4	C10	Commercial Building Shopping Centers	8	
08	Civil Engineer	280	5	D02	Dams; Dikes; Levees	3	
13	Communications Engineer	43		E01	Ecological & Archaeological Investigation	5	
15	Construction Inspector	108		E02	Educational Facilities; Classrooms	9	
19	Ecologist	9		E09	Environmental Impact Study/Assessment/State.	8	
21	Electrical Engineer	31	2	G01	Garages	4	
24	Environmental Scientist	47	1	H07	Highway	7	
27	Foundation/Geotech. Engineer	41	2	H11	Housing	8	
29	GIS Specialist	15		L02	Land Surveying	9	
37	Interior Designer	27	1	L03	Landscape Architecture	6	
38	Land Survey/Geospatial/SUE/UAS	365	24	O01	Office Buildings; Industrial Parks	6	
39	Landscape Architect	23		P04	Pipelines	8	
42	Mechanical Engineer	41		P06	Planning	8	
47	Planners: Urban/Regional	18		R04	Recreation Facilities	7	
52	Sanitary Engineer	23		S04	Sewage Collection	6	
57	Structural Engineer	66		S05	Soils & Geologic Studies	6	
60	Transportation Engineer	98		S13	Storm Water Handling & Facilities	6	
62	Water Resources Engineer	48		T03	Traffic & Transportation Engineering	8	
	Other Employees	597	12	T06	Tunnels & Subways	8	
	<b>Total</b>	<b>2130</b>	<b>52</b>	<b>W03</b>	<b>Water Supply</b>	<b>6</b>	
11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER					
a. Federal Work	5	1. Less than \$100,000			6. \$2 million to less than \$5 million		
b. Non-Federal Work	10	2. \$100,000 to less than \$250,000			7. \$5 million to less than \$10 million		
c. Total Work	10	3. \$250,000 to less than \$500,000			8. \$10 million to less than \$25 million		
		4. \$500,000 to less than \$1 million			9. \$25 million to less than \$50 million		
		5. \$1 million to less than \$2 million			10. \$50 million or greater		
12. AUTHORIZED REPRESENTATIVE							
The foregoing is a statement of facts.							
a. SIGNATURE 					b. DATE 09/13/23		
c. NAME AND TITLE Joseph A. Dopico, Chief Operating Officer							



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## Tab 1: Understanding of City's Needs

### Understanding of City's Needs

The scope of services desired by the City in the 2025 calendar year for the "Engineer" as defined in Section 3.02.02 of the City Code are outlined on Page 2 of 8 of the City's Request for Proposal (RFP).

CED has reviewed these services and we understand the City's needs and requirements and we stand ready to provide the following:

**Advisory Services 1 and 6:** Mr. Sterbenz can attend the meetings of the City Council, Development Review Committee (DRC), and Land Development Review Board (LDRB) at the assigned times. Mr. Sterbenz has attended several thousand public meetings for municipalities since 1989.

**Advisory Service 2:** Mr. Sterbenz will provide advice when requested by City officials and employees. Mr. Sterbenz has provided advice to City officials and employees in his role as city engineer in other locations.

**Advisory Service 3:** Mr. Sterbenz can furnish advice and consultations on the operation and maintenance of the City's utilities, stormwater, and transportation systems under the direction of the Public Works Department. He has worked closely with Public Works Departments and provided advice and consultations on infrastructure in his capacity as city engineer since 1989. Because CED is a multi-disciplinary firm, Mr. Sterbenz will have internal resources available to assist in this process. For example, CED's Transportation Group is available to assist Mr. Sterbenz and the City on operational issues pertaining to a City owned traffic signal.

**Advisory Service 4:** Mr. Sterbenz will review project plans and other documents submitted by private property owners for compliance with City codes and regulations and other applicable requirements. He is available to meet with residents, contractors, developers, and consultants as needed during the review process. Mr. Sterbenz has reviewed plans, reports, and other documents submitted by developers proposing projects on private property on behalf of local development review boards since 1989.

**Advisory Service 5:** Mr. Sterbenz will perform site inspections where required by the City to evaluate compliance with an approved plan. If daily inspections of improvements are required during the construction of a project, Mr. Sterbenz will assign an inspector from CED to the project since CED has these resources as a multi-disciplinary firm.

**Public Works Construction Projects:** Mr. Sterbenz will work with the City on the analysis/study of improvement projects, the preparation of construction plans, technical specifications, and bid documents, the procurement of requisite construction permits, and the review of bids submitted by contractors. Mr. Sterbenz has performed all these duties as an engineer for other cities since 1989.

If a particular capital improvement project requires additional expertise, such as one with a sanitary sewer pump station, Mr. Sterbenz will have internal resources to assist in this type of design task as CED has these resources as a multi-disciplinary firm.

## Tab 2: Overall Ability to Execute Services

### Capabilities and Approach

CED understands the importance of the municipal engineer in the flow of work in a municipality, having served as the municipal engineer, as well as the engineer for Planning Boards and Zoning Boards of Adjustment for many municipalities for over 40 years. Public sector projects could be delayed if the municipal engineer is not performing the work in a timely manner and in accordance with timelines established by the municipality or as prescribed in the Code of the City. CED pledges to the City that project assignments will receive appropriate resources to fulfill schedule and budget requirements. Our proposed project manager and key staff have the experience, commitment to quality, and depth of resources to ensure availability to address all assignments associated with this contract. CED is dedicated to addressing the needs of our clients in a manner that is responsive, budget-conscious, focused, and technically sound.

**Potential Tasks & Timeliness.** With respect to assignments that involve City projects, our contract manager shall clarify upon receipt of the assignments from the City the deadlines that must be adhered to by CED. If an issue arises during the processing of the assignment that would affect the schedule, the contract manager would communicate with the City's project manager and discuss how this issue can be addressed and adjustments to the original schedule.

In regards to assignments pertaining to development reviews and permit applications for work proposed within the City right-of-ways, the contract manager shall adhere to any timelines for processing reports and permits that are prescribed in the City Code. If there are no timelines prescribed in the City Code for the processing of reports and permits, the contract manager will communicate with appropriate City staff to determine the deadline that must be adhered to for completing the assignment.

While assignments are being processed, whether on City or developer sponsored projects, the contract manager shall stay in communication with key City staff to advise on progress that is being made. If required, the contract manager shall meet with City staff on a regular or as needed basis to review progress on assignments.

At CED, we have developed a successful, fit-for-purpose project delivery process that includes budget, quality control/quality assurance, and schedule control methodologies. Backed by our on-going experience serving as municipal engineering consultants, we understand the responsibility for transparent planning and accountability when using public funds. Utilizing specialized financial tracking software, we also closely monitor our labor and expenses on a weekly basis allowing our project manager to proactively respond and control our contract costs. Throughout design and our Quality Assurance/Quality Control management program, we utilize our CEI team to collaborate on constructibility and value engineering perspectives. We also have staff experienced in lifecycle analysis, sustainability, and resiliency.

CED relies heavily on internal/external communication, internal milestone development and controls, and scheduling software to ensure that we deliver on time and within budget. These management controls are further described in concert with time-tested procedures utilized by CED below:



### Contract Management

CED will be responsible for reviewing and evaluating the requirements and expectations for each assignment and recommending an approach tailored to meet all specific scope elements. Upon receipt of any assignment, our Project Manager, Paul Sterbenz, PE, will thoroughly review the scope of services and related information provided by the City. This review will allow us to recommend the appropriate scope requirements, schedule and economics when determining the plan of action on the task assignment in a follow-up coordination meeting with the City's Project Manager for consensus prior to staff hour development.

One of the most important parts of any successful project is proper communication with all stakeholders during all phases of project cycle. CED holds periodic meetings with the client, stakeholders, and team staff to properly understand challenges, review of anticipated projects or planning efforts.

**Work Assignment Proposal Development.** Upon notification of a request for a new assignment proposal, Mr. Sterbenz will coordinate directly with the City's Project Manager to fully understand the needs and scope of the project. He will then work closely with our team leaders to

build a specific project team whose skillsets and expertise are most appropriate for the assignment. Our proposed project team will be clearly documented in the proposal with the team's roles and responsibilities. The project team will be relied upon to develop a comprehensive proposal to execute a successful project. By involving the individuals with the specific technical expertise at the proposal development stage, our proposal and budgets are directly established by these key individuals that will be relied upon to deliver the assignment. Mr. Sterbenz will review and prepare the final budget to ensure that it is both comprehensive and efficient at addressing the project goals.

**Project Task Initiation.** Preparation of the staff-hour estimate and fee will then be completed and submitted for review and negotiation. Each Assignment will include a kickoff meeting to review the approach, schedule milestones, design, permitting, site specific safety requirements, field documentation, and project specific QC plan. We understand that each assignment is different, and our approach will match the specific project assignment.

**Task Delivery.** Mr. Sterbenz will ultimately be accountable for delivering all assignments on-time and within budget. This requires constant communication with the individual project team members. By having regular internal discussions about the progress and design decisions of the individual task, it provides insight into status and some of the potential issues that could arise. This "hands-on" approach is crucial to maintaining the workload of the entire team so that it is managed, balanced, and reallocated as necessary.

CED also employs several time-tested tools to help manage the overall workload and the individual task schedules and budget. We will rely on regular progress meetings, both internally and with the City, when necessary, to review each task teams' progress. Mr. Sterbenz will maintain a database of all City assignments so that he can monitor the milestone due dates as well as budgets both for the individual tasks as well as the overall program. These management practices have proven to identify issues with deadlines and budgets early in the process so that they can be addressed prior to causing issues.



### Schedule

CED is committed to meeting all of the "project specific" time requirements for the agreed upon scope of services negotiated for each Assignment under this contract. The successful execution of this contract will be achieved by confirming each assignment is organized, managed, and performed to meet the City's delivery schedules.

CED will use Microsoft Project to establish project schedules that clearly define project milestones and goals.

This provides comprehensive reporting of the completion of critical path activities, such as target placement, data acquisition, control adjustments, data processing, QA/QC reviews, and final deliverables.

Our Project Manager will schedule individual or group progress meetings, field reviews and/or office visits, as necessary, to meet established due dates and address questions or concerns promptly as they arise.

Upon receipt of each Assignment, we will schedule a face to face or virtual kickoff meeting with the City to confirm/review all scope items, project schedule, staffing/resource plan, and any required stakeholder coordination

The project kickoff meeting agenda will define the schedule, including identifying all milestones. Once these milestones are identified, we will propose items in the schedule that can be advanced or prioritized. These items will be based on the needs of the in-house design team or EOR we are supporting to minimize critical timelines and relieve the burden on the City.



### Responsiveness

Having served as the municipal engineer, as well as the engineer for Planning Boards and Zoning Boards of Adjustment for many municipalities since the firm was formed CED understands the importance of the municipal engineer in the flow of work in a municipality. Both public and private sector projects could be delayed if the municipal engineer is not performing the work in a timely manner and in accordance with timelines established by the municipality or as prescribed in the Code of the City.

With respect to assignments that involve City projects, our contract manager shall clarify upon receipt of the assignments from the City the deadlines that must be adhered to by CED. If an issue arises during the processing of the assignment that would affect the schedule, the contract manager would communicate with key City staff and discuss how this issue can be addressed and adjustments to the original schedule.



### Communication

Effective communication, coordination, and collaboration between our team partners, fellow contract holders and the Project Manager will be vital throughout this contract. This will be achieved through developing a clear understanding of the scope, defining roles and expectations, establishing clear communication protocols, open and clear collaboration and reporting, and transparency regarding both achievements and challenges.

The agenda for the kick-off meeting for each assignment and subsequent weekly team meetings includes discussions regarding project goals, schedule, progress,

and performance with input welcome from all the members of the project team. In this way, our team members are fully informed regarding project status and their individual responsibilities. If issues or challenges arise during a project, they are discussed with various team members, a plan of action is formulated, and instructions guiding the way forward are disseminated appropriately for implementation.



### Cost Control - Design Budget

CED is committed to meeting all of the "project specific" budget requirements for the agreed upon scope of services negotiated for each assignment under this contract. Budgets for each assignment will be tracked and maintained on a weekly basis using the project management portals included in BST Financial Software (Ver.10). This allows for monitoring of project financial details to quickly determine which activities are negatively impacting the schedule or budgets and, if required, institute aggressive corrective actions including adding resources to prevent cost overruns. Invoicing will be prepared monthly to coincide with milestone deliverables and will document the percent complete status for each assignment.



### QA/QC Management Program

Our QA/QC program is continually monitored to maximize its success and to identify possible improvements. **Each CED employee is a part of this QA/QC program, and it applies to all our disciplines and office locations.** The CED QA/QC Program manual is designed to help Project Managers implement practices for effective project management and incorporates department-specific guidelines as they are developed.

It is CED policy to establish, commit to, implement, and monitor a QA/QC plan for every project, ensuring quality deliverables for our clients. A detailed QA/QC plan encompassing all the disciplines included for this contract shall be developed to ensure deliverables are efficiently and accurately prepared. **CED takes full responsibility for the quality of our project submittals, including components prepared by our subconsultants.**

**Quality Assurance:** CED understands the City's concerns regarding the importance of quality products and agrees that deliverables include complete and well documented data supporting the associated reports and digital files. We accomplish this by educating, training, and mentoring our personnel. Each member of the CED production staff receives a SOP that details our procedures and workflow from field to finish. QA is supported daily by the Project Manager, Task Lead or QC Manager assigned to the specific assignment who will oversee and monitor the

process and results with field and office staff to ensure we are collecting the requested data using the agreed upon methods.

**Quality Control Process (QCP):** Quality is accomplished through standardized field and office workflows and a series of systematic reviews throughout each assignment and documenting production process.

To achieve the highest possible quality, deliverables for each assignment will be reviewed by a qualified independent reviewer from the appropriate technical discipline. Our QCP for all submittals is redundant in nature, having a minimum of two reviewers for every assignment. As depicted in the diagram below, each reviewer follows a strict order of process which involves thorough back-checking of all documentation. The reviewer's comments will be coded in **RED**, plans will be updated per the comments and noted in **GREEN**, and the back

No. _____	Date: _____
<b>CHECK PRINT</b>	
Dwg. Checked against calcs. And calc. check confirmed	
By: _____	Date: _____
Checked By: _____	Date: _____
Backchecked By: _____	Date: _____
Corrected By: _____	Date: _____
Verified By: _____	Date: _____

checker will verify the changes are made with **BLUE** ink. The final step of the process is a QA review by senior project management to ensure the QCP process was followed.



### Safety

Safety is a core value for CED. CED has adopted the Behavior Based Safety (BBS) model as an enhancement to our existing safety program to live a Safety Culture at work and home. CED crew members and project management maintain Intermediate Maintenance of Traffic (IMOT) certifications as well as OSHA 10-hour, OSHA 30-hour, OSHA HazWOPER, confined space entry, coalition for construction safety (CCS), E-Rail Safe, and first aid/CPR training. We regularly inventory all personnel and vehicle safety equipment and use daily Health & Safety Checklists forms and on-site "tail gate" meetings to assess and mitigate for potential hazards.

For best assurance that our staff contribute to the safety of staff, and the general public, our safety program includes following the most comprehensive drug-free workplace program in the industry.

## Tab 3: Experience and Qualifications

### Firm Experience and Qualifications

Our qualifications stand out from our history of designing customized solutions to meet our clients' need which include cost savings design that support the client's community growth. This experience includes projects funded through state and federal programs as well as preparing applications and managing grant requirements.

CED is a multi-disciplinary professional services firm with expertise in a wide range of engineering, consulting, and surveying services. In Florida, we have eight offices with over 160 employees with over 2600 employees nationwide. CED's additional offices in Orlando, Ft. Myers, Boca Raton, Melbourne, Miami, Ft. Lauderdale, and Jacksonville will also be available to provide support services for any engineering or survey review tasks assigned under this contract.

**CED has been representing municipalities as their selected municipal engineer since the firm was established.** While the majority of this experience has been in the northeastern US, professionals that contributed to the success of the firm's service to various municipalities in that area of the Country have relocated permanently to Florida and would be assigned to manage the contractual agreement between the City.

Mr. Paul Sterbenz, PE, will be the contract manager for the contract between the City and CED and be the primary point of contact. He has over four decades of experience in the engineering industry working on public and private sector projects. Mr. Sterbenz has provided services similar to those outlined in the Scope of Services section for multiple municipalities.

Because CED is a multi-disciplinary firm, Mr. Sterbenz will have resources available if required on a review or estimating assignment. For example if some questions arise on a development application relative to the adequacy of site soils to infiltrate surface water, he can engage a representative of our geotechnical engineering group to review that aspect of the development application.

Our qualifications are further illustrated by our current general engineering contracts within Florida, including the Counties of Palm Beach, Miami-Dade, Lee Charlotte, Sarasota, Manatee, Pinellas, Jacksonville District Army Corps of Engineers, and the cities of Boynton Beach, Madeira Beach, Miami Gardens, North Port, Tampa, Clearwater, Kissimmee, Bradenton Beach, Holmes Beach, and Orange City. We also hold multiple FDOT professional services contracts for District 1, 4, 5, & 6. CED professionals provide a full range of services to assist municipalities, authorities, and state agencies providing diversified services.

Our professional engineers take a responsive approach in helping public clients realize their long- and short-term objectives. Our expertise spans all aspects of municipal engineering, consulting, and public works management from the supervision of capital improvement projects to performing zoning and land use board reviews. Beginning with navigating grant and funding options, and following through with planning, design, permitting, and construction observation and administration, we have the appropriate skills and services to bring your tasks, reviews, or projects to a successful close-out. Having experience with both public and private applications has given our professionals a unique insight into both sides of the review process. The advantage afforded by our comprehensive suite of in-house support disciplines streamlines communications, enabling us to deliver the best options and value for your community. CED professionals provide a full range of services to assist municipalities, authorities, counties, and state agencies.

As another CED benefit, our design expertise includes civil engineering, stormwater and drainage design, flood protection, water resource, canals, water control structures, roadway and pedestrian sidewalk design, intersection improvements, bridges, transportation, traffic studies, traffic calming evaluation and design, signage, pavement markings, Maintenance of Traffic (MOT), and many other areas including permitting, bidding, and project management. In addition to design services, CED also provides general engineering, stormwater modeling, architectural design, environmental, CEI, geotechnical, electrical, SUE, GIS, asset management, and survey services. CED also has an in-house CMT laboratory, in our Fort Myers office, to support efficient testing and scheduling as needed. Our team is composed of licensed professional engineers and surveyors with extensive experience on a variety of projects.

- Licensed Civil/Transportation Engineers
- LEED® Accredited Staff
- Professional Land Surveyors
- Professional Traffic Operations Engineers (PTOE)
- Licensed Professional Land Planners
- Environmental Scientists & Engineers
- Licensed Professional Geologists
- Licensed Professional Architects
- Licensed Professional Landscape Architects
- Geographical Information System Professionals (GISP)
- Grant Writers
- Archaeologists
- Certified CEI & CBI Inspectors
- NICET Level III and IV Staff

### **Grant Assistance/ Project Funding**

CED's unique grant writing and management experience includes a proven track record of providing successful grant writing and grant consultation services both

locally and nationally. Having a team of seasoned grant writers with diverse backgrounds in state and federal grants management enables us to demonstrate a high success rate in securing grant funding. We currently are contracted and/or providing a full spectrum of services through similar professional contracts for multiple municipalities.

Our team's methodology in preparing all grant applications is thorough and strategic. For each grant program, we begin by identifying the City's previous experience with the program and whether an application made previously was successful. Paramount to our firm's culture is identifying lessons learned and devising means to improve. If applicable, we will request a de-brief of the previous application to understand reasons for funding being denied.

Once a decision to apply is made by the City, our team will schedule a meeting to discuss the all key program details. We will create a comprehensive list of all required application items and – collaborating with the applicant, project partners, engineers, and technical staff – assign team members to each application item. An application preparation schedule is developed working backward from the application deadline, planned submittal at least one week prior if possible, allotting additional time for client and team final review and revisions, public hearing and community engagement, governing body required action at meetings, and development of project scope, estimate, maps, concepts, and all other supporting documentation.

The key to a successful grant application is strong organizational skills and consistent coordination which is how our grant team operates. Once an application is submitted, we will create a follow up plan based on the program's anticipated award announcement schedule.

### **Conflict of Interest**

CED does not have any conflicts of interest.

### **Litigation**

As a large, nationally recognized engineering design and consulting services company, Colliers Engineering & Design has, over the past five (5) years, been involved in certain claims and litigation. We value the confidences of our clients as well as our contractual commitments to confidentiality and strive to avoid disclosures to and/or with third parties of the circumstances involving other engagements and clients. We would take the same position with information regarding our work on your engagement. We can, of course, confirm that there are no claims or litigation of any kind that could reasonably be expected to have a material adverse impact on, or conflict with, Colliers Engineering & Design's performance and its ability to provide the services required for this engagement.

CED's key staff have provided similar services on numerous projects for multiple organizations throughout Florida and the US. We understand the overall needs and expectations of the City for this contract. CED is currently contracted and/or providing a multitude of services through similar professional services contracts for municipalities including the projects and clients outlined below.

#### Similar Engineering Contracts across CED

Geotechnical, Parks & Recreation, City of Boynton Beach  
As-Needed Professional Services, City of Tampa  
Professional Services, City of Madeira Beach  
As Needed Engineering Services, Manatee County Schools  
Survey Services, Hillsborough County  
Geotechnical/Construction Materials Testing, Hillsborough County  
Annual Intersection Engineering, Palm Beach County  
Professional Environmental & Engineering Services, Broward County  
Geotechnical Engineering Services, Miami-Dade County  
Professional Engineering Services, City of North Port  
Professional Engineering Services, City of Kissimmee  
Professional SUE Services, Charlotte County  
Professional Engineering Services, City of Clearwater  
Professional Grants Services, City of St. Petersburg  
Professional Grants Services, City of Cape Coral  
Professional Grants Services, City of Bartow  
Town Planner & Land Use Board Planner, Hackettstown Town  
Town Engineering & Land Use Board Engineer, Hackettstown Town  
Municipal Consulting Engineer, Holmdel Township  
Planning Board & Zoning Board Engineer, Lopatcong Township  
Township Engineer, Lopatcong Township  
White Township Engineer/Planning Board & Zoning Board Engineer, White Township  
Redevelopment Planner/Township Planner/Planning Board & Zoning Board Planner, White Township  
Consulting Engineer, Howell Township  
Utility Engineer, Howell Township  
Grants Consultant, Howell Township  
Engineering Services for Various Projects, Jersey City Municipal Utilities Authority  
Township Engineer, Delaware Township  
Environmental Consulting, Delaware Township  
Traffic Engineer, Delaware Township  
Township Coastal Marine Engineer, Aberdeen Township  
Engineering Services, Perth Amboy Redevelopment Agency  
BRSA GIS Services 2024, Bayshore Regional Sewerage Authority  
Township Engineer, Mine Hill Township  
Township Planner/PB Planner, Mine Hill Township



#### Why CED | In-house Grants Services .....

Our results are proven and have resulted in efficient, economical, and viable infrastructure projects that reflect the needs of our clients.

- \$194.2 Million in Grants and Low-Interest Loans
- 330 Projects Awarded
- Average Award: \$588k
- Success Ratio = 67%



## Tab 4: Past Performances and References

### Past Performances & References

CED has provided professional engineering and consulting services on numerous projects for municipalities throughout the state, and will leverage this experience to help manage and execute this contract successfully for the City. CED prides itself on its long-standing relationships that enable candid and concise communication at every level of government. Our licensed Professional Engineers and Surveyors can provide any aspect of Municipal Engineering Services that the City may need. CED is currently contracted and/or providing a full spectrum of a multitude of services through similar professional services contracts for multiple municipalities including the projects and clients outlined in this section.

We take a responsive approach in helping public clients realize their long and short-term objectives. Our expertise spans all aspects of engineering, consulting and public works management from the supervision of capital improvement projects to performing zoning and land use board reviews. Beginning with navigating grant and funding options, and following through with planning, design, permitting and construction

observation and administration, we have the appropriate skills and services to bring your projects to a successful close-out. Having experience with both public and private applications has given our professionals a unique insight into both sides of the review process. The advantage afforded by our comprehensive suite of in-house support disciplines streamlines communications, enabling us to deliver the best options and value for your community.

- Infrastructure & Capital Improvement
- Environmental Assessment & Remediation
- Traffic, Transportation & Highway Design
- Construction Observation & Administration
- Active/Passive Park & Recreation Design
- GIS Asset & Information Management
- Drainage & Stormwater Management Design
- Municipal Appointments
- Sports Facilities Design
- Regulatory Permitting & Compliance
- Waterfront Infrastructure Design
- Community Revitalization & Redevelopment
- Development Application, Planning & Zoning Board Review

### Similar Projects

#### Independent Contractor Engineering Services | City of Holmes Beach, FL

Task work order (TWO) based City of Holmes Beach miscellaneous services contract. We have held this contract since 2022 and are qualified to support the city for any miscellaneous professional engineering & surveying services. Multiple assignments have supported the city's with structural boardwalk improvements, Resilient FL grant application development, planning, permitting support, bidding support, CEI and construction administration.

An example of several specific task orders included the following. The Grassy Point Habitat Restoration Boardwalk project included the design and permitting for an extension to the Grassy Point boardwalk and observation deck. Services provided included coordination with permitting agencies, managing a subconsultant to perform a benthic survey to determine the presence of sea grasses and hard bottom resources, structural design for the new boardwalk sections, construction document development, permitting with SWFWMD and FDEP, and development of the Invitation to Bid (ITB).

The City Center CEI project included providing CEI and construction administration services for a new drainage system and roadway improvements. Services were provided during preconstruction, construction, and post-construction and included monitoring deliverables, preparation for field operations, project control, inspection, progress reports, cost control, and change orders. We will provide substantial and final completion services and final project records when the project is complete. The Resilient FL Grant Application project involved preparation of a grant application on behalf of the city to perform a vulnerability assessment. Services provided included preparing and submitting the application/forms and coordinating with the city and relevant agencies. The grant application was approved.



**Completion:** 2022- Ongoing | **Design Cost:** \$75,000+ (TWO based) | **Services/ Relevancy:** Geotechnical Engineering, Construction, Engineering, and Inspection Services, Construction Materials Testing (CMT), In-house Laboratory, General Services

## Similar Projects Cont.

### Continuing Engineering & Urban Design | City of Madeira Beach, FL

Under this task work order (TWO), CED inspected and prepared a report on the condition of steel columns approaching the Madeira Beach recreation center. Work on this assignment was completed in June 2024.

In addition, CED has been retained under this task work order for architecture and engineering services to prepare a schematic design for a new 8,000 square foot building, at the Remember Our Children (R.O.C.) Park to expand the amenities that serve the park and provide additional increased concession space, new public restrooms, additional office spaces, media coverage space for the sports fields, storage for the Parks and Recreation department, and an enclosed space with retractable bleachers. Work commenced in August 2024 and the final deliverables to the City shall be finished in September 2024.



### Red School Lane/Baltimore Street Intersection | Township of Lopatcong, NJ

The Red School Lane/Baltimore Street Intersection was initially signalized in 2003 as part of the extension of Baltimore Street for the Warren Heights multi-family residential development. The traffic signal was designed in accordance with standards promulgated in the 1990's and was not in accordance with the current NJDOT design standards, nor the current edition of the Manual on Uniform Traffic Control Devices (MUTCD).

The Township of Lopatcong made a decision in conjunction with plans to improve both Red School Lane and Baltimore Street to replace and modernize the traffic signal. Funding applications were prepared by CED to obtain monies from the municipal aid portion of the NJ Transportation Trust Fund to improve both Red School Lane and Baltimore Street including the traffic signal. These applications were funded by the NJDOT and allowed for the various road improvements including the signal replacement to proceed into construction.

CED prepared construction plans, technical specifications, bid documents and procured outside agency approvals for the construction of a new traffic signal and associated intersection improvements including the removal and replacement of traffic signal equipment, the installation of a new electric service, the construction of sidewalks, curbs, curb ramps, new signage, milling and paving, the installation of traffic striping, pavement markings, and restoration.

During construction, CED provided construction observation and administration services to ensure that the contractor constructed the project in accordance with the approved construction plans.



### General Utility Engineering Contract | New Port Richey, FL

The City of New Port Richey recently acquired a privately-owned potable water system, only to find out that the records obtained during the acquisition process were riddled with inaccuracies. To address this issue, the city enlisted the help of our firm to provide Subsurface Utility Engineering (SUE) and Survey services, in order to ensure accurate mapping of the utilities within the city's GIS database.

This undertaking involved using QL-D through QL-A SUE services, Surveying and GIS services to deliver a geodatabase that could be incorporated into the existing GIS database. We were able to provide horizontal positions of the watermain and valves as well as material type and sizes. This information assists the city when valves need to be operated or repairs need to be made to the system. Public engagement was essential as many residents were contacted to secure access to rear easements where segments of the potable water system were located, and working closely with them to ensure a smooth and efficient process.



## Similar Projects Cont.

### Statewide Architectural and Engineering Services Contract | FDEP

The following project were completed under our current Statewide Architectural and Engineering Services contract, for the Florida Department of Environmental Protection (FDEP).

**Maclay Gardens Replacement Structures.** Design of two new maintenance buildings at the Maclay Gardens State Park. One building to serve as a shop building for maintenance operations. The other building is an open pole barn used for vehicle storage. Additional tasks included the incorporation of a new retention pond on the site and construction administration for the overall project.

**C. H. Corn Hydroelectric Generating Station.** Preparation of competitive bid solicitation and other considerations to transfer operations of the C. H. Corn Hydroelectric Generating Station from the City of Tallahassee to a new Operator.

**Biennial underwater inspection of Theater Structure at Weeki Wachee State Park.** Facility inspected include building's overall underwater structure, supporting H-piles, retaining walls, underwater dome, and building waterline and sump pumps. Diving completed by subconsultant.

**Building improvements to Welcome Center at Guana Tolomato Matanzas National Estuarine Research Reserve facilities.** Improvements include replacement of entrance canopy, walkway repairs for ADA compliance, replacement of front doors and addition of ADA actuator buttons, and installation of security badge access system. Additional ADA improvements were made to the adjacent Sensory Trail.

**St. Andrews State Park Fishing Pier (2 projects).** Underwater inspection of fishing pier at St. Andrews State Park to assess storm damage. Diving completed by subconsultant. Preparation of construction bid package and permitting clearance for repairs to fishing pier at St. Andrews State Park.

**Reconstruction of North Beach Access.** Dune crossover at Guana Tolomato Matanzas National Estuarine Research Reserve.



### Independent Contractor Engineering Services | City of Bradenton Beach, FL

We have held this Task work order (TWO) based contract since 2021 and are qualified to support the city for any miscellaneous professional engineering & surveying services. Multiple assignments have supported the City's MS4 program, roadway drainage infrastructure improvements, grant application development, parking lot design, permitting support, bidding support, geotechnical, and survey.

An example of several specific task orders performed included the following. The Avenue A and Avenue B Improvement project involved redesigning several streets and stormwater infrastructure to both repair damage and improve the area's ability to respond to periodic tidal flooding. Services included redesigning street profiles for positive drainage, redesigning the drainage system (inlets, swales, underdrains, bioswales), survey, geotechnical investigations, relocation of power and water utilities, and the design of new pavement sections.

This project included reviewing and updating the existing Master Drainage Study to assist the city with planning efforts and as required by the FDEP. Services included inspecting the entire stormwater collection and treatment system, prioritizing future drainage improvement projects, preparing capital cost estimates, identification of regulatory requirements, and updating the Master Drainage Study.

General MS4 support services included preparing the annual report, developing the Cycle 4 Assessment Program, stormwater ordinance drafting support, and coordination with county and state agencies. Additional services provided included parking lot layout analyses, ROW street opening ordinance support, stormwater operations and maintenance inspection and reporting, support for Manatee County gravity sewer replacement project, supporting grant closeout efforts for projects prepared by others, project management, and coordination services.



## Similar Projects Cont.

### Steel Column Inspection Services | City of Madeira Beach, FL

CED, in collaboration with B&N, undertook the responsibility of providing comprehensive Steel Column Inspection Services for the City of Madeira Beach. The scope of the project involved inspecting a total of 15 steel columns located at Madeira City Hall and 14 at the Recreation Center buildings.

The primary objective of the inspection was to assess the condition of each column, starting from ground level and extending up to the second-story roof. The inspection team comprised either two certified bridge inspectors or one Professional Engineer, ensuring expertise and thoroughness throughout the evaluation process.

Key aspects of the inspection included:

- Visual examination to identify cracks, section loss, and any loose or missing connection hardware.
- Non-Destructive Testing (NDT) using D-Meter readings at multiple vertical locations to measure the remaining approximate thickness of the columns.

The findings from these inspections were meticulously documented and reported to the City of Madeira Beach, providing crucial insights into the structural integrity and maintenance needs of the steel columns at both municipal facilities. This project exemplifies our commitment to ensuring the safety and reliability of public infrastructure through rigorous inspection and assessment practices.



## Clients References

Client Contact	Project
City of Holmes Beach Sage Kamiya, PE, City Engineer 5801 Marina Drive Holmes Beach, FL 34217 P: 941.708.5800 Ext. 245 E: skamiya@holmesbeachfl.org	Independent Contractor Engineering Services
City of Madeira Beach Jay Hatch, CPRP 200 Rex Place, Madeira Beach, FL 33706 P: 727.392.0665 E: jhatch@madeirabeachfl.gov	Continuing Engineering & Urban Design
Township of Lopatcong Margaret Dilts, Township Clerk/ Administrator 232 South Third Street, Philipsburg, NJ 08865 P: 908.859.3355 ext 223 E: diltsb@lopatcongtp.com	Red School Lane/Baltimore Street Intersection



Longstanding Client Relationships | *"White Township has relied on CED to provide architectural, environmental, inspection, planning, project management and surveying services for the past 22 years. During that time, CED has worked tirelessly for White Township to ensure that our needs are met. Their staff is both proactive and responsive, providing valuable advice and guidance that helps our township meet its annual budget objectives. CED's customer service goes above and beyond, including working longer hours, putting in more effort to complete tasks and staying late to finish projects. As a long-time client, I am pleased to be able to give Colliers my wholehearted endorsement". Kathleen R. Reinalda, Municipal Clerk/ CFO/ QPA/ CMR*

# Tab 5: Location of Firm and Staff Assigned to this Project

## Location

For your contract, we will provide resources from our Tampa office, located at **5471 W Waters Ave, Suite 100, Tampa, FL 33634**, just a short drive from the City. Our office will be directly supporting this contract, leveraging our extensive local knowledge and experience with similar educational facility designs. Being in close proximity to the City allows for seamless communication and collaboration with stakeholders, ensuring swift responsiveness to any project needs. Our office is equipped with state-of-the-art technology and resources, ensuring efficient and accurate project completion.

Paul Sterbenz, PE has been providing municipal and civil engineering services for more than 36 years. Paul is based in CED's Tampa office, and has extensive experience providing City Engineering services. Paul longevity in several of the Municipalities that he represents is a testament to his dedication to customer service.

Additionally, our strong connections with local agencies, combined with our deep understanding of the area's regulatory requirements, provide us with a significant advantage in delivering projects on time and within budget while meeting the college's specific objectives. Furthermore, we will also have access to over 160 professional staff from seven additional Florida offices located in Maitland, Miami, Boca Raton, Fort Lauderdale, Fort Myers, Melbourne, and Jacksonville, ensuring schedule commitments will be met for each assignment.

## Capacity & Workload

Our leadership team in the Tampa office manages weekly utilization meetings with all key staff for the purpose of evaluating daily workload projections for the week ahead. Following this meeting is a Southeast based operations meeting discussing the same item and uses this as a gauge for filling gaps where staff is needed. Having these weekly operations meetings provides project managers with the ability to forecast project completion dates and able to rely on this information to keep projects on schedule.

CED's management staff carefully allocates the firm's resources to address the constantly shifting market demand for projects. We promote a management philosophy that supports cross training our staff to prepare them to be available in short notice and to be qualified to support the variety of disciplines which have the potential to be included in City requested Task solutions for their projects. This enables CED to maintain



optimum utilization of highly trained individuals who provide resources for "Fast-Track" project completion. This approach has enabled us to maintain a steady stream of projects, while enabling us to allocate adequate resources to immediately respond to new Tasks from the City.

Careful project management will allow current staff and company workloads to be adjusted within established schedules for each Task. CED is dedicated to addressing the needs of the City in a manner that is responsive, budget-conscious, focused, and technically sound.

**Projected Projects:** CED holds several Work Order based contracts with Federal, State, and Local agencies that will continue through the duration of this contract. Our history of performance illustrates our ability to manage multiple active contracts and projects by focusing on communication, collaboration, and work-sharing. Our local management staff constantly forecasts our clients' needs and upcoming commitments to develop staffing requirements and responsible growth needs to meet all expectations and commitments.

CED is highly available and has the capacity to meet or exceed schedule demands. We are confident that supporting our existing projects/contracts will not diminish our ability to maintain capacity or our commitment to the City under this contract.

The graphic below outlines the key staff roles, location and availability for this contract:

Key Staff Workload	
Name   Role   Location	Availability
Paul Sterbenz, PE   Project/Contract Manager   Tampa, FL	60%
Michael Ehrhart, PSM   Principal-in-Charge   Tampa, FL	35%
Luis Costa, PE   Transportation Engineering Lead   Boca Raton, FL	35%
Michael Leonard, PE   Structural Engineering Lead   Jacksonville, FL	50%
Kyle Zigler, PG   Environmental Services Lead   Charlotte, NC	50%
Wyatt Altman, PSM   Survey Services Lead   Tampa, FL	45%
Nick Fewell   SUE Lead   Tampa, FL	45%
Greg Stevens, PE   Geotechnical Lead   Tampa, FL	60%
Tammy Perry, EJD, MAOM   Grant Services Lead   Tampa, FL	50%

### Key Team Personnel

Having the ability to sharing our extensive in-house discipline expertise under one roof is an advantage to our clients because it is applied throughout our strategic company network.



For this contract, we have structured the team to be led by our Project Manager, Paul Sterbenz, PE and supported by Michael Ehrhart, PSM as needed. Mr.

Sterbenz will have resources within the firm to assist with reviews, permitting, and estimating tasks if required because of CED's Multi-Disciplinary capabilities. CED values our clients and strives to build a positive and trust-based working relationship. We believe the core management team structure best serves this goal.



**Paul Sterbenz, PE will serve as the Project/Contract Manager.** Mr. Sterbenz has been providing engineering services to municipalities for the past 35 years. He has been accountable for the design, permitting, construction, and management of municipal capital projects from concept design through construction including roads, traffic signals, utilities, parks and structures. Mr. Sterbenz has prepared and submitted grant applications on behalf of municipalities to County and State agencies to obtain funding for capital projects, studies, and stormwater compliance work. He has also

been involved in the review of plans, applications, reports and other documents submitted by developers to local Land Development Review Boards in support of applications to develop private property, to evaluate compliance with local Land Development Codes and applicable industry standards and provide advice to the Boards during the public hearing process.



**Michael Ehrhart, PSM will serve as the Principal-in-Charge.** Mr. Ehrhart is the Southeast Regional Manager with over 17 years of management experience and a wide array of survey projects, including topographic and tunnel verification surveys; GIS based structure inventory; property line restoration, public records research; and FDOT surveys. Mr. Ehrhart is responsible for implementing and leveraging advanced technologies into current operations to control costs, reduce scheduling, and increase safety.

In addition to contract compliance and quality control and assurance, Mr. Ehrhart will also be available to attend meetings as necessary with Mr. Sterbenz to assist with the processing of work. A determination on the frequency of Mr. Ehrhart's attendance at meetings can be determined at the time a professional services contract is promulgated.

*Below are additional in-house staff to support Mr. Sterbenz and Mr. Ehrhart for reviews, surveying plans, coordination, and supporting the City as needed.*



**Luis Costa, PE, will serve as the Transportation Engineering Lead.** He is senior Transportation Engineer who has extensive experience in the management and administration of engineering operations as well as a strong background in transportation engineering. His experience includes interstate projects, signature bridge replacement projects, corridor management, interchange projects, railroad projects and indefinite deliverable miscellaneous contracts. He has been the Project Manager for conventional Design-Bid-Build (DBB) projects and the Owner Representative for Design-Build (DB) projects.



**Michael Leonard, PE will serve as the Structural Engineering Lead.** He has more than 22 years of experience as a Structural Engineer and Project Manager for multi-discipline transportation projects. His experience includes the design of highway bridges and miscellaneous highway structures. He is completely familiar with the design standards and procedures of the AASHTO Bridge Design Specifications and the FDOT Structures Manual. In addition to design experience, he has performed numerous bridge inspections and load ratings.



**Kyle Zigler, PG, will serve as the Environmental Services Lead.** Mr. Zigler is a Senior Geologist with over 16 years of experience in the field of environmental assessment and remediation. He has

managed numerous environmental projects for public, private, and large utility industry clients. Mr. Zigler has successfully led and executed numerous projects including environmental due diligence; underground storage tank removals; petroleum and solvent assessment, cleanup, hydrological design, emergency spills, and hurricane response. His responsibilities on those projects include developing work scope and budgets; leading field efforts; preparation of technical reports; and maintaining project budgets.



**Wyatt Altman, PSM will serve as the Survey Services Lead** with over 17 years of diversified expertise that includes digital imaging and mapping, geodesy, GIS, GPS, photogrammetry, land tenure and cadastral

studies, LIDAR, and remote sensing techniques. His practical experience includes overseeing day-to-day survey crew operations and managing a wide variety of survey and mapping projects, including boundary and

topographic surveys; GIS based asset inventory data acquisition using LIDAR and generation of 3D civil project modeling and construction monitoring.



**Nicholas (Nick) Fewell will serve as SUE Lead.** He is responsible for directing the daily operations of our SUE surface designating and subsurface locating crews to successful completion of assignments.

His responsibilities include assisting project managers, serving as client liaison, communicating with utility owners, contacting state "One-Call" systems, and ensuring compliance with all CED safety and subsurface utility engineering operations. Nick's broad experience includes leading GPR investigations for cemetery plot and infrastructure surveys, monumentation and mapping along encroaching utility and transportation corridors.



**Greg Stevens, PE, will serve as the Geotechnical Lead** and has over 17 years of experience. He has managed geotechnical design projects for numerous public and private sector clients. He has organized and executed geotechnical explorations, performed analyses and designs, prepared technical reports, and maintained project budgets. Mr. Stevens' geotechnical analyses and design experience includes shallow and deep foundations, berm stability, transportation, land development, forensics, sinkholes, ponds, and pavement coring. He is well-versed in industry software such as FB-Deep, L-Pile, Settle3D, Geoslope Suite (Seep/W and Slope/W), Allpile, and SigmaPlot.



**Tammy Perry, EJD, MAOM, will serve as the Grant Services Lead.** She has a diverse background providing over 15 years of service in pre-award and post-award grant administration and grant management. Her grant experience includes successfully collaborating with the United States Department of Homeland Security on federally funded emergency management and homeland security initiatives for the full emergency preparedness cycle. Additional Florida projects include successfully securing funding and managing projects funded by Federal Emergency Management Agency (FEMA)/ Community Development Block Grant (CDBG), (FEMA) Hazard Mitigation Grant Program (HMGP), (FEMA)/ Congressionally Directed Spending (CDS), Capital Assistance for Disaster Response and Recovery Efforts, and (FEMA)/American Rescue Plan Act (ARPA) for Capital Projects.



Why CED | Unmatched City/Town Engineering Experience and Client Respect .....

*"CED started working for the Town of Hackettstown in 1991 and I cannot say enough good things about the work that they have provided to my town. They are responsive, cooperative, very detailed in their work and always has the best interest of my town in their decisions. I have dealt with them for over 25 years and they have gained my trust and utmost respect." Jerry DiMaio - Mayor*

# Organizational Chart



**Principal-in-Charge**  
Michael Ehrhart, PSM

**Proposed City Engineer**  
Paul Sterbenz, PE\*

**QA/QC Manager**  
Joaquin (Jake) Perez, PE

*Below in-house services are available to provide additional support for Review and advising the City!*

- Civil Engineering**  
Stuart Rogers, PE, LEED AP  
Raphael Porto, EI
- Structural Engineering**  
Michael Leonard, PE\*  
Victoria Franco, PE
- Water Resources**  
Lisa Dolphin, PE
- Planning**  
Ross Einsteder
- Environmental Permitting | Natural/Cultural Resources**  
Kyle Zigler, PG\*  
Jacqueline McCort
- Transportation/Complete Streets**  
Luis Costa, PE\*  
Kaitlyn Larkin, PE  
Steven Wong, PE
- Traffic Engineering**  
John Arrieta, PE, PTOE  
Adam Allen, PE, PTOE
- Utility Coordination & Design**  
Rebecca Green-Valente
- Survey | SUE**  
Wyatt Altman, PSM\*  
Nick Fewell\*  
Michael Kriegel
- GIS & Data Management**  
Suzanne Zitzman, GISP  
Andrew Clark
- Geotechnical Engineering**  
Greg Stevens, PE\*  
Pavel Drachev, PE
- Construction Administration | CEI**  
Jignesh Vyas, PE  
Jose Morales, PE
- CADD Designers**  
Terri March  
Julie Tavares, EI
- Grant Assistance & Management**  
Tammy Perry, EJD, MAOM\*  
Kelsey Howard
- Public Engagement**  
Paul Sterbenz, PE\*

**Additional Resources**

5+ Survey Crews | 7+ SUE Crews | 15 Emergency Response Personnel

*In-house CMT Laboratory*

 The CED proposed team has the expertise and experience necessary to effectively manage, coordinate, and provide trusted services to the City. We have the extensive in-house team to support Paul and Mike to ensure the City is supported in every aspect. Our team is available and ready to execute this contract.

\* Key staff resumes included



## Paul Sterbenz, PE, PP, CME, CPWM

Project Manger | Division Operational Officer | Governmental Services

Mr. Sterbenz has been providing services for governmental agencies including counties and municipalities for more than 36 years. He has been accountable for the management of municipal projects from concept design through construction as well as the review aspect of plans, reports, and other documents for developer sponsored projects submitted to Planning Boards and Zoning Boards of Adjustment. His longevity in several of the Municipalities that he represents is a testament to his dedication to customer service.

Mr. Sterbenz successfully secured over \$10 million in municipal aid funds from the New Jersey Department of Transportation Trust Fund for various projects. His extensive knowledge of and contacts with various review agencies facilitates the timely issuance of permits. His municipal engineering experience includes the preparation of design plans, technical specifications, and cost estimates; the procurement of permits and approvals for projects; and construction observation and administration services associated with municipal infrastructure projects. Mr. Sterbenz is also skilled in the design of park and recreation facilities, including athletic fields and tot lots; design of sanitary sewer collection and water distribution systems; traffic engineering; and environmental permitting.

### Education

BS, Civil Engineering, Rutgers University, 1983

### Professional Registrations

Professional Engineer (PE) NJ, PA, CT, SC, TX, MI, FL License No. 94028

Professional Planner (PP)

Certified Municipal Engineer (CME)

Certified Public Works Manager (CPWM)

### Professional Affiliations

Florida Engineering Society (FES), Myakka Chapter

Chi Epsilon (Civil Engineering Honor Society)

American Society of Civil Engineers

National Society of Professional Engineers

New Jersey Society of Professional Engineers, Northwest Chapter

New Jersey Society of Municipal Engineers

New Jersey Planning Officials

### Key Projects

**Land Use Board Engineer, Town of Hackettstown, Warren County, NJ (Client - Town of Hackettstown)**

Reviewed plans, reports, applications, cost estimates and other documents submitted by developers seeking subdivision, site plan, variance, and general development plan approvals from the Planning Board, Zoning Board of Adjustment, and the Land Use Board (since 2018) of the Town of Hackettstown for compliance with the Land Development Code and applicable industry standards on over 350 land use applications and numerous concept plan submissions. Attended monthly meetings of the Board to explain written reports and provide advice during public hearings. Assisted the Board Attorney in the preparation of resolutions of approval outlining conditions that are applicable to approvals granted by the Board. Reviewed post-approval submissions for compliance with the resolution of approvals.

**Independent Contractor Engineering, City of Bradenton Beach, FL**  
CED has held this Task work order (TWO) based contract since 2021 and are qualified to support the city for any miscellaneous professional engineering & surveying services. Multiple assignments have supported the City's MS4 program, roadway drainage infrastructure improvements, grant application development, parking lot design, permitting support, bidding support, geotechnical, and survey.

**Continuing Engineering & Urban Design, City of Madeira Beach, FL**  
Under this task work order (TWO), CED inspected and prepared a report on the condition of steel columns approaching the Madeira Beach recreation center. Work on this assignment was completed in June 2024. In addition, CED has been retained under this task work order for architecture and engineering services to prepare a schematic design for a new 8,000 square food building, at the Remember Our Children (R.O.C.) Park to expand the amenities that serve the park. Work commenced in August 2024 and the final deliverables to the City shall be finished in September 2024.



## Michael Ehrhart, PSM

Principal-In-Charge | Geospatial Regional Manager, Survey/SUE

Mr. Ehrhart is a Geospatial Regional Manager in Tampa, FL with over 17 years of experience with a wide array of survey projects, including topographic and tunnel verification surveys; GIS based structure inventory; property line restoration, public records research; and department of transportation (DOT) surveys. Mr. Ehrhart is responsible for implementing and leveraging advanced technologies into current survey operations to control cost, reduce scheduling, and increase safety in all survey operations. He specifically utilizes this technology in 3D Hi-Definition Laser Scanning (HDS) and Mobile LIDAR technologies for infrastructure analysis, design survey, and 3D modeling.

### Education

BS, Geomatics,  
University of Florida,  
2007

### Professional Registrations

Professional Surveyor  
and Mapper (PSM), FL

### Affiliations & Memberships

Florida Surveying  
& Mapping Society  
Member

### Key Projects

#### City of Tampa Professional Engineering Services for Survey and Subsurface Utility Engineering (SUE), City of Tampa, FL

CED provided Quality Level A and B subsurface utility investigations. Quality Level A involves the use of nondestructive digging equipment at critical points to allow for survey of the horizontal and vertical position of underground utilities, as well as the type, size, condition, material, and other characteristics. Quality Level B involves the use of surface geophysical techniques to determine the existence and horizontal position of underground utilities.

#### FDOT D7, Gateway Expressway Design Build, Pinellas County, FL

This design-build project will change the existing roadway system in Pinellas County in order to enhance safety, add capacity, and improve mobility by creating two new four-lane elevated tolled roadways. With approximately 90 miles of roadway affected by this construction, fast and accurate survey data collection was paramount to the design process. CED supported BCC Engineering on this project by providing mobile LIDAR collection for the entire proposed corridor and design survey file creation to produce topography and a digital terrain model over the entire project limits.



## Luis Costa, PE

Senior Transportation Engineer

Mr. Costa has over 35 years of extensive experience in the management and administration of engineering operations as well as a strong background in transportation engineering. His experience includes interstate projects, signature bridge replacement projects, corridor management, interchange projects, railroad projects and indefinite deliverable miscellaneous contracts. He has been the Project Manager for conventional Design-Bid-Build (DBB) projects and the Owner Representative for Design-Build (DB) projects. He has also served as Design Manager while working for prominent South Florida contractors in DB projects.

### Education

BS, Civil Engineering,  
Florida International  
University

BS, Ocean Engineering,  
Florida Atlantic  
University

### Professional Registrations

Professional Engineer  
(PE), FL License No.  
40930

Certified General  
Contractor No.  
CGC054399

### Key Projects

#### SR 45/US 41 from Palermo Drive to US-41 Bypass, FDOT D1, Sarasota County, FL

Chief Roadway Engineer for this 1.2-mile urban reconstruction through downtown Venice, Florida. Project included a bascule bridge replacement over the Hatchett Creek, MSE walls, complex traffic control, extensive utility relocation, as well as coordination with the City of Venice for beautification efforts.

#### Ocean Ave. Bridge in Lantana PD&E Study and Final Design, Palm Beach County, FL

Project Manager and Roadway Engineer of Record for the replacement of a low-level bascule bridge over the Atlantic Intracoastal Waterway. Led the project development from its inception as a Conceptual Study through design and post design support, as well as Construction Engineering and Inspection services. Led the public and agency involvement, permitting and utility coordination.



## Michael Leonard, PE

Senior Bridge & Structural Engineer

Mr. Leonard has 23 years of experience as a Structural Engineer. His experience includes the design of railroad structures for numerous Class I, short line and commuter railways. He is completely familiar with the design standards and procedures of the AREMA Manual for Railway Engineering. In addition to design experience, he has performed numerous bridge inspections and load ratings.

### Education

MS, Civil Engineering,  
Florida State University,  
2001

BS, Civil Engineering,  
Florida State University,  
1999

### Professional Registrations

Professional Engineer  
(PE) Florida: #64075

### Key Projects

#### ASPA | Garrows Bend I CTF Rail Bridge

Engineer of Record for the design of the rail bridge connecting ASPA's intermodal rail yard to the Terminal Railway. Mr. Leonard was responsible for leading the design of all members of the bridge superstructure, assisting with the construction bidding process and answering contractor questions during construction.

#### ASPA | Terminal Railway

Serves as the designated ASPA Railroad Bridge Engineer, responsible for performing all railroad bridge engineering services, as well as supervising the Terminal Railway's Bridge Management Safety Program including Federal Railroad Administration (FRA) compliant bridge inspection services. The services focus primarily on ASPA's Main Complex Facility, McDuffie Terminal and Terminal Railways service tracks from Mobile to Chickasaw. Responsible for ensuring all engineering and inspection personnel meet the qualifications of the Federal Railway Administration's regulations (49 CFR Parts 213 & 237). Responsible for completing annual bridge inspections on the 13 structures in the Terminal Railways BSMP, updating the BSMP based on inspection findings, developing safe load rating capacities, responding to FRA audits, and developing engineering studies as required.



## Gregory Stevens, PE

Geotechnical Engineering Lead

Mr. Stevens has managed geotechnical design projects for numerous public and private sector clients. He has organized and executed geotechnical explorations, performed geotechnical analyses and designs, prepared technical reports, and maintained project budgets. Mr. Stevens has managed projects and contracts for clientele including the Florida Department of Transportation, Manatee County, Sarasota County, City of Sarasota, Florida Power and Light, Charlotte County Utilities, Charlotte County, and numerous private clients.

### Education

BS, Civil Engineering,  
University of Central  
Florida, 2005

### Professional Registrations

Professional Engineer  
(PE), FL, & GA

### Affiliations & Memberships

Florida Engineering  
Society (FES), Myakka  
Chapter

### Key Projects

#### Citywide Drainage Evaluation, City of Bradenton Beach, FL

Senior Project Manager responsible as the client representative and geotechnical engineer for the project. Duties included managing all client interactions for direction with the drainage improvements as well as geotechnical concerns. Geotechnical interactions included pavement explorations, soil explorations and forensic evaluations of pavement distresses.

#### Longboat Pass Drawbridge, Town of Longboat Key, Manatee County, FL

Project Engineer and Project Manager responsible for supervising the forensic investigation regarding the movement of the Longboat Pass drawbridge. Geotechnical explorations were performed to develop recommendations for a remediation pile bent to support the distressed bent. Oversaw monitoring services and reviewed PDA services during construction of the project. Contact: Mark Laukner, P.E. / PGA / 813-978-3100



## Kyle Zigler, PG

Project Geologist | Environmental Services Lead

Mr. Zigler has over 16 years of experience in the field of environmental assessment, remediation, and consultation. As a Project Geologist, he has managed numerous environmental projects for public, private, and large utility industry clients. Mr. Zigler has successfully led and executed projects including environmental due diligence, underground storage tank removals, petroleum and solvent assessment and cleanup, and emergency spill and hurricane response. His responsibilities on those projects include developing work scope and budgets, leading field efforts, preparation of technical reports, and maintaining project budgets.

### Key Projects

**FDEP Pre-Approval Program and Petroleum Restoration Program (PRP), Port Tampa City, FL**

Direct, manage, and implement site assessment, remediation, and groundwater monitoring activities for more than 50 facilities in FDEP's State-Funded Pre-Approval and Petroleum Restoration Programs. Work scopes for these projects included:

- Low-Score Site Assessment
- Source Removal
- Air Sparge/Vapor Extraction System Installation, Operation, and Monitoring
- Groundwater monitoring for natural attenuation and post-active remediation.

**Duke Energy, > 500 Sites, FL**

Direct mineral oil and PCB remediation in electric utility plants, substations, and at residential/commercial properties. Communicate with EPA Region IV PCB Coordinator on behalf of Client, execute cleanup goals and site rehabilitation.

### Education

BS Marine Science,  
Eckerd College, 2006

### Professional Registrations

Professional Geologist (PG), North Carolina  
South Carolina,  
Georgia

### Professional Certifications

OSHA 10 Certified  
40 HR HAZWOPER Certified  
TWIC (Exp. 2024)



## Wyatt Altman, PSM

Senior Surveyor

Mr. Altman is an experienced Survey Project Manager with extensive and diversified expertise that includes digital imaging and mapping, geodesy, GIS, GPS, photogrammetry, land tenure and cadastral studies, LiDAR, and remote sensing techniques. He has performed hydrographic, ALTA, full topographic, and boundary surveys; sub-surface utility locating; and construction layout. He also has expertise performing data processing using AutoCAD, CAice, Trimble Business Center, GeoPAK and Starnet.

### Key Projects

**District Wide SUE Designate, Locate and Coordination, FDOT D1, Districtwide, FL**

Performed task work orders to provide Quality Level A and B subsurface utility investigations. Quality Level A involves the use of the use of nondestructive digging equipment at critical points to determine the precise horizontal and vertical position of underground utilities, as well as the type, size, condition, material, and other characteristics. Quality Level B involves the use of surface geophysical techniques to determine the existence and horizontal position of underground utilities.

**Hillsborough Transportation Design and General Engineering Services, Hillsborough County, FL**

CED was awarded a county wide contract with Hillsborough county for continuing service for survey support. This contract has provided 2 tasks. Task 1 we provided a topographic and SUE survey for the intersection of Durant Road and Miller road. Under task 2 we provided topographic and SUE survey for the intersection of CR 579 and Old Hillsborough road.

### Education

BS, Geomatics, University of Florida, 2009

### Professional Registrations

Professional Surveyor & Mapper (PSM), FL

### Technical Skills

ArcGIS v10, ArcPad v10,  
TopoDOT, TBC, LGO, Cyclone,  
AutoCAD, MicroStation,  
StarNet



## Nicholas (Nick) Fewell

Subsurface Utility Engineering (SUE) Lead | SUE Investigator

Mr. Fewell has over 14 years of field and management experience. He is one of CED's lead SUE managers, responsible for leading designating and locating crews to successful completion of assignments. His responsibilities include assisting project managers, serving as client liaison, communicating with utility owners, contacting state "One-Call" systems, and ensuring compliance with all CED safety and subsurface utility engineering operations.

Mr. Fewell has worked on various project assignments for numerous departments of transportation and other clients such as FDOT, GDOT, LaDOTD, TxDOT, DUKE Energy, Mosaic, Florida Power & Light, TECO Electric, TECO Peoples Gas, Kinder Morgan, Florida Gas Transmission, various state and local governments/municipalities.

### Key Projects

**District Wide SUE Designate, Locate and Coordination, FDOT District 1, Districtwide, FL**  
Manage task work orders to provide Quality Level A and B subsurface utility investigations. Quality Level A involves the use of the use of nondestructive digging equipment at critical points to determine the precise horizontal and vertical position of underground utilities, as well as the type, size, condition, material, and other characteristics. Quality Level B involves the use of surface geophysical techniques to determine the existence and horizontal position of underground utilities.

**District Wide SUE Designate, Locate and Coordination, FDOT District 1, Districtwide, FL**  
CED provide SUE and Survey services, in order to ensure accurate mapping of the utilities within the city's GIS database. This undertaking involved using QL-D through QL-A SUE services, Surveying and GIS services to deliver a geodatabase that could be incorporated into the existing GIS database. We were able to provide horizontal positions of the watermain and valves as well as material type and sizes.

### Education

Geomatics Certificate,  
University of Florida, in  
progress

BA, University of South  
Florida, 2021

AA, Hillsborough  
Community College,  
2011

### Professional Certifications

CCS, OSHA 10  
Hr Certification,  
PowerSafe (Duke  
Energy), IMOT



## Tammy Perry, EJD, MAOM

Grants Manager | Grant & Funding

Ms. Perry has a diverse background providing over 15 years of service in pre-award and post-award grant administration and grant management. Her experience includes working for the United States Department of Interior/Bureau of Reclamation's Columbia Pacific Northwest Region, California-Great Basin and Lower Colorado Basin as a federal grant manager collaborating with states, cities, counties, tribes, and local entities as they planned for and implemented actions to increase water supply through grant funding to modernize existing infrastructures. She also managed the above-referenced Regions for the United States Department of Interior/National Park Services federal grants.

### Key Projects

**City of Madeira Beach, Madeira Beach, FL**  
Researched and provided consulting for applicable funding opportunities.

**Township of Lopatcong (LPT0163), Lopatcong, New Jersey, Township of Lopatcong, NJ**  
Participated in project research and grant writing to secure New Jersey Department of Transportation (NJDOT) funding of \$1.3M for the design of an industrial connector road to alleviate traffic congestion related to tractor trailer traffic along and adjacent to Strykers Road.

**City of Bradenton Beach, Bradenton Beach, Florida**  
Researched and reviewed grant prospects for future funding opportunities.

**Community Health Centers of Pinellas, Inc., Community Development Block Grant (CDBG), City of St. Petersburg**  
Managed CDBG funds post-award compliance and reporting for renovation project.  
Funding: \$500,000

### Education

MS Homeland Security  
and Emergency  
Management, Purdue  
University, 2023

EJD, Purdue University,  
2018

MA Organizational  
Management,  
University of Phoenix,  
2004

BS Criminology  
and Corrections,  
Sam Houston State  
University, 1993



**FOREFRONT**  
ARCHITECTURE + ENGINEERING

STATEMENT OF QUALIFICATIONS: RFQ 24-026

# Professional Engineering Services / City Engineer

Prepared for City of New Port Richey  
Submitted: Monday, September 9, 2024 at 12 pm

#### Firm Information:

Forefront Architecture and Engineering  
1230 Oakley Seaver Dr.  
Unit # 100, Clermont, FL 34711  
p. 888.850.3323

#### Contact Info:

Chris Smith, PE  
Vice President of Engineering  
e. chriss@ff-ae.com

[forefrontae.com](http://forefrontae.com)

Service Beyond Design

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## Table of Contents - Total Sheets Limited to 25

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<b>Letter of Interest</b> .....	<b>3</b>
<b>Tab 1: Firm Qualifications</b> .....	<b>5</b>
– Provide the name of each engineer proposed to provide services to the City and the name of the lead engineer who will have the main contact with the City. This individual is expected to remain the responsible engineer throughout the engagement. The lead engineer must be licensed to practice in the State of Florida, and must have at least five (5) years experience practicing as an engineer with a practice focused on representation of local government(s);	
– Provide a brief description of the history and capabilities of the firm including organizational chart and the resumes of the key persons who may be assigned, from time to time;	
– Provide information about the Respondent’s experience in providing engineer services to Florida local governments. List the similar projects or engagements that have been completed by the assigned persons within the past three years;	
<b>Tab 2: Firm’s Previous Experience and Capacity</b> .....	<b>8</b>
– Provide at least three references from these organizations including names, contact persons, and phone numbers;	
– Provide a list of all other local governments currently being represented by the Respondent;	
– Provide information about the Respondent’s capacity and capability to perform on short notice and in a timely manner, and the Respondent’s proposed approach to communicating with City of New Port Richey;	
– Describe any conflicts of interest or ethical considerations related to representation or affiliation with any boards, organizations, committees, or clients, including, but not limited to, other municipalities, governmental, and/or quasi-governmental entities;	
– Provide a list and explanation of any ethics complaints or lawsuits filed against the Respondent(s), and a list of any other, similar claims against the Respondent(s), in the last five (5) years;	
<b>Tab 3: Firm’s Location and Availability</b> .....	<b>12</b>
– The location of staffing and firm resources expected to be made available to serve City of New Port Richey;	
– Information on the Respondent’s ability to handle the assigned work with the current staff and the workload already assigned to the key persons;	
– The firm’s ability to research, apply for and obtain project funding (in the form of grants, loans, and legislative appropriations), and its success rate doing so for other clients;	
– The firm’s ability to assist City of New Port Richey with preparing and submitting project documentation (including reports and permits) required by local, state and federal regulatory agencies;	
– The basis on which compensation will be determined (but not dollar amounts), and the method by which payment for services rendered is to be made; and	
<b>Tab 4: Standard Form 330</b> .....	<b>14</b>

Forefront Architecture and Engineering hereby certifies that to the best of our knowledge and belief, all information submitted in this document for consideration and evaluation is true, correct, and accurate. Forefront Architecture and Engineering, LLC ("Forefront") has reviewed the City of New Port Richey’s Request for Qualification for RFQ 24-026 for Professional Engineering Services/City Engineer. Forefront is eager to work with the City of New Port Richey’s project team, and respectfully reserves the right to negotiate mutually acceptable terms and conditions of contract in line with appropriate industry standards.



1230 Oakley Seaver Dr  
Unit 100  
Clermont, FL 34711

ff-ae.com  
tel: 888.850.3323


Monday, September 9, 2024


Debbie L. Manns, ICMA-CM  
City of New Port Richey  
5919 Main Street,  
New Port Richey, FL 34652  
p. (727) 853-1021  
mannsd@cityofnewportrichey.org


RE: RFQ 24-026 Professional Engineering Services/City Engineer

Dear Selection Committee:

Forefront Architecture and Engineering presents our Statement of Qualifications for the City of New Port Richey's requirement for Professional Engineering Services/City Engineer. With a keen understanding of the city's unique engineering needs and strategic goals, we are committed to delivering tailored solutions that enhance the community and its infrastructure. Our Clermont, Florida headquarters, supported by our Fort Myers office, will lead this project, drawing upon our extensive expertise in professional architecture and engineering services. **Forefront offer the City of New Port Richey the following benefits:**

 **COMPREHENSIVE EXPERTISE AND LOCAL ENGAGEMENT:** Forefront has a distinguished track record in developing and enhancing urban infrastructure across Central Florida. We have successfully completed various projects that involve complex municipal engineering services, including utilities management, public works, and community development. Our team is ready to align our resources with New Port Richey's vision to effectively manage and improve its infrastructure, ensuring that our efforts support the city's broader objectives for growth and sustainability. **Forefront has a strong presence in Florida, with headquarters in Clermont and additional support from our Fort Myers office.** This geographical proximity allows us to be highly responsive and maintain close, hands-on involvement in New Port Richey projects.

 **UNMATCHED EXPERIENCE WITH REGULATORY/CODE COMPLIANCE:** While Forefront has not previously served as the City Engineer for New Port Richey, our broad experience with regulatory compliance for state and federally funded projects positions us to manage your city's projects adeptly. Our team, in partnership with our grant compliance subconsultant Fred Fox Enterprises, will ensure adherence to all relevant local, state, and federal regulations. This background is particularly valuable in navigating the complexities of municipal projects, from planning through to execution and maintenance.

 **PROJECT LEADERSHIP AND QUALITY ASSURANCE:** Chris Smith, PE, our Vice President of Engineering, will lead our efforts and serve as the primary point of contact for the City. His extensive experience and commitment to excellence ensure that all services provided will meet the high standards required by New Port Richey. Chris will be supported by a technical pool of Project Managers, so that every aspect of our service delivery is managed with precision and aligned with the city's strategic objectives. Forefront is committed to delivering the highest quality of work that complies with all applicable regulations. Our rigorous quality control procedures and project management methodologies deliver projects that are completed on time, within budget, and to the highest standards.

We are eager to contribute our expertise to the City of New Port Richey and significantly enhance the engineering services it provides to the community. We look forward to the opportunity to discuss our proposal in detail and explore how we can meet and surpass the city's engineering and developmental goals.

Respectfully Submitted,

Chris Smith, PE  
VP of Engineering, Authorized Signatory  
888.850.3323 | chriss@ff-ae.com

Lennard Davis, RA  
VP of Architecture, Authorized Signatory  
888.850.3323 | lennardd@ff-ae.com

**Structure of Business**

Forefront Architecture and Engineering, LLC

**Team Location**

1230 Oakley Seaver Dr.  
Unit 100, Clermont, FL  
p: 888-850-FFAE (3323)  
f. 888.850.3321

**Years in Business**

10 years  
28 years (legacy firm)

**Full-Time Employees**

50+

**Certification of Information Provided**

I certify that the information and responses provided on this submittal are true; accurate and complete. The City of New Port Richey or its representatives may contact any entity or reference listed in this submittal. Each entity or reference may make any information concerning the Respondent available to the Owner.

[Signature]  
Signature  
Chris Smith, PE

Printed Name  
As VP of Engineering (title)

Dated this 5<sup>th</sup> day of September, 2024.

STATE OF Florida }

COUNTY OF Lake }

On this 5<sup>th</sup> day of September, 2024, before me the undersigned authority, personally appeared Chris Smith, to me known to be the individual described in and who executed the forgoing instrument as VP of Engineering (title) of the firm of Forefront Architecture & Engineering and acknowledged the execution of same, for and on behalf of and as the act and deed of said firm, for the uses and purposes therein expressed.

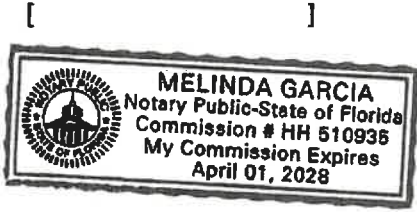
WITNESS my hand and official seal the date aforesaid.

[Signature]  
(Signature of Notary Public - State of Florida)

Melinda Garcia  
(Print, Type or Stamp Commissioned Name)

Personally known   
Or produced identification NIA

Type of identification produced NIA



# **TAB 1**

## **Firm Introduction and Qualifications**

a. Provide the name of each engineer proposed to provide services to the City and the name of the lead engineer who will have the main contact with the City.

### Proposed Engineering Professionals

Forefront proposes **Vice President of Engineering, Chris Smith, PE**, as the lead engineer and primary contact for the City of New Port Richey’s Professional Engineering Services. Chris Smith will oversee the service delivery and act as the main liaison with the City. Supporting him will be **James Bourez, PE**, who brings expertise particularly in public works projects. Together, they aim to ensure high standards of technical proficiency and effective communication with the City, aligning with Forefront’s commitment to excellence in municipal engineering services.

b. Provide a brief description of the history and capabilities of the firm including organizational chart and the resumes of the key persons who may be assigned, from time to time;

### Firm Overview

Forefront is a multi-disciplinary firm with Architecture, Engineering, Code Specialists, Inspectors, and past Building Contractors. We are dedicated to:

- Maintaining project completion dates
- Minimizing additional construction costs due to the implementation of cost-effective advanced systems, methods and monitoring.
- Phased Construction: Allows construction to begin before the full design is complete saving time.

Forefront’s experience includes commercial design for public and private clients including county, and local governmental agencies. This experience is blended with design work covering all delivery methods from conventional competitive bidding and negotiated pricing, to design-build partnering. The firm is very knowledgeable with all applicable design codes/criteria both commercial and government.

**We have been serving our clients for 27 years**, and like the built environment we design, the quality, sustainability and strength of our foundation is integral to our longevity and purpose. Originally starting back in 1994, Lindemann, Bentzon, and Bojack gained a reputation as one of the most highly respected firms earning a solid notoriety for completing projects ahead of schedule and below budget. **In 2014 Forefront arose from Lindemann, Bentzon, and Bojack and have continued on their legacy maintaining the old relationships while garnering new ones.**

**We know the framework for any successful project is directly related to having core leaders involved in the decision and management operations.** Our team represents dedicated and focused professionals ready to complement the total design effort necessary for the successful completion of projects under this contract.

Most importantly, we establish clear lines of communication between all parties to ensure a timely and smooth delivery. The core staff of our team is selected specifically to meet the needs of your project. Each team member, beginning with the Project Manager, has significant experience with projects similar to the proposed project.

Our team is comprised of both designers and engineers, giving us the unique ability to provide our clients with additional services. **Our unique ability to consistently provide top quality results and maintain 100% client satisfaction** is a direct reflection of the experts on our staff, the general contractor-firms we partner with, and our overall implementation of the Engineering and Design programs we also work under.

### Capabilities of the Firm

Forefront offers a full spectrum of services covering a diverse range of private and public sector experience. **The firm maintains on-going assignments for clients in the commercial and institutional marketplace as well as various Florida counties.** Because the firm is comprised of both architects and engineers, there is a full spectrum understanding of the building industry needs and objectives. **These professionals have a combined background of well over 100 years of construction and related exposure.** This depth of knowledge and experience brings together specialties in all facets of commercial, industrial, and residential projects.

- |  |   |
|--|---|
| - Master Planning                          | - Structural Engineering                  |
| - Feasibility Studies                      | - Building and Fire Codes                 |
| - Site Evaluation and Selection            | - Value Engineering                       |
| - Site Development                         | - Cost Estimating                         |
| - Programming                              | - As-Built Field Verification             |
| - Conceptual and Schematic Design          | - Equipment Layout and Utilities Matrix   |
| - Design Development                       | - Specialized Materials/ Systems Research |
| - Public Hearing Representatives           | - 3D Modeling and Animation               |
| - Code and Ordinance Compliance Evaluation | - ADA Access Compliance Evaluation        |

### Organizational Chart

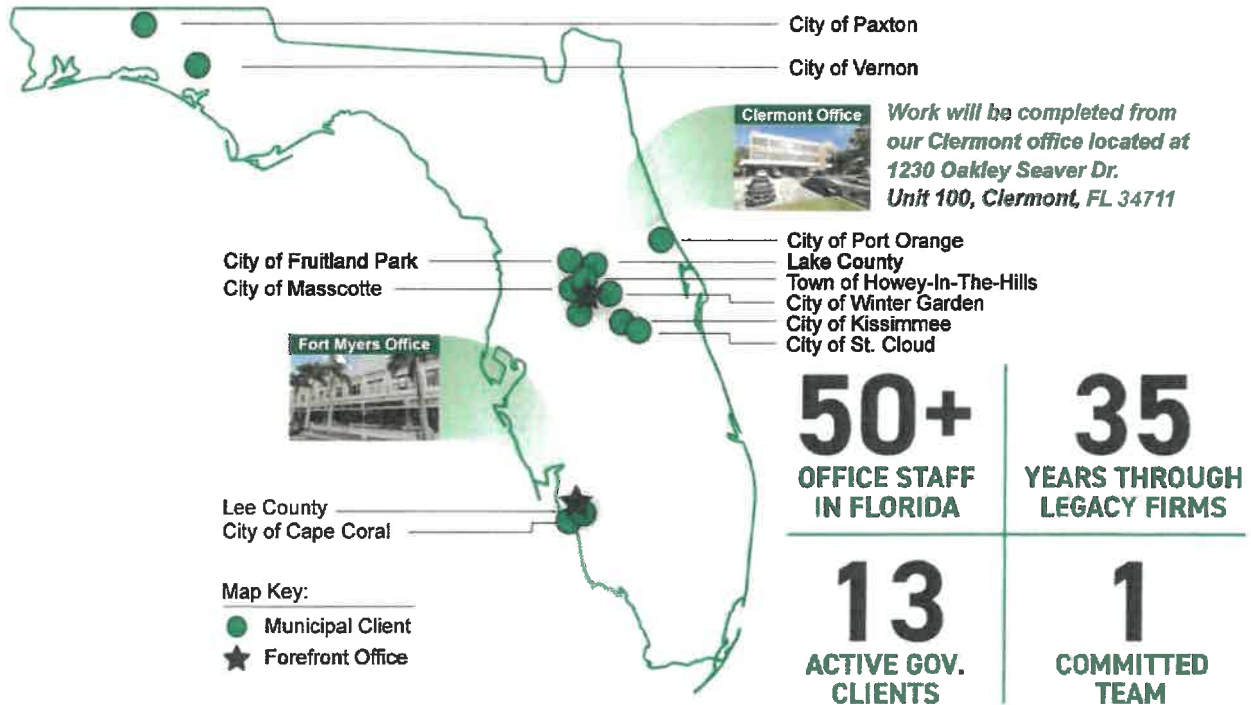
**Organizational chart can be found in Section D. of our SF330 in Tab 4.**

### Resumes of Key Personnel

**Resumes of key personnel can be found in Section E. of our SF330 in Tab 4.**

c. Provide information about the Respondent's experience in providing engineer services to Florida local governments. List the similar projects or engagements that have been completed by the assigned persons within the past three years:

We currently serve 13 municipal clients throughout Florida, offering a comprehensive array of services that include architectural design, structural engineering, MEP engineering, and interior design. Our engagement with these municipalities is not just about delivering projects; it's about creating relationships and understanding the fabric of each community to ensure our solutions are meaningful and impactful.



Our team brings their unique strengths and expertise to the City, providing an exceptionally qualified and unmatched team, both creatively and technically. Combined, they bring over 50 years of experience and sought-after expertise with a strong engineering focus and a local team proficient in community-based architecture and the technical design requirements.

<b>CHRIS SMITH, PE   ENGINEERING TASK LEADER</b>	
<b>25 years of experience</b>	<ul style="list-style-type: none"> <li><b>Extensive Experience:</b> Over 25 years in structural engineering, with a focus on residential, commercial, hospitality, institutional, and medical sectors, bringing a wealth of expertise to diverse projects.</li> <li><b>Key Projects:</b> Engineering task lead for projects such as the Lake County Eight Story Parking Garage Traffic Modification, Paxton Senior Activity Center, Lake County EMS Fleet and Logistics Relocation, Historic Courthouse Structural Column Investigation, The Awning Factory Warehouse Expansion, and Lake County Tax Collector Facility.</li> <li><b>Professional Registrations:</b> Licensed Professional Engineer in Florida (No. 62605) and multiple other states including CA, CO, NY, NC, OK, and VA, ensuring compliance with rigorous engineering standards across various regions.</li> </ul>
<b>Located in Clermont office</b>	
<b>50% assigned to project</b>	
<b>✓BS, Civil Engineering, University of Delaware</b>	
<b>JAMES A. BOUREZ, PE   ENGINEERING SUPPORT</b>	
<b>25 years of experience</b>	<ul style="list-style-type: none"> <li><b>Extensive Experience:</b> Over 25 years in structural engineering, with a focus on residential and commercial sectors, contributing to the design and evaluation of numerous high-impact projects.</li> <li><b>Key Projects:</b> Engineering support for the Lake County Eight Story Parking Garage Traffic Modification, Paxton Senior Activity Center, The Awning Factory Warehouse Expansion, and Lake County Historic Courthouse Structural Column Investigation.</li> <li><b>Professional Registrations:</b> Licensed Professional Engineer in Florida (No. 67835) and multiple other states including AZ, CO, GA, ID, KY, MD, MI, MO, NV, NC, OR, PA, SD, SC, TX, UT, VA, WA, and WY.</li> </ul>
<b>Remote (Texas)</b>	
<b>30% assigned to project</b>	
<b>✓AA, Construction Management, Valencia College</b>	

## Understanding of the City of New Port Richey's Needs

Forefront has reviewed the specific engineering requirements and operational challenges of New Port Richey. Our approach is tailored to effectively address the city's needs across various engineering services, ensuring alignment with the city's goals and regulatory landscape.

- **Advisory Services:** Forefront will have active participation in City Council meetings, held on the first and third Tuesday evenings of each month, so that our lead engineers are available for all special meetings or work sessions as required. Our team will provide ongoing advice and consultations to city officials through various communication means, from telephone conferences to in-person meetings and written correspondence.
- **Consultation on City Utilities:** Our structural engineers are equipped to offer consultation on the maintenance and operation of the city's essential utilities. Through subconsultant partners Forefront can assist with other utility consultation including water distribution, wastewater collection and treatment, stormwater management, and transportation systems.
- **Development Projects and Permit Consultation:** Forefront will rigorously review project plans and proposals submitted by private entities for compliance with Florida statutes, City Code, and Land Development Regulations. Our engineers will be actively involved in meetings to provide necessary consultations and help navigate the regulatory environment.
- **Inspection Services:** Our team will conduct thorough site inspections for compliance with approved plans, providing necessary on-site consultations to address any emergent issues swiftly.
- **Participation in DRC and LDRB Meetings:** Forefront engineers will be integral members of the Development Review Committee and the Land Development Review Board, providing pre-meeting reviews and on-site assistance during meetings to facilitate a thorough understanding of city codes among all stakeholders.
- **Public Works Construction Projects:** Forefront will handle preliminary engineering analyses, cost estimates, and feasibility studies for public works projects. We will prepare detailed plans, specifications, and bidding documents while assisting the city in navigating the procurement of necessary rights-of-way or easements. Furthermore, our team will oversee the bid review process, contractor selection, and provide general supervision over construction projects for quality and compliance.
- **Additional Services:** In addition to the core services, Forefront is prepared to undertake any additional engineering, surveying, or miscellaneous services as requested by the city.

## Proactive Schedule Management

Forefront prioritizes effective schedule management for timely project delivery and minimize potential delays. Our project controls for schedule management are grounded in best practices and proactive strategies to optimize project timelines and mitigate schedule risks. We develop detailed project schedules outlining critical milestones, deliverables, and dependencies for each phase of project.

### Task Order Process Example Workflow



**Project Management Controls** — Forefront is committed to implementing project controls for cost and schedule management, for this contract. By leveraging advanced tools, proactive strategies, and collaborative approaches, we strive to optimize project outcomes, minimize risks, and exceed the expectations of our clients and the community served.

**Cost Estimation and Monitoring** — We begin by conducting detailed cost estimations based on a comprehensive analysis of project requirements, scope, and market conditions. Throughout the project life cycle, we utilize advanced cost monitoring tools and techniques to track expenditures, identify variances, and address potential cost overruns proactively. Our meticulous cost management processes enable us to maintain financial discipline and optimize resource allocation to maximize project value.

# **TAB 2**

## **Firm's Previous Experience and Capacity**

a. Provide at least three references from these organizations including names, contact persons, and phone numbers;

### References

#### Lake County Supervisor of Elections

D. Alan Hays, D.M.D, MFCEP  
Supervisor of Elections  
alan.hays@lakecountyfl.gov  
352-253-1420  
Lake County Supervisor of Elections Buildings

#### Lake County, Florida

Don Glessner  
Construction Program Manager  
donald.glessner@lakecountyfl.gov  
352.253.4973  
Lake County Continuing Services

Ivan Lespier, MBA,EMT  
Construction Program Manager  
352.253.4973  
ivan.lespier@lakecountyfl.gov  
Lake County Continuing Services

#### City of Kissimmee, Florida

Robert T. Masiku, CFM, CGC  
Public Works & Engineering Assistant Director  
407.624.0269  
robert.masiku@kissimmee.gov  
Have on Vine Affordable Housing Initiative

b. Provide a list of all other local governments currently being represented by the Respondent;

### Other Local Governments

- Lake County Florida
- City of Masscotte
- City of Fruitland Park
- Lee County Florida
- City of Cape Coral
- City of Paxton
- City of Vernon
- City of Port Orange
- Town of Howey-In-The-Hills
- City of Winter Garden
- City of Kissimmee
- City of St. Cloud

c. Provide information about the Respondent's capacity and capability to perform on short notice and in a timely manner, and the Respondent's proposed approach to communicating with City

### Capacity and Capability to Perform

Forefront currently has 50+ total employees based out of our Clermont and Fort Myers office. Our team has the current capacity and staffing to successfully manage this project. With a team of architects, engineers, project managers and designers, we have the foundation to lead your projects to both a successful and efficient completion.

Our team is committed to this contract. Our team has weekly coordination meetings to discuss the ongoing projects and the current and future workloads. This information will help us determine the best team for a specific project. The Forefront team is structured to provide continuity and qualified, dedicated resources to this contract.

Forefront has a proven track record with similar projects, having worked extensively on grant-funded initiatives like those involving Community Development Block Grants and FEMA in Lee County. Although new to working directly with the Hardee County Industrial Development Authority, our firm's experience and the backing of specialized grant compliance consultants ensure we are well-prepared to meet the unique requirements of this project.

### Communication Plan

Forefront is well-prepared to render and successfully complete the services needed for a Task Work Order. Our firm has a robust team of experienced professionals, including architects, engineers, project managers, and support staff, all of whom are readily available to dedicate their expertise to this project. Our Project Manager, Chris Smith, PE, will lead the team, ensuring that all necessary resources are allocated efficiently to meet the project timeline.

- Regular Updates: We will provide bi-weekly progress reports to keep informed about the project status, upcoming milestones, and any potential issues.
- Responsive Coordination: Our team will maintain open lines of communication through regular meetings, emails, and a dedicated project management platform, ensuring quick responses to your requests.
- Stakeholder Engagement: Forefront will facilitate stakeholder meetings to gather feedback and incorporate it into the project workflow, ensuring all parties are aligned.

d. Describe any conflicts of interest or ethical considerations related to representation or affiliation with any boards, organizations, committees, or clients, including, but not limited to, other municipalities, governmental, and/or quasi-governmental entities;

### Forefront has no conflicts.

e. Provide a list and explanation of any ethics complaints or lawsuits filed against the Respondent(s), and a list of any other, similar claims against the Respondent(s), in the last five (5) years;

### Forefront has no complaints or lawsuits.

# **TAB 3**

## **Firm's Location and Availability to the City of New Port Richey**

a. The location of staffing and firm resources expected to be made available to serve City of New Port Richey;

### Location of Staffing and Resources

Forefront will primarily coordinate the provision of engineering services to the City of New Port Richey from our **headquarters in Clermont, Florida**. This central location facilitates efficient management and rapid deployment of resources to the City. Additionally, we will leverage support from our Fort Myers office, which will provide supplementary personnel and resources as needed. This strategic deployment of our offices ensures that we can offer comprehensive support and maintain responsiveness to the City's needs, ensuring smooth and effective service delivery.

**Forefront's Clermont office is located just 80 miles from the City of New Port Richey. Our staff can be on-site in less than 2 hours.**

b. Information on the Respondent's ability to handle the assigned work with the current staff and the workload already assigned to the key persons:

### Managing Workload

Forefront is fully equipped to manage the assigned work for the City of New Port Richey with our current staffing levels and operational resources. **Our team, led by Vice President of Engineering Chris Smith, PE, has a proven track record of efficiently handling multiple large-scale projects simultaneously without compromising quality or timelines.** Our organizational structure and project management systems are designed to maximize efficiency and flexibility, allowing us to adjust resource allocation dynamically based on project demands.

Our key personnel, including Chris Smith and James Bourez, PE, are experienced in managing substantial workloads and have consistently delivered projects on time and within budget across various clients. **We continually monitor our project commitments and staff workload to ensure that each project receives the required attention and resources.** This proactive approach ensures that our team is not overextended and can focus on delivering high-quality engineering services to the City of New Port Richey.

c. The firm's ability to research, apply for and obtain project funding (in the form of grants, loans, and legislative appropriations), and its success rate doing so for other clients;

### Obtaining Project Funding

To enhance our effectiveness in this critical area, we have partnered with Fred Fox Enterprises, a renowned consultancy with a proven track record in securing funding for public sector projects. This partnership allows us to offer specialized expertise in navigating the complex landscape of project funding, significantly increasing our success rate in obtaining financial support for our clients.

Fred Fox Enterprises brings extensive experience and a deep understanding of both state and federal funding mechanisms, ensuring that the City of New Port Richey can maximize the financial resources available for its engineering projects.

d. The firm's ability to assist City of New Port Richey with preparing and submitting project documentation (including reports and permits) required by local, state and federal regulatory agencies;

Forefront can assist the City of New Port Richey with the preparation and submission of all necessary project documentation, including reports and permits required by local, state, and federal regulatory agencies. Our team has extensive experience and a thorough understanding of the regulatory frameworks governing municipal engineering projects.

**Forefront's extensive knowledge of the permitting process and its familiarity with various regulatory agencies exemplify our commitment to compliance and efficiency in project execution:**

- Experience with FDOT and Electronic Document Signing: A founder of Forefront, affiliated with the precursor engineering firm, played a pivotal role in assisting FDOT (Florida Department of Transportation) in developing and implementing electronic signing and sealing procedures for construction documents across the state of Florida.
- Leadership in Orange County's Electronic Plan Submittal Process: Forefront was chosen by Orange County as the testbed design firm for the development and implementation of electronic signing, sealing, and plan submittal processes, now utilized in Orange County and the City of Orlando through PROJECTDOX.
- Active Participation in Orange County Seminars: Forefront remains actively engaged with Orange County, participating in seminars and discussions aimed at aligning with the County's evolving electronic permitting documentation processes.
- Long-Standing Association with Osceola County: Forefront maintains a longstanding association with Osceola County. Members of our team have served on multiple Building Officials Boards, collaborating closely with both past and current Osceola County employees.

e. The basis on which compensation will be determined (but not dollar amounts), and the method by which payment for services rendered is to be made; and

Forefront determines compensation based on the scope of work, the complexity of the project, and the level of expertise required. **Our compensation structure typically includes a combination of fixed fees, hourly fees and reimbursable expenses, tailored to align with the specific demands and phases of each project.**

Forefront processes payments through ACH transfers and checks payable to Forefront Architecture and Engineering, LLC.

# **TAB 4**

## **Current Standard Form 330**

# ARCHITECT-ENGINEER QUALIFICATIONS

## PART I - CONTRACT-SPECIFIC QUALIFICATIONS

### A. CONTRACT INFORMATION

**1. TITLE AND LOCATION** *(City and State)*

RFQ 24-026 Professional Engineering Services/City Engineer

**2. PUBLIC NOTICE DATE**

Tuesday, August 20, 2024

**3. SOLICITATION OR PROJECT NUMBER**

2024-26

### B. ARCHITECT-ENGINEER POINT OF CONTACT

**4. NAME AND TITLE**

Chris Smith, PE, Vice President of Engineering

**5. NAME OF FIRM**

Forefront Architecture and Engineering

**6. TELEPHONE NUMBER**

888.850.3323

**7. FAX NUMBER**

888.850.3321

**8. E-MAIL ADDRESS**

chriss@ff-ae.com

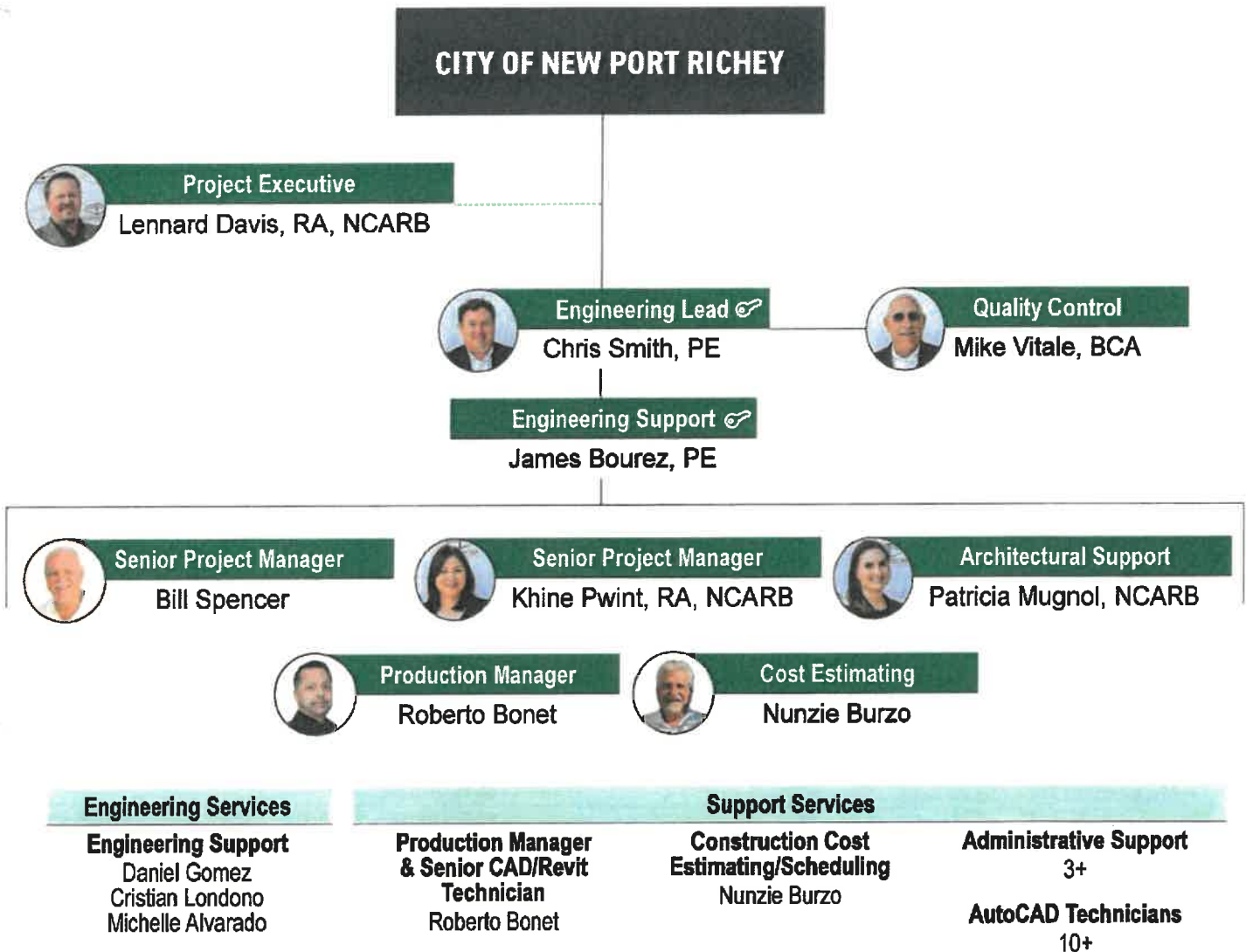
### C. PROPOSED TEAM

#	(Check)			9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	JV PARTNER	SUBCONTRACTOR			
a.	<input checked="" type="checkbox"/>			Forefront Architecture and Engineering <input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE	1230 Oakley Seaver Dr. Unit #100 Clermont, FL 34711	Architectural Designer Structural Engineering Project Management
b.	<input checked="" type="checkbox"/>			Forefront Architecture and Engineering <input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE	2256 First Street, Suite 127, Fort Myers, FL 33901	Cost Estimating Project Support
c.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
g.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
h.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
i.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		

**D. ORGANIZATION CHART OF PROPOSED TEAM**

(ATTACHED)


D. ORGANIZATION CHART OF PROPOSED TEAM



**Due to the 25-page limit imposed on our submittal of qualifications for RFQ 24-026, Forefront has focused on including detailed resumes only for the engineers specifically assigned to the City of New Port Richey project.**

**These key personnel include our lead engineers, whose expertise and experience are directly relevant to the needs of the City. It is important to note that these professionals are supported by a robust team of over 50 technical professionals encompassing a wide range of disciplines within engineering. This depth of resources ensures comprehensive support and expertise readily available for all project aspects, though detailed resumes for this broader team are not included within this submittal to adhere to the page limit restrictions.**

## E. RESUMES OF PERSONNEL PROPOSED FOR THIS CONTRACT

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		A. TOTAL	B. WITH CURRENT FIRM
 <b>Chris Smith, PE</b>	Engineering Lead	25	17

## 15. FIRM NAME AND LOCATION (City and State)

Forefront Architecture and Engineering, LLC (Clermont, Florida)

## 16. EDUCATION

BS, Civil Engineering,  
University of Delaware

## 17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)

Professional Engineer: FL, No. 62605, CA, CO, NY, NC, OK, VA


## 18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

A Licensed Professional Engineer, Christopher M. Smith uses his vast knowledge of engineering and design to create structures that will endure over the years, through all conditions, while maintaining their beauty and function. Designing multi-story residences, schools, government buildings and hotels are also part of Chris's far-reaching career experience.

## 19. RELEVANT PROJECTS

a. (1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
<b>Lake County, Eight Story Parking Garage Traffic Modification, Tavares, FL</b>	2024	-
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
<b>Chris serves as the Engineering task lead for this project.</b> This was a renovation of an existing multi-level parking garage. The original scope was adding a new vehicle exit out of the garage. The scope expanded to add metal security gates for vehicles and persons on the 6th floor to separate the 7th and 8th floors above from public access for Lake County staff purposes. Forefront has been tasked with providing architecture and engineering drawings to provide a second vehicle exit route from the public garage.		
b. (1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
<b>Lake County, Tax Collector Facility, Tavares, FL</b>	2017	2019
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
<b>Chris served as the Engineering task lead for this project.</b> Forefront successfully managed the Lake County Tax Collector project, adhering to the Project Management Plan and Quality Assurance protocols. The site development proceeded smoothly with the chosen contractor achieving the necessary pad for construction on time and within budget. The drainage, civil design, and landscaping integrated well with the site's topography.		
c. (1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
<b>The Awning Factory, Warehouse Expansion, Orlando, FL</b>	2024	-
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
<b>Chris served as the Engineering task lead for this project.</b> The project incorporates a structural steel frame and cold-formed steel walls, supported by a shallow concrete foundation system. This strategic choice ensures a sturdy and durable structure, capable of accommodating the functional needs of The Awning Factory's operations. The shallow concrete foundation system supports the entire structure, distributing the load evenly to the ground. This approach minimizes the need for extensive excavation and simplifies the construction process, leading to project management cost savings		
d. (1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
<b>Lake County, Emergency Medical Services (EMS) Fleet and Logistics Relocation, Lake County, FL</b>	2024	Q4 2024
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
<b>Chris served as the Engineering task lead for this project.</b> Lake County is relocating their fleet services at a single campus. Forefront has been tasked with modification to an existing garage to accommodate the added services. Also, the project includes a new addition to another campus building. Our role involves architectural, structural, and MEP services to facilitate Lake County's EMS operations' move to the existing Fleet Services location. The Phase 1 expansion now spans 48,000 square feet, with a budget of \$2.4 million.		
e. (1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
<b>City of Paxton, Senior Activity Center - New Facility, Paxton, FL</b>	2023 - Ongoing	-
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
<b>Chris served as the Engineering task lead for this project.</b> Forefront was contracted by the City of Paxton to design a new senior activity center in Walton County. Forefront's approach to the design for this project was to create an inclusive design that all ages will feel comfortable and welcome. The single story, wood framed structure would sit on a municipal property chosen by the City of Paxton. Some specific requirements needed within the space are dining and activity area as well as handicapped accessible bathrooms, walk-in freezer, catering kitchen, and a covid testing and vaccination room. We are currently working with Walton County to obtain funding from the CDBG-CV Grant.		

**E. RESUMES OF PERSONNEL PROPOSED FOR THIS CONTRACT**

12. NAME		13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
	<b>James A. Bourez, PE</b>		Engineering Support	A. TOTAL
			25+	15

15. FIRM NAME AND LOCATION (City and State)

Forefront Architecture and Engineering, LLC (Clermont, Florida)

16. EDUCATION

BSCE, Engineering, California State University - Sacramento

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)

Professional Engineer, FL, No. 67835, Also licensed in AZ, CO, FL, GA, ID, KY, MD, MI, MO, NV, NC, OR, PA, SD, SC, TX, UT, VA, WA, WY.

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

James is an accomplished engineer with a diverse and extensive background in various aspects of structural design, spanning over decades of professional experience. Throughout his career, he has consistently demonstrated his expertise, dedication, and innovative approach in enhancing structural integrity and design precision. At Forefront Architecture and Engineering, James has held the role of Staff Engineer for residential design since 2010. His responsibilities encompass a broad spectrum, including serving as the Engineer of Record for numerous projects. His expertise shines in evaluating truss calculations for loading, code compliance, and suitability, and sizing various structural components for both gravity and wind loads. He plays a vital role in optimizing structural capacity and economic value, and his involvement extends to overseeing permanent bracing and truss-to-structure connections.

19. RELEVANT PROJECTS

a. (1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
<b>Lake County, Eight Story Parking Garage Traffic Modification, Tavares, FL</b>	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
	2024	-
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	

**Engineering Support.** This was a renovation of an existing multi-level parking garage. The original scope was adding a new vehicle exit out of the garage. The scope expanded to add metal security gates for vehicles and persons on the 6th floor to separate the 7th and 8th floors above from public access for Lake County staff purposes. Forefront has been tasked with providing architecture and engineering drawings to provide a second vehicle exit route from the public garage.

b. (1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
<b>Lake County, Historic Courthouse Structural Column Investigation, Tavares, FL</b>	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
	2024	-
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	

**Engineering Support.** Forefront operating under the Lake County Continuing On-Call Contract, embarked on a transformative endeavor to restore Lake County's Historic Courthouse as it commemorated its centennial year. This collaborative effort not only uncovers challenges but also charts a path to inspire both the present and the future. Our team meticulously examined the columns to uncover reasons for the cracks, forming the basis of our investigation. We found that the columns were a veneer, leading to diverse crack causes.

c. (1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
<b>The Awning Factory, Warehouse Expansion, Orlando, FL</b>	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
	2024	-
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	

**Engineering Support.** The project incorporates a structural steel frame and cold-formed steel walls, supported by a shallow concrete foundation system. This strategic choice ensures a sturdy and durable structure, capable of accommodating the functional needs of The Awning Factory's operations. The shallow concrete foundation system supports the entire structure, distributing the load evenly to the ground. This approach minimizes the need for extensive excavation and simplifies the construction process, leading to project management cost savings

d. (1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
<b>City of Paxton, Senior Activity Center - New Facility, Paxton, FL</b>	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
	2023 - Ongoing	-
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	

**Engineering Support.** Forefront was contracted by the City of Paxton to design a new senior activity center in Walton County. Forefront's approach to the design for this project was to create an inclusive design that all ages will feel comfortable and welcome. The single story, wood framed structure would sit on a municipal property chosen by the City of Paxton. Some specific requirements needed within the space are dining and activity area as well as handicapped accessible bathrooms, walk-in freezer, catering kitchen, and a covid testing and vaccination room. We are currently working with Walton County to obtain funding from the CDBG-CV Grant.

**E. RESUMES OF PERSONNEL PROPOSED FOR THIS CONTRACT**

12. NAME  <b>Mike Vitale, BCA</b>	13. ROLE IN THIS CONTRACT Quality Control & Code Compliance/Plans Examiner	14. YEARS EXPERIENCE	
		A. TOTAL	B. WITH CURRENT FIRM
		38	18

15. FIRM NAME AND LOCATION (City and State)  
 Forefront Architecture and Engineering, LLC (Clermont, Florida)

16. EDUCATION A.S. Construction Management, University of Maryland U.S. Army	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) Building Code Administrator, FL, No. BU1939 Plans Examiner, FL, No. PX2900 Building Inspector FL, No. BN5181
--	--

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)  
 Michael Vitale provides over 38 years of experience within the construction industry and had served as the Directorate of Engineering for the U.S. Army – Doha, Qatar. Michael has 15 years of experience as a Florida Licensed Building Inspector & Plans Examiner and has obtained licensure as a Florida Licensed Building Code Administrator. Michael is currently the Operations Manager at Forefront Architecture & Engineering which includes oversight of the Quality Control program, Inspections and Plans Review.

**19. RELEVANT PROJECTS**

a. (1) TITLE AND LOCATION (City and State) <b>Lake County, Eight Story Parking Garage Traffic Modification, Tavares, FL</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
	2024	-

(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE  Check if project performed with current firm  
**Mike serves as the QA/QC lead and plans examiner on this project.** This was a renovation of an existing multi-level parking garage. The original scope was adding a new vehicle exit out of the garage. The scope expanded to add metal security gates for vehicles and persons on the 6th floor to separate the 7th and 8th floors above from public access for Lake County staff purposes. Forefront has been tasked with providing architecture and engineering drawings to provide a second vehicle exit route from the public garage.

b. (1) TITLE AND LOCATION (City and State) <b>Lake County, Historic Courthouse Structural Column Investigation, Tavares, FL</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
	2024	-

(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE  Check if project performed with current firm  
**Project Manager.** Forefront operating under the Lake County Continuing On-Call Contract, embarked on a transformative endeavor to restore Lake County's Historic Courthouse as it commemorated its centennial year. This collaborative effort not only uncovers challenges but also charts a path to inspire both the present and the future. Our team meticulously examined the columns to uncover reasons for the cracks, forming the basis of our investigation. We found that the columns were a veneer, leading to diverse crack causes.

c. (1) TITLE AND LOCATION (City and State) <b>Lake County, Fire Station Hazard Mitigation Grant Program Improvements - Phase 1, Countywide, FL</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
	2024	-

(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE  Check if project performed with current firm  
**Project Manager.** Forefront has partnered with Lake County to enhance the resilience of its crucial fire stations as part of the Hazard Mitigation Grant Program (HMGP). This initiative demonstrates our commitment to public safety, innovative engineering, and proactive problem-solving. We initiated the project by conducting a thorough assessment of 19 strategically located fire stations across Lake County. This evaluation helped identify vulnerabilities that could hinder the stations' emergency response. These vulnerabilities included issues such as roofing problems and non-impact resistant components.

d. (1) TITLE AND LOCATION (City and State) <b>Lake County, Emergency Medical Services (EMS) Fleet and Logistics Relocation, Lake County, FL</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
	2024	Q4 2024

(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE  Check if project performed with current firm  
**Mike serves as the QA/QC lead and plans examiner on this project.** Lake County is relocating their fleet services at a single campus. Forefront has been tasked with modification to an existing garage to accommodate the added services. Also, the project includes a new addition to another campus building. Our role involves architectural, structural, and MEP services to facilitate Lake County's EMS operations' move to the existing Fleet Services location. The Phase 1 expansion now spans 48,000 square feet, with a budget of \$2.4 million.

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**

20. EXAMPLE PROJECT KEY NUMBER

1

21. TITLE AND LOCATION (City and State)

**Eight Story Parking Garage Traffic Modification, Tavares, FL**

22. YEAR COMPLETED

PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
2023-Ongoing	Ongoing

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Lake County Florida

b. POINT OF CONTACT NAME

Ivan Lespier, MBA, EMT

c. POINT OF CONTACT TELEPHONE NUMBER

352.253.4973, ivan.lespier@lakecountyfl.gov

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)



Forefront Architecture and Engineering provided architectural and engineering solutions to alleviate traffic congestion by designing a second vehicle exit route for the eight-story parking garage in Tavares, FL. Additionally, Forefront installed metal security gates on the 6th floor to restrict public access to the 7th and 8th floors, enhancing security and operational efficiency.

**Summary of Project**

Lake County's eight-story parking garage in Tavares has been a vital asset for the county for several decades. However, the existing exit routes have proven inadequate during peak hours, particularly at 5 pm when hundreds of County staff members leave the garage, causing significant traffic congestion. Forefront Architecture and Engineering has been tasked with providing architectural and engineering solutions to alleviate this issue by creating a second vehicle exit route.

The original scope of the project involved adding a new vehicle exit to the existing multi-level parking garage. As the project progressed, the scope expanded to include the installation of metal security gates on the 6th floor to separate the 7th and 8th floors from public access, allowing these floors to be used exclusively for county purposes.

- Initial Scope: Addition of a new vehicle exit to the existing multi-level parking garage.
- Expanded Scope: Installation of metal security gates on the 6th floor to separate the 7th and 8th floors for exclusive county use, enhancing security and operational efficiency.

**RELEVANCY**

- Enhancing Infrastructure Efficiency
- Improved public safety access
- Architectural services
- Engineering services
- Traffic planning
- Fee: \$32,715.00



**Challenges and Solutions:**

- **Traffic Flow Optimization:** Conducting traffic flow analyses to design an exit that reduces congestion without causing new bottlenecks.
- **Structural Modifications:** Ensuring the new exit and security gates integrate seamlessly with the existing structure through detailed assessments and reinforcement plans.
- **Security Enhancements:** Designing robust gate systems that restrict public access effectively while maintaining operational accessibility.
- **Minimal Disruption:** Implementing phased construction plans and maintaining clear communication with county staff to minimize disruptions during construction.
- **Regulatory Compliance:** Collaborating closely with regulatory bodies to ensure all modifications meet local building codes and safety regulations.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a. Forefront Architecture and Engineering	Clermont, FL	Prime Consultant

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**

20. EXAMPLE PROJECT KEY NUMBER	
<b>2</b>	
22. YEAR COMPLETED	
PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
2017	2019

21. TITLE AND LOCATION (City and State)  
**Lake County Tax Collector Tavares, FL**

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
Lake County Florida	Randy Van Alstine	randy.vanalstine@laketax.com

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)



The following is a summary of the Lake County Tax Collector project life-cycle. Forefront's process for delivering this facility was implemented along with the Project Management Plan and Quality Assurance procedures..

**Summary of Project**

The Site Development went well and that the selected contractor performed well in attaining the pad needed for the building construction to occur. Drainage, civil design and landscape with the given topography all worked in a way that brought this site to the end state on time and within the anticipated budget. The project timing was crucial. Our team needed to guarantee that the building would be completed prior to the rented locations' lease expiration. The General Contractor team worked diligently to meet critical deadlines to ensure that our client could continue to provide services to the County. Weekly meetings were held with full stakeholder involvement, which allowed for sustainable project management.

Due to this high level of coordination, our team members were able to offer solutions to problems as soon as they occurred. The 14,000 SF building was designed to fit the demographics of Lake County, maintaining a residential scale while differentiating itself to be recognizable as a county building by incorporating architectural features such as the monumental porch entrance including the parking space, landscaping, flagpole, metal roof and large storefront openings.

The goal was to get as much space as possible for the reception and service area. This was possible through the creation of two wings "Lobby A" and "Lobby B" that split from a central reception.

**RELEVANCY**

- Architectural services
- Engineering services
- MEP engineering
- Site planning, development
- Safety and security
- \$4.6M (Construction)



The visitor enters the building, and is automatically directed to a central reception, after the attendance, he goes to the required service wing waiting area. Access to civic life for persons with disabilities is a fundamental objective of the Americans with Disabilities Act (ADA). Therefore, we worked to ensure that all citizens could access all necessary services respecting the requirements of the ADA. The location of each TV/Screen, signage, as well as the speakers, was strategically designed for greater viewing/audition, facilitating visitors and guiding them to the correct service location.

The safety of staff and visitors was a carefully thought out factor. As a result, security systems were installed, as well as many exit door options for quick and easy access to the outside of the building. This building includes, in addition to the service areas, a training room, break room, CIC room, supplies and administration room. All interior finishes were also considered to make the user experience more comfortable.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a. Forefront Architecture and Engineering	Clermont, FL	Prime Consultant

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**

20. EXAMPLE PROJECT KEY NUMBER

3

22. YEAR COMPLETED

PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
2024-Ongoing	Ongoing

21. TITLE AND LOCATION (City and State)

**Lake County Historic Courthouse Structural Column Investigation, Lake County, FL**

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Lake County Florida

b. POINT OF CONTACT NAME

Don Glessner

c. POINT OF CONTACT TELEPHONE NUMBER

352.253.4973, donald.glessner@lakecountyfl.gov

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)



Forefront's dedication to meticulous inspection, comprehensive analysis, and collaborative restoration planning ensures that Lake County's Historic Courthouse will be rejuvenated and preserved for generations to come. This project not only honors the building's rich history but also sets a standard for future preservation efforts.

**Summary of Project**

In 2022, Lake County's Historic Courthouse marks a century of existence. However, time has revealed concerning wear in the form of cracks on its sandstone columns. To address this, an investigation commenced, demonstrating Forefront Architecture and Engineering's commitment under the Lake County Continuing On-Call Contract. Thorough inspections were vital. Using mechanical lifts and endoscope cameras, we gained essential perspectives on the columns.

Our team meticulously examined the columns to uncover reasons for the cracks, forming the basis of our investigation. We found that the columns were a veneer, leading to diverse crack causes. Each column's unique history contributed to varying deterioration. Our investigation culminated in a comprehensive report, guiding the courthouse's restoration. It outlines tailored solutions informed by history. Lake County's future involves our recommendations, balancing history and modern restoration techniques, ensuring this cherished building's rejuvenation.

In conclusion, the centenary milestone prompts reflection and restoration. Under the Lake County Continuing On-Call Contract, Forefront Architecture and Engineering conducted insightful inspections. This collaborative effort uncovers challenges and charts a way to honor history while inspiring the present and future.

**RELEVANCY**

- Inspection services
- Detailed analysis
- Engineering services
- Restoration planning
- Stakeholder engagement
- \$2.4M (total)



**Highlights of Project:**

- Conducted detailed inspections of the courthouse's sandstone columns using mechanical lifts and endoscope cameras to gain essential insights into the causes of observed cracks.
- Identified that the columns were a veneer, with each column's unique history contributing to varying forms of deterioration.
- Offered recommendations that balanced historical preservation with modern restoration techniques to aid the building's longevity.
- Worked closely with Lake County under the Continuing On-Call Contract to ensure that all inspections and restoration plans were aligned with the county's objectives and historical preservation goals.
- Fostered a collaborative environment that facilitated effective communication and problem-solving throughout the project.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a. Forefront Architecture and Engineering	Clermont, FL	Prime Consultant

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

20. EXAMPLE PROJECT KEY NUMBER

4

22. YEAR COMPLETED

PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
2024-Ongoing	-

21. TITLE AND LOCATION (City and State)

**Design for New Facilities at Pine Island Commercial Marina, FEMA Grant, Lee County, FL**

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER  
Lee County, FL

b. POINT OF CONTACT NAME  
Mario A. Puente

c. POINT OF CONTACT TELEPHONE NUMBER  
239.910.9373, mpuente@leegov.com

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and cost)



Forefront Architecture and Engineering has been selected by the Lee County Board of County Commissioners to design and replace facilities at the Pine Island Commercial Marina, which incurred damage during Hurricane Ian. This project is located at 6001 Marina Dr., St. James City, Florida, 33956, and aims to provide new, functional spaces for County staff and the public.

**Summary of Project**

Our team will deliver comprehensive architectural, engineering, and MEP services to create new, resilient facilities. The project includes the design of a mobile office trailer for County staff, a permanent storage shed, and mobile public restrooms. Additionally, we will design concrete pads for these facilities, ensuring seamless access and utility connections. All work will adhere to applicable Federal, State, and local codes and standards.

The main objective of this project is to replace and upgrade the damaged facilities to better serve County staff and the public. The new design will include:

- A mobile office trailer equipped with air conditioning, a private restroom, and a closet for internet equipment.
- A permanent storage shed to house County equipment and supplies.
- Mobile public restrooms for visitor convenience.
- Concrete pads to support the office trailer, public restrooms, and other essential areas.

Our approach emphasizes compliance with all relevant building codes, accessibility standards, and environmental regulations, ensuring a safe and accessible environment for all users.

**RELEVANCY**

- Community centered planning
- Master planning
- Architectural, Structural and MEP Engineering services
- Grant funding management
- Stakeholder engagement
- Fee: \$65,010



**Site Challenges and Associated Possible Solutions**

- County Office Trailer - Mobile Configuration**  
Approach: Placement of the office trailer will act as a central point to check load permits and traffic. Will have a ramp to the office site and boat ramp.
- County Storage - Permanent Configuration**  
Approach: Stacking storage is on the site. This location was determined based on accessibility and proximity to the restrooms trailer.
- Public Restroom Trailer - Mobile Configuration**  
Approach: Embedding PVC piping and supply back in its location from the previous restroom. Mobile configuration will need to be built to the base flood elevation.
- Utility Connections to All Facilities**  
Approach: Utility connections are found near the existing electrical box. Underground connections will be made in situ near facilities on the site.
- Boat Ramp Wash Pad**  
Approach: Our understanding of the wash pad requirement is to provide one on existing boat ramp to wash boats and trailers.
- Drinking Pad**  
Approach: Our understanding of the drinking pad is to provide fresh water location.
- Access to Private Resident Driveway**  
Approach: Need to provide clear access to private driveway through the use of signage.
- Building in Flood Zone Requirements**  
Approach: Updated FEMA Flood map shows Zone VE (31) and Zone AE (31). Walls and permanent configurations will need to be built to the base flood elevation.

**Construction Staging Plan**

- Proposed Staging Area**  
Approach: Placement of the proposed materials and equipment staging area provided easy access for delivery.
- Office Trailer Construction Zone**  
Approach: Before the construction starts to provide access to the boat ramp and private driveway.
- Storage and Restroom Construction Zone**  
Approach: Simultaneous construction of the storage and restrooms from the trailer and available public parking.

Forefront Architecture and Engineering

Lee County

**Design and Engineering**

Forefront will prepare detailed construction plans, including project location maps, survey data, and staging areas. The design will be developed in stages, with plan submittals at 30%, 60%, 90%, and 100% completion to ensure thorough review and refinement. Key aspects of the design include:

- Ensuring all facilities meet applicable codes and standards.
- Integrating water, electric, sewer, and other utility connections.
- Developing technical specifications and a final opinion of probable construction cost.

**Code Compliance and Permitting**

We will ensure that all project components comply with building codes, ADA accessibility standards, and environmental regulations. Our team will secure all necessary permits and approvals from local authorities and regulatory agencies, facilitating a smooth and compliant construction process.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
b. Forefront Architecture and Engineering	Fort Myers, FL	Prime Consultant

**G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS**

26. NAMES OF KEY PERSONNEL <i>(From Section E, Block 12)</i>	27. ROLE IN THIS CONTRACT <i>(From Section E, Block 13)</i>	28. EXAMPLE PROJECTS LISTED IN SECTION F			
		1	2	3	4
Chris Smith, PE	Engineering Lead	●	●	●	●
James A. Bourez, PE	Engineering Support	●	●		
Mike Vitale, BCA	QC/Code Compliance		●	●	

**29. EXAMPLE PROJECTS KEY**

NO.	TITLE OF EXAMPLE PROJECT <i>(From Section F)</i>	NO.	TITLE OF EXAMPLE PROJECT <i>(From Section F)</i>
1	 <b>Eight Story Parking Garage Traffic Modification, Tavares, FL</b>	3	 <b>Lake County Historic Courthouse Structural Column Investigation, Lake County, FL</b>
2	 <b>Lake County Tax Collector, Tavares, FL</b>	4	 <b>Design for New Facilities at Pine Island Commercial Marina, FEMA Grant, Lee County, FL</b>

**In compliance with the 25-page limit for our submittal of qualifications for RFQ 24-026, Forefront has selectively included detailed descriptions of project experiences that are most pertinent to the scope and requirements of the City of New Port Richey.**

**While this selection showcases projects that directly reflect our capabilities relevant to your needs, please be aware that these examples represent only a fraction of our extensive portfolio. Our firm has successfully completed a wide range of engineering projects across various sectors, supported by a team of over 50 technical professionals. We have limited our included project examples to the most relevant to manage the constraints of this submission, ensuring clarity and focus within the allowed pages.**

H. ADDITIONAL INFORMATION

Value Engineering

Value engineering improves value without sacrificing quality or function by assembling a cross section of professionals who analyze project plans and requirements. Value engineering relies heavily on team building, effective communication, and efficient decision making to reach creative solutions.

Forefront will apply value engineering to enhance the project's value while upholding quality and functionality. Value engineering will involve a collaborative approach, bringing together architects, engineers, and stakeholders to evaluate the design and construction plans thoroughly. This multidisciplinary team will engage in a structured process to identify and eliminate unnecessary costs, thereby optimizing the project's economic efficiency without compromising its intended purpose or quality.

Software and Programs (BIM)

AutoDesk is our go-to for crafting precise designs, while Adobe amps up our visual storytelling. Google Workspace keeps us all synced up, streamlining collaboration and idea sharing. And with Zoom, we stay connected, fostering clear communication with clients and team members alike, no matter the distance. These tools are more than just software; they're vital components of our process, helping us deliver top-tier results in every project we tackle.



We expect to design this project using AutoDesk Revit. Revit is more than a drafting and modeling program, it is a dynamic 'Building Information Management' (BIM) platform that can be used during construction and after construction completion to manage the building over its lifetime. Forefront will leverage the advanced capabilities of AutoDesk Revit for precision, efficiency, and collaboration throughout the project's lifecycle. Our approach will utilize Revit's robust BIM tools to create a unified, detailed model of the community center, which will serve as a central source of truth for all project stakeholders.



Leveraging our multifaceted experience from sectors like commercial, residential, healthcare, and public projects, Forefront is uniquely positioned to deliver innovative and efficient solutions for this project.



Diverse Range of Solutions

Forefront is dedicated to serving a diverse range of clients across various markets and sectors. Our expertise spans across commercial, residential, educational, healthcare, and public sector projects, each with its unique demands and opportunities. By understanding the specific needs and challenges of each market, Forefront tailors its services to provide the most effective and innovative solutions.

In the commercial sector, we design spaces that enhance brand identity and functionality, creating environments that foster productivity and engagement. For residential projects, we focus on creating homes that combine aesthetic appeal with comfort and sustainability. In the education sector, our designs facilitate learning and collaboration, creating spaces that adapt to evolving teaching methods and technologies. Healthcare projects are approached with a focus on patient well-being, operational efficiency, and adaptability to future medical advancements.

Public sector projects are designed with community needs at the forefront, ensuring accessibility, safety, and environmental responsibility.

Our cross-sector experience allows us to bring a wealth of knowledge and a fresh perspective to every project, ensuring that our clients in various markets receive the best possible outcomes that align with their objectives and exceed their expectations.

I. AUTHORIZED REPRESENTATIVE
The foregoing is a statement of facts.

31. SIGNATURE
[Handwritten signature]

32. DATE
09/04/2024

33. NAME AND TITLE
CHRIS SMITH, PE, VICE PRESIDENT OF ENGINEERING