



TOWN OF CUTLER BAY

GENERAL PLANNING SERVICES

Attachment "A"

Request for Qualification (RFQ)

No. 13-07



**TOWN OF CUTLER BAY
NOTICE OF REQUEST FOR QUALIFICATIONS
RFQ # 13-07**

**TOWN OF CUTLER BAY
“GENERAL PLANNING SERVICES”**

The Town of Cutler Bay is currently advertising a Request for Qualifications (RFQ) for: “General Planning Services” for the Town’s Community Development Department.

Sealed Proposals will be received by the Town Clerk’s Office, 10720 Caribbean Blvd., Suite 105, Cutler Bay, FL 33189, on or before **October 11, 2013, at 4:00 P.M.**, at which time Proposals will be publicly opened. The Town will conduct a **Mandatory Pre-RFQ Response Meeting on September 16, 2013; at 10:00 A.M.**, at Town Hall – Council Chambers (10720 Caribbean Boulevard, Cutler Bay, FL 33189). To be considered, all interested parties must acquire a copy of the RFQ documents and submit an original and five (5) copies of the required information and documents in one (1) sealed package clearly marked “**RFQ #13-07 “General Planning Services”**”. Late submittals and facsimile submissions will not be considered. The proposer shall bear all costs associated with the preparation and submission of the proposal.

The Town of Cutler Bay reserves the right to accept or reject and and/or all proposals or parts of proposals, to workshop or negotiate any and all proposals, to waive irregularities, and to request re-proposals on the required materials or services, or take any other such actions that may be deemed in the best interest of the Town.

Interested, qualified firms can obtain information by contacting the Town Clerk at (305) 234-4262 or at the Town’s website at www.cutlerbay-fl.gov.

Debra E. Eastman, MMC
Town Clerk



Town of Cutler Bay
REQUEST FOR QUALIFICATIONS
RFQ # 13-07
“General Planning Services”

SECTION # 1

INTRODUCTION

The Town of Cutler Bay (the “Town”), a municipality located in Miami-Dade County, Florida, desires to receive professional qualifications for the selection of two (2) Planning Consulting firms (the “Consultants”) to provide General Planning Services. Florida law requires the Town to make a determination of a respondent’s qualifications to perform general planning services prior to engagement. The information used in this RFQ will be used by the Town to make this determination.

The Town reserves the right to award contracts to Consultants who will best serve the interests of the Town and whose responses are considered by the Town to be the most responsive and most responsible.

The Town reserves the right to accept or reject any or all responses, based upon its deliberations and opinions. In making such determination, the Town reserves the right to investigate the financial capability, integrity, experience and quality of performance of each respondent, including officers, principals, senior management and supervisors as well as the staff identified in the response.

1.1 SCHEDULE OF EVENTS

No.	Event	Date*	Time* (EST)
1	Advertisement/ Distribution of RFQ & Cone of silence begins	08/29/13	9:00 AM
2	<u>Mandatory Pre-RFQ-Response Meeting</u> 10720 Caribbean Blvd., Council Chambers Cutler Bay, Florida 33189	09/16/13	10:00 AM
3	Deadline to Submit Questions	09/23/13	5:00 PM
4	Deadline to Town Responses to Questions	09/30/13	5:00 PM
5	Deadline to Submit RFQ-Response	10/11/13	4:00 PM
6	Announcement of selected Respondents/Cone of Silence Ends	11/20/13	10:00 AM

*The Town reserves the right to change the scheduled dates and time.



1.2 ELIGIBILITY

In addition to other requirements stated in this document, to be eligible to respond to this RFQ, the respondent must have successfully provided, within the past five (5) years, services similar to those described in Section 2.2 of this RFQ. The respondent must meet all legal, technical and professional requirements for providing the requested services. The respondent project manager and task leaders must be certified planners and member of the American Institute of Certified Planners (AICP).

Respondents shall furnish such additional information as the Town may reasonably require. This includes information that indicates financial resources as well as ability to provide and maintain the required services described herein. The Town reserves the right to investigate the respondents' qualifications or those of any of its agents, as it deems appropriate.

1.3 ADDENDA

If the Town finds it necessary to add to, or amend this RFQ prior to the response submittal deadline, the Town will issue written addenda/addendum. Each respondent must acknowledge receipt of each addendum by signing the acknowledgement thereof (Appendix A) and providing it with its response.

1.4 CERTIFICATION

Each respondent to this RFQ must declare, by signing Appendices A and B, that the person(s), firm(s) and parties identified in the response are interested in and available to provide the services required; that the response is made without collusion with any other person(s), firm(s) and parties; that the response is fair in all respects and is made in good faith without fraud; and that the person signing any part of the response and cover letter has full authority to bind the person(s), firm(s) and parties identified in the response.

1.5 PUBLIC RECORDS LAW

Florida law provides that municipal records should be open for inspection by any person under Section 119, F.S. Public Records law. All information and materials received by the Town in connection with responses shall become property of the Town and shall be deemed to be public records subject to public inspection.

1.6 RETENTION OF RESPONSES

The Town reserves the right to retain all responses submitted and to use any ideas contained in any response, regardless of whether that respondent or any respondent is selected.



1.7 QUESTIONS AND CLARIFICATIONS:

All requests for information and/or clarification should be submitted in writing on or before **September 23, 2013 (5:00 p.m.)**, as described in Section 1.1- Schedule of Events:

Town Clerk
Attn: Cutler Bay Town Center – General Planning Services
RFQ #13-07
Town of Cutler Bay
10720 Caribbean Blvd., Suite 105
Cutler Bay, FL 33189
Phone: (305) 234-4262 / Fax: (305) 234-4251
Email: townclerk@cutlerbay-fl.gov

1.8 TOWN AUTHORITY

Proposals will be selected at the sole discretion of the Town. The Town reserves the right to waive any irregularities in the request process, to reject any or all proposals, reject a proposal which is in any way incomplete or irregular, re-bid the entire solicitation or enter into agreements with more than one respondent. Proposals received after the deadline will not be considered.

1.9 CAMPAIGN FINANCE RESTRICTIONS ON VENDORS

Pursuant to the Town Code and Town Charter, vendors of the Town are required to disclose any campaign contributions to the Town Clerk, and each vendor must do so prior to and as a condition of the award of any Town contract to the vendor.

Vendors' Campaign Contribution Disclosure:

1. General requirements:

- (A) Any vendor required to disclose campaign contributions pursuant to the Charter of the Town of Cutler Bay, as may be amended, shall file a written disclosure with the Town Clerk, stating all contributions made that were accepted by an elected official of the Town, the official to whom they were made and the date they were made. The Town Clerk may develop a form to be used by vendors for such disclosure.
- (B) The disclosure shall be filed prior to and as a condition of the award of any Town contract to the vendor.
- (C) The Town Clerk shall inform the Council of any disclosures which were made in relation to any items before the Council prior to the hearing on the item or prior to the award of the contract.
- (D) If an existing vendor makes a contribution, the vendor must report the contribution to the Town Clerk within the earlier of: ten (10) days of acceptance or prior to the award of the contract or renewal.



(E) The Town Clerk shall file a quarterly report listing the vendor disclosures in the quarter.

2. Disqualification:

(A) If a vendor of products or services, directly or through a member of the person's immediate family, through a political action committee or through any other person, makes a campaign contribution to a Town candidate and fails to disclose it, the vendor shall be barred from selling any product or service to the Town for a period of two years following swearing in of the subject elected official.

1.10 CONE OF SILENCE

Notwithstanding any other provision in this solicitation, the provisions of Town "Cone of Silence" are applicable. The entirety of these provisions can be found in Town Ordinance 06-22, as amended. The "Cone of Silence," as used herein, means a prohibition on any communication regarding a particular Request for Proposal ("RFP"), Request for Qualifications ("particular RFQ") or bid, between:

A potential vendor, service provider, proposer, bidder, lobbyist, or consultant; and the Town Council, Town's professional staff including, but not limited to, the Town Manager and his/her staff, any member of the Town's selection or evaluation committee.

The Cone of Silence shall be imposed upon each particular RFQ, RFP and bid after the advertisement of said particular RFQ, RFP, or bid. The Cone of Silence shall terminate at the beginning of the Town Council meeting when the Town Manager makes his written recommendation to the Town Council. However, if the Town Council refers the Manager's recommendation back to the Manager or staff for further review, the Cone of Silence shall be re-imposed until such time as the Manager makes a subsequent written recommendation.

The Cone of Silence shall not apply to:

- (1) oral communications at pre-bid conferences;
- (2) oral presentations before selection or evaluation committees;
- (3) public presentations made to the Town Council during any duly noticed public meeting;
- (4) communication in writing at any time with any Town employee, unless specifically prohibited by the applicable particular RFQ, RFP or bid documents. The bidder or proposer shall file a copy of any written communication with the Town Clerk. The Town Clerk shall make copies available to any person upon request;
- (5) communications regarding a particular RFQ, RFP or bid between a potential vendor, service provider, proposer, bidder, lobbyist or consultant and the Town's Purchasing Agent or Town employee designated responsible for administering the procurement process for such particular RFQ, RFP or bid, provided the communication is



limited strictly to matters of process or procedure already contained in the corresponding solicitation document;

- (6) communications with the Town Attorney and his or her staff;
- (7) duly noticed site visits to determine the competency of bidders regarding a particular bid during the time period between the opening of bids and the time the Town Manager makes his or her written recommendation;
- (8) any emergency procurement of goods or services pursuant to Town Code;
- (9) responses to the Town's request for clarification or additional information;
- (10) contract negotiations during any duly noticed public meeting;
- (11) communications to enable Town staff to seek and obtain industry comment or perform market research, provided all communications related thereto between a potential vendor, service provider, proposer, bidder, lobbyist, or consultant and any member of the Town's professional staff including, but not limited to, the Town Manager and his or her staff are in writing or are made at a duly noticed public meeting.

Please contact the Town Attorney for any questions concerning Cone of Silence compliance. Violation of the Cone of Silence by a particular bidder or proposer shall render any particular RFQ award, RFP award or bid award to said bidder or proposer voidable by the Town Council and/or Town Manager.

1.11 LOBBYIST REGISTRATION

Proposers must also comply with all Town Charter sections and Code sections, including without limitation, those pertaining to lobbyists, including Section 7.6 of the Town Charter and implementing ordinance(s), including Sec. 2-11(s) of the County Code and Ordinance 07-02. Please contact the Town Clerk at (305) 234-4262 for additional information.

END OF SECTION



SECTION # 2

SERVICES NEEDED BY THE TOWN

2.1 GENERAL BACKGROUND

The Town of Cutler Bay (hereinafter the “Town”) is located in the southern portion of Miami-Dade County, Florida. The Town is comprised of approximately 10 square miles bounded by SW 184 Street to the north, US 1 Busway to the west, SW 232 Street to the south, and Biscayne Bay to the east. The Town abuts the Village of Palmetto Bay to the north and unincorporated Miami-Dade County to the west and south. The Town is currently characterized by established and developing residential communities and commercial development along US-1 and Old Cutler Road.

The Town was incorporated as the 35th municipality in Miami-Dade County in 2005. Since incorporation the Town population has grown from 39,000 (2005) to an estimated 42,035 (Est. 2013) residents. This represents a growth rate of over 300 residents per year. This moderate growth rate is expected to continue for the next three to five years as new housing developments are completed and others enter the planning phase. Despite the anticipated population growth for the next several years, the Town’s buildable land inventory for both residential and commercial use is very limited. Presently, there are several small pockets of undeveloped land within the general vicinity of Old Cutler Road and Lakes by the Bay that can accommodate future residential (single-family units, townhomes and apartments) and mixed-use development.

Residential uses occupy approximately 38 percent (2,500+ acres) of the Town’s total land area (6,523.1 acres), far exceeding the acreage in any other use. There are four (4) residential neighborhoods in the Town. 1) neighborhood west of Old Cutler Road that includes Cutler Ridge, Whispering Pines, Bel-Aire, and Pine Tree Manor, developed in the 1950s and 1960s. 2) Saga Bay residential neighborhood located on the east side of Old Cutler Road, developed in the 1970s. 3) Lakes-by-the Bay residential neighborhood located east of Old Cutler Road and south of Saga Bay, development began in the 1980s. The last parcels are currently under construction or are approved future development. The Town anticipates that Lakes by the Bay will be fully developed within the next three (3) to five (5) years. 4) Cutler Cay the latest residential neighborhood is located north of Saga Bay, developed in the 2000s.

As indicated, the commercial uses are primarily located along the US-1 and Old Cutler Road corridors. Commercial uses occupy an estimated 265 acres (4.1%) of the Town land area, while office uses approximately 26.7 acres (.4%). Although commercial uses comprise a relatively small percentage of the Town’s total land area, their prominent location makes them key to the Town’s image and identity. The Southland Mall area located in the southeastern portion of the Town, south of the junction of US 1 and Florida Turnpike located on approximately 220-acre site is the only regional mall in south Miami-Dade County. This Mall serves the retail needs of both the south Dade and Monroe County residents.



The other uses such as institutional, transportation, communication, parks, preservation and conservation areas, and undeveloped lands make-up approximately 57.5% of the Town's total land area.

In FY12-13, the Town approved 10 new residential development projects which included single-family (213 units), townhomes (165 units) and apartments (137 units); and two (2) major commercial projects under the newly adopted LDRs. The majority of the residential projects are either completed or in the construction phase. Once these residential projects are completed the Town will have over 500 new housing units in their property tax role with an estimated assessed value of \$80.1 million. These projects will generate an estimated \$137,000 in new property taxes for the Town. During the same period, the Town also approved several commercial mixed-use projects in addition to the Shoppes of Cutler Bay. These other commercial projects (restaurants, retail and commercial stores) are located along the US 1 corridor in one of the Town's Brownfield Areas (Perrine Brownfield Area). These projects are generating new jobs and are the basic foundation for future redevelopment along the US 1 corridor.

2.2 SCOPE OF WORK

2.2.1 Purpose

The purpose of this section of the RFQ is to highlight the professional services to be provided under the General Planning Consulting Service contract by the two (2) firms selected. The selected "Consultant(s)" will act as a technical resource for Town Staff. The selected "Consulting Team(s)" shall have the capability and experience to integrate basic planning practices (social, environmental and economic disciplines) to proactively engage residents and interested stakeholders in the Town's planning decision-making process. The proposed technical staff should be composed of experienced certified planners (AICPs) with multi-disciplinary backgrounds that includes, but is not limited to, land use planning, project implementation, land development regulations, comprehensive planning, environmental planning, transportation planning, and economic analysis. The services would be project specific (including cost recovery assignments) and will be assigned on a work-order basis.

The following provides a description of the professional services that selected "Consultant(s)" shall provide the Town of Cutler Bay under this contract.

1. General planning services
2. Concurrency Review
3. Land use and zoning analysis
4. Transportation studies
5. Environmental studies (Brownfield Redevelopment)
6. Plan and permit review (includes inspections services)
7. Natural and cultural resources assessments
8. Water resources planning
9. Public outreach support services
10. Review landscape plan



In addition, the “Consultant(s)” may be asked to assist the Town in project coordination meetings with other municipalities, regulatory agencies, developers, and local and state governments. Selected “Consultant(s)” must have readily available the technical capabilities and in-house resources to meet the requirements of this scope.

2.2.2 Scope of Work Professional Services

1. General Planning Services

Site Plan preparation or review; Growth Management Plan (Future Land Use Map) amendments and/or revisions; Land Development Regulations updates; drafting of zoning ordinances and resolutions; sustainability analysis; green master planning; annexation studies; neighborhood planning; and housing needs assessments.

2. Concurrency Review

Review the Town’s existing comprehensive plan requirements and land development codes for adequate public facilities and services in conjunction with the recent legislative changes under Chapter 163.3180 F.S., and recommend adjustments or modifications. In addition, the report will analyze the potential costs and/or benefits to the Town of adopting adjusted levels-of-service standards for transportation, including Miami-Dade County policies that affect the Town’s road network. The analysis and recommendations shall consider the cost and administrative impacts of specific concurrency requirements enumerated under Chapter 163.3180, Florida Statutes. The report will also recommend options for a Concurrency Management System. The Consultant will develop the option selected by the Town for implementation.

3. Land Use and Zoning Analysis

Prepare and/or review land use and zoning analysis to ensure that the Town's Growth Management Plan and Land Development Regulations (LDRs) are kept current with new growth and developments within the Town. Review development proposals to verify compatibility with the Town's concurrency thresholds and requirements set in the Growth Management Plan and adopted LDRs.

4. Traffic and Transportation Studies

Field data collection and analysis for the preparation of traffic studies including, but not limited to: Intersection and roadway capacity analysis; signal warrant studies; signal timing analysis and design; traffic circulation studies; traffic calming studies; trip generation; forecasting and assignment; as well as pavement markings and signing. All traffic studies prepared or reviewed by the Selected “Consultant(s)” must be signed and sealed by a Professional Engineer registered in the State of Florida.

5. Environmental Studies (Brownfield Redevelopment)

Provide planning services that incorporates flood protection, coastal and fluvial processes, structural and non-structural shoreline management practices, including green infrastructure and environmental impact analysis. Field data collection, site investigations, environmental assessments and design as needed to prepare remediation plans for underground storage tanks, hazardous waste materials, asbestos removal, wetland mitigations, endangered species



evaluations and permit applications. All documents to be signed and sealed by a Professional Engineer registered in the State of Florida

6. Plans and Permit Review (Including Inspections Services)

Review plans and permits for consistency with applicable building and zoning codes, fire codes and Americans with Disabilities Act requirements. Selected “Consultant(s)” personnel would work under the supervision of the Community Development Director and Building Official of the Town. The “Consultant(s)” will make recommendation(s) of approval to the Town Community Development Director and Building Official charged with issuing permits.

7. Natural and Cultural Resources Assessments

Natural infrastructure is the interconnected network of natural and undeveloped areas needed to maintain and support ecosystems. Identification of damage to natural infrastructure (also known as green or sustainable infrastructure) as a result of natural or man-made events. Identification of approaches applicable to the Town to preserve, conserve, rehabilitate or restore the area’s cultural and natural resources. Development of a comprehensive plan and strategies to restore public recreational resources.

8. Water Resources Planning

Preparation of studies and/or plans to address local land use policies, local land use priorities, and water supply and quality priorities as it relates to water conservation. Evaluate the Town’s adopted water conservation measures. Storm and floodwater management studies to protect receiving waters and the environment.

9. Public Outreach Services

Prepare communication strategies and/or protocols to engage Town residents and interested stakeholders in the planning process. Assist the Town staff coordinate events, project meetings and formal presentations for specific project or community functions sponsored by the Town of Cutler Bay.

10. Landscape Plan Review

Preparation and review of landscape plans, including tree selection, tree identification, growth characteristics and requirements (water, soil, nutrition), installation and establishment, as well as pruning and maintenance. Landscape, tree, and irrigation inspection for new development projects.

If necessary, the Town reserves the right to expand the list of requested services in order to meet specific project requirements and/or technical expertise.

END OF SECTION



SECTION # 3

RESPONSE SUBMISSION REQUIREMENTS AND EVALUATION

Six signed (one original and five bound copies) responses shall be submitted in one sealed package, clearly marked on the outside "RFQ #13-07, GENERAL PLANNING SERVICES. The outside of the sealed envelope shall also show the name of the respondent.

All responses must be received at the receptionist's desk in the Town Hall located at 10720 Caribbean Blvd., Suite 105, Cutler Bay, FL 33189, by **4:00 P.M., on October 11, 2013**, at which time their receipt will be publicly documented by the Town Clerk or her designee(s).

NOTE: A **"Mandatory"** Pre-RFQ Response Meeting will be held on **September 16, 2013 at 10:00 AM**. Location: Cutler Bay Town Center 10720 Caribbean Boulevard, Council Chambers, Cutler Bay, Florida 33189.

All responses must be received by the Town Clerk by the due date and time. All Responses received after the due date and time will not be considered.

3.1 RESPONSE / (QUALIFICATION PACKAGE) PREPARATION

Each respondent shall submit one original and five bound copies of each response. Each response shall be limited to twenty (20) pages (paper size 8.5"x11," printed on only one side of the paper, single or the larger spacing, font size not less than 11) excluding the certificates, and Appendices A, B and C. The sections shall follow the order given on the next page. The twenty (20) page limit is for items 1 through 9 below. No material other than that listed in this section shall be included in the response.

1. A **one-page** cover letter indicating the respondent's interest in providing the services to the Town and a statement on why the respondent should be selected for the award. The letter shall include the name of the respondent and those of the sub-consultants, explanation of the type of contractual agreement between them, if different from that of prime and sub-consultant. A representative who is authorized to contractually bind the respondent shall sign this letter.
2. A **one-page** table of contents identifying the sections and page numbers.
3. A **one-page** proposed organization chart identifying key professionals, their area(s) of responsibility and extent of their availability.
4. A **two-page** history of key employees (Project Manager and Tasks Managers) who are with the firm and participating in the project.
5. **Up to four (4) one-page** resumes of the persons, including the proposed project manager, which will be assigned to the consulting team.



6. **Up to two (2) one-page**, tables showing all current and recently completed private and public (local municipal, county, regional and state) sector projects performed by the members of the team to be used on this project. The table shall include for each project: (a) the length of the contract; (b) the scope of services provided; (c) the type of contract (pro bono, retainer, project based fee, other); (d) specific accomplishments, if any; and (e) a contact name, phone number and e-mail address for each project. If the respondent team includes sub-consultants, there must be at least one project listed for each sub-consultant. The respondent may select suitable projects, if the list exceeds two-page limit.
7. **Up to two (2) one-page**, narratives on specific projects completed on time and in budget within the past five (5) years.
8. **Up to four (4) one-page** descriptions of projects providing services similar to those identified in the scope of services over the last five (5) years. The emphasis shall be given to the projects in Florida AND the tasks performed by the persons identified in above in No. 5.
9. **Up to three (3) one-page** copies of any press articles, profiles, commendations, awards and honors. The emphasis shall be given to the projects completed in Florida AND the projects of the persons identified in No. 5 above.
10. **Six (6) Pages** completed Appendices A, B, and C (one in each submittal) and all proofs of authorization to transact business in the State from the Florida Secretary of State, for the respondent as well as supporting firms.

3.2 RESPONSE EVALUATION CRITERIA

The selection committee will evaluate the responses based on the criteria and point value listed below.

1. Urban Planning credentials and accomplishments of key members of the team
(22 Points)
2. Quality of the projects and accomplishments of the respondent(s) in providing similar services to entities comparable to the Town
(30 Points)
3. Respondent's track record of on time and within budget project performance
(23 Points)
4. Credentials and accomplishments of the respondent proposed Project Manager
(15 Points)
5. Compliance with the response preparation and submission requirements
(10 Points)



3.3 SHORT-LIST FOR ORAL PRESENTATIONS AND FINAL SELECTION

A selection committee will review all submittals and develop a short-list for oral presentations. It is anticipated that the top three (3) respondents will be short-listed. All respondents and their teams shall be present at the assigned time for a 20-minute presentation followed by up to a ten (10)-minute questions-and-answer session. The respondents are encouraged to be represented only by the Project Manager and key staff identified in the response. Additional details on the oral presentations may be provided to the short-listed respondents. The oral presentation will be worth 25% in the final ranking and the response will be worth 75%.

3.4 PROCESS OF SELECTION AND NEGOTIATION

The Town reserves the right to make multiple awards pursuant to this solicitation. After short-listing of respondents deemed qualified by the selection committee, oral presentations and re-ranking of the qualified respondents, it is anticipated the Council will authorize negotiations with the top two (2) respondents. After successful negotiation, the proposed agreement(s) shall be presented to the Town Council with a recommendation for award and execution. If contract negotiations fail with any Proposer, the Town may undertake negotiations with alternative respondents. Any award shall be subject to execution of an agreement in form and substance approved by the Town Attorney.

END OF SECTION



SECTION # 4 **OTHER CONDITIONS**

4.1 TERM OF ENGAGEMENT

The terms of this agreement will be for two (2) years, with the option for the Town to extend the agreement for an additional two (2) one-year terms. The Town may terminate the agreement with a sixty (60-days) notice without providing cause.

4.2 PERMITS, TAXES, LICENSES

The Consultant shall, at its own expense, obtain all necessary permits, pay all licenses, fees and taxes required to comply with all local ordinances, State and Federal laws, rules, regulations and professional standards that apply to the agreement.

4.3 LAWS, ORDINANCES

The Consultant shall observe and comply with all Federal, State and local laws, ordinances, rules, regulations and professional standards that apply to the agreement.

4.4 INSURANCE

Prior to execution of an agreement with the Town, the Consultant shall provide certificates evidencing insurance coverage as required hereunder from companies authorized to do business under the laws of the State of Florida. The certificates shall clearly indicate that the Consultant has obtained insurance of the type, amount, and classification as required and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the Town. Compliance with these requirements will not relieve the Consultant of its liability and obligations under the agreement.

The Consultant shall maintain during the term of the agreement, standard Professional Liability insurance in the minimum amount of one-million-dollars (\$1,000,000) per occurrence.

The Consultant shall maintain during the life of the agreement, commercial general liability, including contractual liability insurance in the amount of one-million-dollars (\$1,000,000) per occurrence to protect it and the Town from claims for damages for bodily and personal injury, including wrongful death, as well as from claims of property damages which may arise from any operations under the agreement, whether such operations be by the Consultant or by anyone directly employed by or contracting with the Consultant.



The Consultant shall maintain, during the life of the agreement, comprehensive automobile liability insurance in the minimum amount of five-hundred-thousand-dollars (\$500,000) combined single limit for bodily injury and property damage liability to protect it from claims for damages for bodily and personal injury, including death, as well as from claims for property damage, which may arise from the ownership, use, or maintenance of owned and non-owned automobiles, including rented automobiles whether such operations be by the Consultant or by anyone directly or indirectly employed by the Consultant. The Consultant shall maintain, during the life of the agreement, Worker's Compensation Insurance and Employer's Liability insurance as required by law and in at least such amounts for all of its employees as set out in Florida Statute 440.02.

The Consultant shall also maintain other required insurance coverage specific to the services to be provided as may be required by the Town.

END OF SECTION

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APPENDIX A

ACKNOWLEDGEMENT, WARRANTY AND ACCEPTANCE

A. Consultant warrants that it is willing and able to comply with all applicable State of Florida laws, rules and regulations.

B. Consultant warrants that it has read, understands and is willing to comply with all of the requirements of the RFQ and the addendum/ addenda.

C. Consultant warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the Council.

D. Consultant warrants that all information provided by it in connection with this submittal (response) is true and accurate.

E. CONTINGENCY FEE AND CODE OF ETHICS WARRANTY:

Respondent warrants that neither it, nor any principal, employee, agent, representative or family member has promised to pay, and respondent has not, and will not pay a fee, the amount of which is contingent upon the Town of Cutler Bay awarding the contract. Respondent warrants that neither it, nor any principal, employee, agent, representative has procured, or attempted to procure, the contract in violation of any of the provisions of the Miami-Dade County Conflict of Interest and Code of Ethics Ordinances. Further, respondent acknowledges that a violation of this warranty will result in the termination of the contract and forfeiture of funds paid, or to be paid, to the respondent, if the respondent is chosen for performance of the contract.

Signature of Official: _____

Name (typed): _____

Title: _____

Consultant: _____

Date: _____



APPENDIX B

NON-COLLUSIVE AFFIDAVIT

State of _____

SS:

County of _____

_____ being first duly sworn, deposes and says

that:

(1) He/she is the, (Owner, Partner, Officer, Representative or Agent) of:

_____ the respondent that has submitted the attached proposal;

(2) He/she is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

(3) Such proposal is genuine and is not a collusive or a sham proposal;

(4) Neither the said respondent nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other respondent or any person to submit a collusive or sham response in connection with the work for which the attached proposal has been submitted, or to refrain from responding in connection with such work, or have in any manner, directly or indirectly, sought by agreement or collusion, communication, or conference with any respondent or person to fix the proposal submitted or to secure through any collusion, conspiracy, connivance, or unlawful agreement, any advantage against the Town of Cutler Bay, or any person interested in the proposed work required.

Signed, sealed and delivered
In the presence of

By: _____

(Printed Name)

(Title)



ACKNOWLEDGMENT

State of Florida

County of _____

On this _____ day of _____, 2013, before me, the undersigned

Notary Public of the State of Florida personally appeared

and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand
and official seal

NOTARY PUBLIC, STATE OF FLORIDA

NOTARY PUBLIC
SEAL OF OFFICE:

(Name of Notary Public: Print, Stamp or
Type as commissioned.)
 Personally known to me, or
 Produced identification:

(Type of Identification Produced)
 Did take an oath. or
 Did not take an oath.



APPENDIX C

**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 TOWN OF CUTLER BAY, FLORIDA

By _____

For _____

Whose business address is: _____

And (if applicable) its Federal Employer Identification Number (FEIN) is: _____

If the entity has no FEIN, include the Social Security Number of the individual signing this

Sworn statement - S.S. # _____

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 any agency or political subdivision of any other State or of the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or an agency or any political subdivision of any other state or of the United Sates and 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 or a jury verdict, non-jury trial, or entry of a plea or 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 pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws or any state or of the United States with the legal power to enter into a binding contract and which proposes or applies to propose on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of any entity.

Signed, sealed and delivered

In the presence:

By:

(Printed Name)

(Title)



ACKNOWLEDGMENT

State of Florida

County of _____

On this ____ day of _____, 2013, before me, the undersigned Notary Public Of the State of Florida personally appeared _____ and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal

NOTARY PUBLIC, STATE OF FLORIDA

NOTARY PUBLIC
SEAL OF OFFICE:

(Name of Notary Public: Print, Stamp or Type as Commissioned.)
o Personally known to me; or
o Produced identification:

(Type of Identification Produced)
o Did take an oath. or
o Did not take an oath.



RFP # 13-07
TOWN OF CUTLER BAY
General Planning Services

TOWN RESPONSE TO QUESTION
ASKED DURING "MANDATORY" PRE-RFP MEETING OR
RECEIVED VIA EMAIL
(date of mandatory pre-RFP meeting – only if questions come from the meeting)

Question #1 For Item #7 when it says up to two (2), one page narratives on specific projects, are you anticipating that we describe as many projects as we can on the one page narrative, or just one project per page?

Answer: Please provide up two (2) project narratives per one (1) page.



TOWN OF CUTLER BAY

GENERAL PLANNING SERVICES

Attachment "B"

Daily Business Review

Advertisement

MIAMI DAILY BUSINESS REVIEW

Published Daily except Saturday, Sunday and
Legal Holidays
Miami, Miami-Dade County, Florida

STATE OF FLORIDA
COUNTY OF MIAMI-DADE:

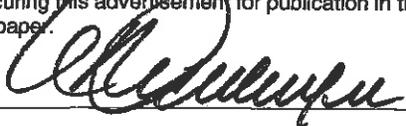
Before the undersigned authority personally appeared O.V. FERBEYRE, who on oath says that he or she is the VICE PRESIDENT, Legal Notices of the Miami Daily Business Review f/k/a Miami Review, a daily (except Saturday, Sunday and Legal Holidays) newspaper, published at Miami in Miami-Dade County, Florida; that the attached copy of advertisement, being a Legal Advertisement of Notice in the matter of

TOWN OF CUTLER BAY - RFQ # 13-07
GENERAL PLANNING SERVICES

in the XXXX Court,
was published in said newspaper in the issues of

08/30/2013

Affiant further says that the said Miami Daily Business Review is a newspaper published at Miami in said Miami-Dade County, Florida and that the said newspaper has heretofore been continuously published in said Miami-Dade County, Florida, each day (except Saturday, Sunday and Legal Holidays) and has been entered as second class mail matter at the post office in Miami in said Miami-Dade County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



Sworn to and subscribed before me this

30 day of AUGUST, A.D. 2013



(SEAL)

O.V. FERBEYRE personally known to me



TOWN OF CUTLER BAY NOTICE OF REQUEST FOR QUALIFICATIONS RFQ # 13-07

TOWN OF CUTLER BAY "GENERAL PLANNING SERVICES"

The Town of Cutler Bay is currently advertising a Request for Qualifications (RFQ) for: "General Planning Services" for the Town's Community Development Department.

Sealed Proposals will be received by the Town Clerk's Office, 10720 Caribbean Blvd., Suite 105, Cutler Bay, FL 33189, on or before **October 11, 2013, at 4:00 P.M.**, at which time Proposals will be publicly opened. The Town will conduct a **Mandatory Pre-RFQ Response Meeting on September 16, 2013; at 10:00 A.M.**, at Town Hall — Council Chambers (10720 Caribbean Boulevard, Cutler Bay, FL 33189). To be considered, all interested parties must acquire a copy of the RFQ documents and submit an original and five (5) copies of the required information and documents in one (1) sealed package clearly marked "RFQ #13-07 "General Planning Services". Late submittals and facsimile submissions will not be considered. The proposer shall bear all costs associated with the preparation and submission of the proposal.

The Town of Cutler Bay reserves the right to accept or reject and and/or all proposals or parts of proposals, to workshop or negotiate any and all proposals, to waive irregularities, and to request re-proposals on the required materials or services, or take any other such actions that may be deemed in the best interest of the Town.

Interested, qualified firms can obtain information by contacting the Town Clerk at (305) 234-4262 or at the Town's website at www.cutlerbay-fl.gov.

Debra E. Eastman, MMC
Town Clerk
8/30

13-B-234/2144495M



**TOWN OF CUTLER BAY
NOTICE OF REQUEST FOR QUALIFICATIONS
RFQ # 13-07**

**TOWN OF CUTLER BAY
“GENERAL PLANNING SERVICES”**

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The Town of Cutler Bay reserves the right to accept or reject and and/or all proposals or parts of proposals, to workshop or negotiate any and all proposals, to waive irregularities, and to request re-proposals on the required materials or services, or take any other such actions that may be deemed in the best interest of the Town.

Interested, qualified firms can obtain information by contacting the Town Clerk at (305) 234-4262 or at the Town’s website at www.cutlerbay-fl.gov.

Debra E. Eastman, MMC
Town Clerk



TOWN OF CUTLER BAY

GENERAL PLANNING SERVICES

Attachment "C"

"Mandatory" Pre-RFQ Meeting

Sign-In Sheet



RFQ #13-07
Mandatory Pre-RFQ Meeting
"GENERAL PLANNING SERVICES"
Monday, September 16, 2013 10:00 AM

Sign-In Sheet

Company Name: AMEC
Company Address: 5845 NW 158 ST
Representative: JOSE R. PEREZ
Telephone/Fax: (305) 826-5588 P (305) 826-1799 F
E-mail: JOSE.R.PEREZ@AMEC.COM

Company Name: FTE (MBE)
Company Address: 8750 NW 36TH STREET, DORAL, FL 33178
Representative: OLIVER RODRIGUES
Telephone/Fax: 305-463-8411 x 102 / 305-
E-mail: OLIVER@FTEINC.NET

Company Name: Caltrans Engineering
Company Address: 1400 NW 107 Avenue #209, Miami, FL 33172
Representative: Michael Hernandez
Telephone/Fax: (786) 456 7700
E-mail: mhernandez@caltransgroup.com



RFQ #13-07
Mandatory Pre-RFQ Meeting
"GENERAL PLANNING SERVICES"
Monday, September 16, 2013 10:00 AM

Company Name: Calvin, Giordano & Assoc
Company Address: 1800 Eller Dr. #600
Representative: Shelley Eichner
Telephone/Fax: 954-921-7781
E-mail: eichners@calvin-giordano.com

Company Name: Marlin Engineering
Company Address: 2191 NW 97 Ave
Representative: Juan SanJorge
Telephone/Fax: 305 477 7575
E-mail: sgardner@marlinengineering.com

Company Name: ATEC
Company Address: 13940 SW 136 Street (suite 107) Miami, Fl. 33186
Representative: Dima Poe
Telephone/Fax: 305-480-9938
E-mail: dima.poe@atectrans.com



RFQ #13-07
Mandatory Pre-RFQ Meeting
"GENERAL PLANNING SERVICES"
Monday, September 16, 2013 10:00 AM

Company Name: ILEN PLANNING
Company Address: 50 E. Ocean Blvd. ; Stuart, FL 34999
Representative: HENRY ILEN
Telephone/Fax: 772-210-2571, x.101
E-mail: henry @ ilenplanning.com

Company Name: ATEC
Company Address: 13940 SW 136 St, Ste 107, Miami, FL 33186
Representative: Lillie Carrero
Telephone/Fax: 305-480-9938
E-mail: lillie.carrero@atectrans.com

Company Name: TC CORRADINO Group
Company Address: 4655 NW 97th Dor of FL
Representative: Joe CORRADINO
Telephone/Fax: 305 606 2364 / 305 594 0755
E-mail: JM CORRADINO @ CORRADINO .com



RFQ #13-07
Mandatory Pre-RFQ Meeting
"GENERAL PLANNING SERVICES"
Monday, September 16, 2013 10:00 AM

Company Name: RMA

Company Address: 3109 E. Atlantic Blvd. Pompano Beach, FL

Representative: Melissa Hoge

Telephone/Fax: 305 607.9257 / 954.695.0754

E-mail: melissa@rma.us.com

Company Name: _____

Company Address: _____

Representative: _____

Telephone/Fax: _____

E-mail: _____

Company Name: _____

Company Address: _____

Representative: _____

Telephone/Fax: _____

E-mail: _____



TOWN OF CUTLER BAY

GENERAL PLANNING SERVICES

Attachment "D"

Selection Committee

Appointment Memorandum



Office of the Town Manager

Rafael Casals, CFM
Town Manager

M E M O R A N D U M

To: Selection Committee Members
From: Rafael Casals, Town Manager
Date: October 10, 2013
Re: Selection Committee Appointments for RFQ #13-07
General Planning Services

I am hereby appointing those listed below as the Selection Committee for RFQ #13-07, General Planning Services

Appointed Selection Committee Members:

- Alan Ricke, Parks & Recreation Director
- Kathryn Lyon, Planner
- Julian H. Perez, Community Development Director

Please find attached four (4) proposals received, which were submitted prior to the RFQ deadline. Each Proposal is accompanied by a scoring sheet which outlines the categories stated in RFQ #13-07. The selection meeting is scheduled to review written material regarding the qualifications of each firm as it relates to the requirements defined in RFQ #13-07, on Tuesday, October 22, 2013 at 10:00 P.M.

The Selection Committee will evaluate and rank each firm. The Selection Committee by a majority vote will make a final recommendation to the Town Manager. The Town Manager will then review the committee rankings and forward his recommendation to the Town Council, that a contract be negotiated with the highest ranked responsive and responsible proposer(s), based on the committee's evaluation.

Please find below the date and time for the Committee to publicly meet:

EVENT	DATE	TIME
Selection Committee Meeting to discuss individual rankings	10/31/2013	10:00 am - Noon
Announcement of selected Consultants/Cone of Silence ends	11/20/2013	8:00 PM





Following the oral presentation, or upon completion of the review process, the Committee shall prepare and submit a memorandum to include a narrative of the evaluation and justification of the top recommended firm(s) based upon the points awarded for each review category. Attach supporting documentation and a summary sheet which MUST include the following information:

Name of firm(s)

Qualification Score(s)

Committee's Overall Final Ranking and Recommendation

This report should be forwarded to the Town Manager's office for review and consideration for further recommendation for negotiations. As a matter of administrative policy and to maintain a fair and impartial process, all individuals appointed to the Selection Committee and staff are instructed to refrain from discussing the solicitation with prospective lobbyists and/or consultants. Committee members are reminded that in accordance with the Cone of Silence, they are prohibited from having any communication with potential respondents and/or their representatives.

cc: Debra E. Eastman, Town Clerk



TOWN OF CUTLER BAY

GENERAL PLANNING SERVICES

Attachment "E"

Selection Committee Proposal

Review & Short-Listing

Memorandum



Office of the Town Manager

Rafael Casals, CFM
Town Manager

MEMORANDUM

To: Rafael Casals, CFM, Town Manager

From: Julian H. Perez, AICP, CFM Director 

Copy: General Planning Services RFQ 13-07 File

Date: October 22, 2013

Re: General Planning Services RFQ 13-07- Selection Committee Meeting

Appointed Selection Committee Members:

Alan Ricke, Parks & Recreation Director

Kathryn Lyon, Town Planner

Julian H. Perez, AICP, CFM, Community Development Director 

On October 22, 2013, the General Planning Services RFQ 13-07- Selection Committee met to review and rank the four (4) proposals submitted to the Town. The evaluation criteria for the selection committee were established by RFQ # 13-07. Each Committee member awarded points in five (5) different scoring categories. Based on the Committee's evaluation the top three (3) rank firms were short-listed for presentation.

1. Calvin Giordano & Associates (283.5 points)
2. Iler Planning (269.6 points)
3. The Corradino Group (263.9 points)
4. Caltran Engineering Group (236.05 points)

The Selection Committee selected Thursday, October 31, 2013 as the presentation date. Each short-listed firm will have twenty (20) minutes to make their presentation followed by a ten (10) minute question and answer session. The first presentation will start at 10:00 AM. The order of the presentations is as follows:

1. The Corradino Group – 10:00 AM – 10:30 AM
2. Iler Planning – 10:40 AM – 11:10 AM
3. Calvin Giordano & Associates – 11:20 AM – 11:50 AM

cc: Debra E. Eastman, MMC
Town Clerk

Form I
Town of Cutler Bay
RFQ # 13-07 - General Planning Services
Proposal Evaluation Ranking Matrix

No.	Evaluation Criteria	Maximum Points	Scoring							
			The Corradino Group		Calvin, Giordano & Associates		Iler Planning		Caltran Engineering Group	
			Points	Percent	Points	Percent	Points	Percent	Points	Percent
1	Urban Planning Credentials and Accomplishments of Key Members of the Team	66	62.9	95%	66	100%	63.63	96%	55.3	84%
2	Quality of the projects and accomplishments of the Consultants in providing similar services to entities comparable to the Town	90	81	90%	86.5	96%	84	93%	74.25	83%
3	Respondent's track record of on-time and within-budget project performance	69	61	88%	61	88%	62	90%	59	86%
4	Credentials and accomplishments of the respondent proposed Project Manager	45	45	100%	44	98%	45	100%	33.5	74%
5	Compliance with the response preparation and submission requirements	30	14	47%	26	87%	15	50%	14	47%
	TOTAL RANKING - Proposal	300	263.9	88%	283.5	95%	269.63	90%	236.05	79%
	TOTAL RANKING - Presentation									
			225	197.9	212.6		202.2			
			75							
			75%							
			25%							

Selection Committee Members:
Alan Ricke, Parks & Recreation Director
Kathryn Lyon, Town Planner
Julian H. Perez, AICP, CFM, Community Development Director

Form I
Town of Cutler Bay
RFQ # 13-07 - General Planning Services
Proposal Evaluation Ranking Matrix

No.	Evaluation Criteria	Maximum Points	Scoring			
			The Corradino Group	Calvin, Giordano & Associates	Iller Planning	Caltran Engineering Group
1	Urban Planning Credentials and Accomplishments of Key Members of the Team	22	62.9	66	63.63	55
2	Quality of the projects and accomplishments of the Consultants in providing similar services to entities comparable to the Town	30	81	86.5	84	74.25
3	Respondent's track record of on-time and within-budget project performance	23	61	61	62	59
4	Credentials and accomplishments of the respondent proposed Project Manager	15	45	44	45	33.5
5	Compliance with the response preparation and submission requirements	10	45 14	26	15	15
	TOTAL RANKING	100	263.9	283.5	269.63	236.75

KL
55.3

14 KL

236.05 KL

Selection Committee Members
Alan Ricke, Parks & Recreation Director Alan Ricke 10/22/13
Kathryn Lyon, Town Planner Kathryn Lyon 10/22/13
Julian H. Perez, AICP, CFM, Community Development Director KLyon 10/22/13

Form I
Town of Cutler Bay
RFQ # 13-07 - General Planning Services
Proposal Evaluation Ranking Matrix

No.	Evaluation Criteria	Maximum Points	Scoring			
			The Corradino Group	Calvin, Giordano & Associates	Miller Planning	Caltran Engineering Group
1	Urban Planning Credentials and Accomplishments of Key Members of the Team	22	20	22	21	20
2	Quality of the projects and accomplishments of the Consultants in providing similar services to entities comparable to the Town	30	24	28	27	25
3	Respondent's track record of on-time and within-budget project performance	23	21	22	21	21
4	Credentials and accomplishments of the respondent proposed Project Manager	15	15	15	15	13
5	Compliance with the response preparation and submission requirements	10	0	10	0	0
	TOTAL RANKING	100	80	97	84	79

Selection Committee Members
Alan Ricke, Parks & Recreation Director
Kathryn Lyon, Town Planner  10/22/13 Julian H. Perez, AICP, CEM, Community Development Director

Kathryn Lyon

Form I
Town of Cutler Bay
RFQ # 13-07 - General Planning Services
Proposal Evaluation Ranking Matrix

CALTRAN
- ILLER

No.	Evaluation Criteria	Maximum Points	Scoring			
			The Corradino Group	Calvin, Giordano & Associates	ILR Planning Group	Caltran Engineering Group
1	Urban Planning Credentials and Accomplishments of Key Members of the Team	22	22	22	21	22
2	Quality of the projects and accomplishments of the Consultants in providing similar services to entities comparable to the Town	30	30	30	29	30
3	Respondent's track record of on-time and within-budget project performance	23	22	21	20	23
4	Credentials and accomplishments of the respondent proposed Project Manager	15	15	14	13	15
5	Compliance with the response preparation and submission requirements	10	8	10	8	8
	TOTAL RANKING	100	97	97	91	98

97
97
91 98
97 98

Selection Committee Members
Alan Ricke, Parks & Recreation Director
Kathryn Lyon, Town Planner 10/22/13
Julian H. Perez, AICP, CFM, Community Development Director

Form I
Town of Cutler Bay
RFQ # 13-07 - General Planning Services
Proposal Evaluation Ranking Matrix

No.	Evaluation Criteria	Maximum Points	Scoring			
			The Corradino Group	Calvin, Giordano & Associates	Miller Planning	Caltran Engineering Group
1	Urban Planning Credentials and Accomplishments of Key Members of the Team	22	20.90	22.00	20.63	14.30
2	Quality of the projects and accomplishments of the Consultants in providing similar services to entities comparable to the Town	30	27.00	28.50	27.00	20.25
3	Respondent's track record of on-time and within-budget project performance	23	18.00	18.00	18.00	18.00
4	Credentials and accomplishments of the respondent proposed Project Manager	15	15.00	15.00	15.00	7.50
5	Compliance with the response preparation and submission requirements	10	6.00	6.00	7.00	6.00
	TOTAL RANKING	100	86.90	89.50	87.63	66.05

Selection Committee Members	
Alan Ricke, Parks & Recreation Director	<i>Alan Ricke</i> 10/22/13
Kathryn Lyon, Town Planner	
Julian H. Perez, AICP, CFM, Community Development Director	



Office of the Town Manager

Rafael Casals, CFM
Town Manager

MEMORANDUM

To: Rafael Casals, CFM, Town Manager

From: Julian H. Perez, AICP, CFM Director 

Copy: General Planning Services RFQ 13-07 File

Date: October 15, 2013

Re: General Planning Services RFQ 13-07- Selection Committee Meeting

Appointed Selection Committee Members:

Alan Ricke, Parks & Recreation Director

Kathryn Lyon, Town Planner

Julian H. Perez, AICP, CFM, Community Development Director 

A brief meeting of the General Planning Services RFQ 13-07- Selection Committee Meeting was held on October 15, 2013. The purpose of the meeting was to deliver the proposals submitted (Corradino Group, Calvin Giordano and Associates, Iler Planning and Caltran Engineering Group) for the subject RFQ, and review the evaluation instructions provided in the RFQ. In addition, Mr. Perez provided an overview of a spreadsheet he prepared to facilitate the proposal evaluation process. The Committee members had the option of using the proposed matrix or apply their own review methodology.

cc: Debra E. Eastman, MMC
Town Clerk



TOWN OF CUTLER BAY

GENERAL PLANNING SERVICES

Attachment "F"

**Selection Committee
Presentation Ranking
Memorandum**



Community Development Department

Julian H. Perez, AICP, CFM
Director

MEMORANDUM

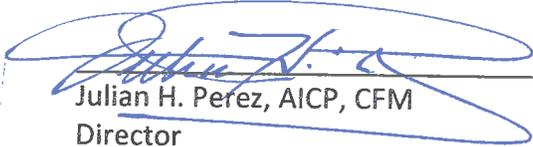
To: Rafael Casals, CFM, Town Manager 
Debra E. Eastman, MMC, Town Clerk

From: Julian H. Perez, AICP, CFM Director 

Date: November 4, 2013

Re: General Planning Services RFQ 13-07- Transmittal Memorandum

Attached please find the General Planning Services Selection Committee final ranking, meeting minutes and other information associated with the RFQ 13-07 selection process.


Julian H. Perez, AICP, CFM
Director
Community Development





Office of the Town Manager

Rafael Casals, CFM
Town Manager

MEMORANDUM

To: Rafael Casals, CFM, Town Manager

From: Julian H. Perez, AICP, CFM Director 

Copy: General Planning Services RFQ 13-07 File

Date: October 31, 2013

Re: General Planning Services RFQ 13-07- Presentations and Committee Selection Meeting

I am hereby transmitting to you the General Planning Services, RFQ No. 13-07 Selection Committee Final Ranking for your review and approval.

Appointed Selection Committee Members:

Alan Ricke, Parks & Recreation Director

Kathryn Lyon, Town Planner

Julian H. Perez, AICP, CFM, Community Development Director 

On October 31, 2013, the General Planning Services RFQ 13-07 short-listed firms made a presentation to the selection committee as required by the RFQ. The order of the presentation was as follows:

1. The Corradino Group
2. Iler Planning
3. Calvin Giordano & Associates

The Corradino Group

Presenter: Joe Corradino, AICP

Participants: Jerry Bell, AICP

Melissa Hege, AICP (RMA – Sub-consultant)

Chris Height, AICP

Salman Rathore, PE

Discussion – Mr. Corradino provided an overview of the project team experience and noted that the firm is providing planning services to several public entities in Miami-Dade County. The Corradino Group only works for public sector organizations. The firm has work with the





Town as their planning consultant or staff since incorporation. Mr. Corradino indicated that the firm had developed several planning documents for the Town including the Growth Management Plan, Land Development Regulations, and Transportation Plan. The firm will provide a fresh set of eyes to deal with economic and land use issues. The presentation was followed by the Questions and Answers (Q&A) session.

Proposal Score (75%): 197.9 points
Presentation Score (25%): 71.3 points
Total Score: 269.2 points
Final Ranking: 3

Iler Planning

Presenter: Henry Iler, AICP
Participants: Michael Houston, RLA, AICP (HJA Design Studio – Sub-consultant)
Jackson M Ahlstedt, PE (Private Consultant – Sub-consultant)
Edward A. Swakon, PE (EAS Engineering, Inc. – Sub-consultant)

Discussion: Mr. Iler opened the presentation by having the sub-consultants do a brief introduction of their firm’s qualifications and experience. Mr. Iler noted that he rarely represents developers. He provided an overview of his planning experience in the public sector as a local government employee and consultant. Iler Planning is currently working for several municipalities in Miami-Dade County (e.g. Florida City, Sweetwater and Doral). Most recently the firm participated in the development of Palmetto Bay and Doral’s comprehensive plan. They have also participated in the development of several Land Development Codes for local municipalities in Miami-Dade County. Mr. Iler provided a discussion of the Town’s potential planning initiatives. He divided these initiatives into two categories: (1) short-term and (2) long-term. The short-term planning initiatives entailed flood mitigation, economic development, brownfield redevelopment, and etc. The long-term initiative includes an inventory of vacant lands, annexation opportunities, redevelopment of US 1 corridor, park planning and sea level rise. Mr. Iler indicated that although he was located in Stuart, Florida, he spends most of his time in the area attending to the local government he works for in Miami-Dade County. Furthermore, Mr. Iler noted that if selected he will not charge the Town for travel time.

Proposal Score (75%): 202.2 points
Presentation Score (25%): 67.5 points
Total Score: 269.7 points
Final Ranking: 2





Calvin Giordano & Associates (CGA)

Presenter: Shelley Eichner, AICP
Participants: Sarah Sinatra, AICP
Sandra Lee, AICP CEP
Jeff Maxwell, PE, PTOE

Discussion: Ms. Eichner opened the presentation with an introduction of CGA staff qualifications and project experience. Ms. Eichner noted that CGA has the in-house capability to assist the Town in all the disciplines identified in the RFQ, except for brownfield redevelopment. CGA will address the brownfield issues in collaboration with Terracon Consultants, Inc. (Sub-consultant). Ms. Eichner noted that CGA is a multi-disciplinary firm with offices throughout Florida and Atlanta, Georgia. CGA is currently providing planning services to several local governments in Miami-Dade and Broward Counties. Ms. Sara Sinatra provided an overview of CGA general planning capabilities and project experience. Ms. Sinatra noted that CGA had done several zoning code for local municipalities in the region, corridor planning, sign code, and dealt with RLUIPA (Religious Land Use and Institutionalized Persons Act) issues. In addition, the firm has staff available to review the landscape and engineering plans. Ms. Sandra Lee spoke of the CGA environmental experience and capabilities. Mr. Jeff Maxwell provided an overview of CGA transportation engineering experience and modeling capabilities.

Proposal Score (75%): 212.6 points
Presentation Score (25%): 65.0 points
Total Score: 277.6 points
Final Ranking: 1

cc: Debra E. Eastman, MMC
Town Clerk



Form I
Town of Cutler Bay
RFQ # 13-07 - General Planning Services
Proposal Evaluation Ranking Matrix

No.	Evaluation Criteria	Maximum Points	Scoring							
			The Corradino Group	Calvin, Giordano & Associates	Eller Planning	Caltran Engineering Group	Points	Percent		
1	Urban Planning Credentials and Accomplishments of Key Members of the Team	66	62.9	66	63.63	55.3	95%	100%	96%	84%
2	Quality of the projects and accomplishments of the Consultants in providing similar services to entities comparable to the Town	90	81	86.5	84	74.25	90%	96%	93%	83%
3	Respondent's track record of on-time and within-budget project performance	69	61	61	62	59	88%	88%	90%	86%
4	Credentials and accomplishments of the respondent, proposed Project Manager	45	45	44	45	33.5	100%	98%	100%	74%
5	Compliance with the response preparation and submission requirements	30	14	26	15	14	47%	87%	50%	47%
	TOTAL RANKING - Proposal	300	263.9	283.5	269.63	236.05	88%	95%	90%	79%
	TOTAL RANKING - Presentation	300	285	260	270					
	75%	225	197.9	212.6	202.2					
	25%	75	71.3	65.0	67.5					
	Total Ranking	300	269.2	277.6	269.7					

Selection Committee Members:

Alan Rucke, Parks & Recreation Director
 Kathryn Lynn, Town Planner
 Julian H. Perez, AICP, CEM, Community Development Director

Form II

Town of Cutler Bay

RFQ # 13-07 - General Planning Services

Presentation Evaluation Ranking Matrix

No.	Evaluation Criteria	Maximum Points	Scoring		
			The Corradino Group	Calvin, Giordano & Associates	Iler Planning
1	Presentation and Q&A	300	KL: 100 JP: 90 AL: 95	KL = 80 JP = 90 AL = 90	KL 90 JP 100 AL 80
	TOTAL RANKING	300	2085	2600	270

Selection Committee Members	
Alan Ricke, Parks & Recreation Director	<i>Alan Ricke</i> 10/31/13
Kathryn Lyon, Town Planner	<i>K Lyon</i> 10/31/13
Julian H. Perez, AICP, CFM, Community Development Director	<i>Julian H. Perez</i>

Jerry Bell
 Melissa Hoeg
 Chris Heish
 Salmon

Form II
 Town of Cutler Bay
 RFQ # 13-07 - General Planning Services
 Presentation Evaluation Ranking Matrix

No.	Evaluation Criteria	Maximum Points	The Corradino Group	Comments
1	Presentation and Q&A	100	90	<ul style="list-style-type: none"> - Being Responsive - PM Addressed - Focus on Municipalities - City Change in Comp. Plan? - First Review - Bldg. / Eco. Dev.

Selection Committee Members

Alan Ricke, Parks & Recreation Director

Kathryn Lyon, Town Planner



Julian H. Perez, AICP, CFM, Community Development Director

Michael Hushon - Landscape Architect
 Ed Swakop - Env.
 Jackson Ahlstedt - Transp. Planner

Form II
 Town of Cutler Bay
 RFQ # 13-07 - General Planning Services
 Presentation Evaluation Ranking Matrix

No.	Evaluation Criteria	Maximum Points	iller Planning	Comments
1	Presentation and Q&A	100	100	<ul style="list-style-type: none"> - Rarely represents developers - Short Range - Specific projects - Long Range - Unclear Land Use - Tax base growth - Useable Comp Plan - Annular Oppn - Review, applying USI - Parks planning - See level rise
				<ul style="list-style-type: none"> - Long Range Experience - Park Experience

- How operate
 - Quality Assurance Review of all documents
 - Detailed & clear invoices per Town demand.
 - Don't charge client for travel.

- Easy to understand Comp plan
 - Executive Summary
 - Elements reflect vision of the Town
 - Green Element. Reasonable
 Energy Efficient Land Use Patterns.
 Economic Element. Eco. Strategy plan
 Mobility Standards.

Selection Committee Members
 Alan Ricke, Parks & Recreation Director
 Kathryn Lyon, Town Planner
 Julian H. Perez, AICP, CFM, Community Development Director

Jeff Maxwell
Sandra Lee
Sara Simola

Form II
Town of Cutler Bay
RFQ # 13-07 - General Planning Services
Presentation Evaluation Ranking Matrix

No.	Evaluation Criteria	Maximum Points	Calvin Giordano Associates	Comments
1	Presentation and Q&A	100	90	<ul style="list-style-type: none"> - Multi-disciplinary Team - Adapt to the different comments - Refinement of the comp. Plan & CDAs - Update ESE. - Corridor planning - Zoning Code / Hybrid form base. - Code on Electric Car charge. - Written Sign Code. - EULUFA ISSUE. - Development review

- Landscaper
- Engineer
- Permit Review
- Overflow shift.
- Model for transp. improvement.
- 3D scanner
- Streamly / flexibility (Comp P/PA)
- Utility and local documents.
- Redevelopment.

Selection Committee Members
Alan Ricke, Parks & Recreation Director
Kathryn Lyon, Town Planner

Julian H. Perez, AICP, CFM, Community Development Director

Form II
Town of Cutler Bay
RFQ # 13-07 - General Planning Services
Presentation Evaluation Ranking Matrix

No.	Evaluation Criteria	Maximum Points	The Corradino Group	Comments
1	Presentation and Q&A	100	100	<p>1- Environmental - NEPA reviews RMA has landscape arch. on staff</p> <p>2- Our team not be diverted. large company</p> <p>3- Wrote our Comp. Plan.</p> <p>*4- RMA - Fresh set of eyes, Marketing Economics MODERNIZATION OF COMP PLAN Real Estate - focus</p> <p>5- Only represents gov't no private</p> <p>*6- Julian's question about changes to complan - Focus Env. Focus Marketing Economics, RMA Focus STAND area</p>

Selection Committee Members
Alan Ricke, Parks & Recreation Director
Kathryn Lyon, Town Planner
Julian H. Perez, AICP, CFM, Community Development Director

100
90
95

285

X-2 10/31/13

Form II
Town of Cutler Bay
RFQ # 13-07 - General Planning Services
Presentation Evaluation Ranking Matrix

No.	Evaluation Criteria	Maximum Points	Planner	Comments
1	Presentation and Q&A	100	90	<p>1- Landscape on staff</p> <p>2- Environmental on staff</p> <p>3- Palmetto Bay resident</p> <p>4- Frequently working w/ other consultant companies ie, Kimley-Horne (Palmetto Bay) which I do different consultants</p> <p>5- Environmental represent private property owners</p>

6- Julian's question-comp. plan question
 Exec. Summary Element reflect vision of town
 NO Direct answer
 Energy efficient land use
 Doral reference
 Add 500 element

Selection Committee Members
Alan Ricke, Parks & Recreation Director
Kathryn Lyon, Town Planner
Julian H. Perez, AICP, CFM, Community Development Director

90
100
80
270

K.L. 10/31/13

Form II
Town of Cutler Bay
RFQ # 13-07 - General Planning Services
Presentation Evaluation Ranking Matrix

No.	Evaluation Criteria	Maximum Points	Calvin Giordano Associates	Comments
1	Presentation and Q&A	100	80	1- No inhouse Brownfield, co-consultant 2- Medley, Miami Gardens, Sunny Isles 3- Comp Plans - no Miami-Dade water 4- Chad stated that Miami Gardens (the clients) copied our sign code 5- Landscape architect 6- Consensus mgmt specialization 7- No economic studies 8- Public & Private

Selection Committee Members
Alan Ricke, Parks & Recreation Director
Kathryn Lyon, Town Planner
Julian H. Perez, AICP, CFM, Community Development Director

80
 90
 90
260

11/13/13
 FJ

Form II
 Town of Cutler Bay
 RFQ # 13-07 - General Planning Services
 Presentation Evaluation Ranking Matrix

No.	Evaluation Criteria	Maximum Points	The Corradino Group	Comments
1	Presentation and Q&A	100	95	<p>ALL STAFF AT PRESENTATION PLUS OTHERS WILL BE DEDICATED TO TOWN AND PRIVATE SECTOR REPRESENTATION. MULTIPLE PERSPECTIVES ON MUNICIPAL PLANNING</p> <p>*TOWN'S ORIGINAL PLANNING</p>

Selection Committee Members
Alan Ricke, Parks & Recreation Director
 10/31/17
Kathryn Lyon, Town Planner
Julian H. Perez, AICP, CFM, Community Development Director

Form II
 Town of Cutler Bay
 RFQ # 13-07 - General Planning Services
 Presentation Evaluation Ranking Matrix

No.	Evaluation Criteria	Maximum Points	eller Planning	Comments
1	Presentation and Q&A	100	80	GOOD LEADERSHIP EXPERIENCE BROWNFIELD DEVELOPMENT IN STUART - HENRY ILLER DOMINANT ROLE ? ACCESSIBILITY?

Selection Committee Members
Alan Ricke, Parks & Recreation Director <i>Alan Ricke 10/31/13</i>
Kathryn Lyon, Town Planner
Julian H. Perez, AICP, CFM, Community Development Director

Form II
Town of Cutler Bay
RFQ # 13-07 - General Planning Services
Presentation Evaluation Ranking Matrix

No.	Evaluation Criteria	Maximum Points	Calvin Giordano Associates	Comments
1	Presentation and Q&A	100	MR 90	PUBLIC OUTREACH FIRST SCHOOL Siting ISSUES ECON, DEV, INCENTIVES DAY-TO-DAY PERMITTING DUMBES MULTIPLE PERSPECTIVES ON ZONING DID SOME HOMEWORK
				VERY TECHNOLOGICALLY SAVVY IN-HOUSE GRANT WRITERS - TRAMP, COUNTY OLD SCHOOL CONCEPT PLAN

Selection Committee Members
Alan Rieke, Parks & Recreation Director <i>Alan Rieke 10/31/13</i>
Kathryn Lyon, Town Planner
Julian H. Perez, AICP, CFM, Community Development Director



TOWN OF CUTLER BAY

GENERAL PLANNING SERVICES

Attachment "G.1"

Calvin Giordano & Associates

Proposal



October 11, 2013

Clerk's Office, Town of Cutler Bay
10720 Caribbean Blvd., Suite 105
Cutler Bay, Florida 33189

RE: RFQ #13-07, General Planning Services

Dear Selection Committee:

Calvin, Giordano & Associates, Inc. (CGA) in collaboration with our sub consultant **Terracon Consultants, Inc.**, is pleased to submit our qualifications for consideration to provide planning services as set forth in and pursuant to RFQ 13-07. We have reviewed the scope of planning services contemplated by the Town of Cutler Bay (Town), and have selected a project team with the necessary experience and skills to successfully complete all requested services.

CGA is a well-established multi-disciplinary firm with offices located in Fort Lauderdale, West Palm Beach, Port St. Lucie, Homestead, Clearwater, Jacksonville, Florida and Atlanta, Georgia. For more than 75 years, our firm has been providing consulting services to both private and public clients. CGA's mission is to provide innovative planning services that exceed client expectations. With a diverse team of professionals and technical staff, CGA possesses the expertise and experience that encompasses all facets of the planning and development process. CGA provides current, comprehensive planning and/or zoning services to several municipalities throughout Florida. CGA's planning staff possesses a thorough and complete understanding of planning processes from both a public and private perspective and from municipal to state authority.

In our role as staff planners, we prepare reports, interact with Town Staff, residents, business owners and elected officials. As staff planners, we also regularly attend all planning and zoning board and city commission meetings and make presentations as needed.

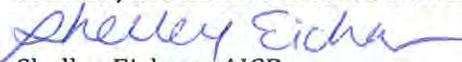
Our complete suite of services allows us to address the multiple interrelationships between land use, transportation, urban design, and environmental considerations on an integrated basis. This multi-discipline capability and approach assures that all aspects of the Town's planning process are both consistent and complete. We also provide Building Code services to several municipalities and have a complete staff of plan reviewers and inspectors that implement the Florida Building Code. To supplement the team, we are including Terracon for their special expertise in Brownfield Redevelopment.

At CGA, our staff continually monitors state legislation for its impact on both the public and private sector. We also keep abreast of all county and municipal ordinances affecting land use, zoning and site plan regulations.

I, Shelley Eichner, AICP will serve as the Principal-in-Charge and Project Manager of the proposed project. I can be reached at seichner@cgasolutions.com or (954) 921-7781.

Thank you for giving us the opportunity to respond to this solicitation. I know that given the opportunity, CGA's extensive county and local government planning experience and expertise can provide the quality continuing planning services the Town of Cutler Bay desires and expects.

Sincerely,
CALVIN, GIORDANO & ASSOCIATES, INC.


Shelley Eichner, AICP
Senior Vice President

- Building Code Services
- Coastal Engineering
- Code Enforcement
- Construction Engineering & Inspection
- Construction Services
- Contract Government
- Data Technologies & Development
- Emergency Management Services
- Engineering
- Governmental Services
- Indoor Air Quality
- Landscape Architecture & Environmental Services
- Municipal Engineering Planning
- Public Administration
- Redevelopment & Urban Design
- Renewable Energy
- Resort Development
- Surveying & Mapping
- Transportation Planning & Traffic Engineering
- Utility & Community Maintenance Services
- Water Resources Management

1800 Eller Drive, Suite 600
Fort Lauderdale, FL 33316
Phone: 954.921.7781
Fax: 954.921.8807

www.cgasolutions.com



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SECTION 4 HISTORY OF KEY EMPLOYEES

Tammy Cook-Weedon, LEED AP, RLA, ASLA, Director of Landscape Architecture. Ms. Cook-Weedon leads the Landscape Architectural staff, has 25 years of landscape architectural experience with demonstrated strengths in creative design, graphic presentations, and planting design. She has successfully completed numerous large-scale projects, which encompassed design studies, planting designs, and the various inter-related professions and tasks necessary to manage the projects through to completion.

Gianno Antonio Feoli, ASLA, AIA, Landscape & Urban Design, Branding. Mr. Feoli leads the landscape department in creative design strategies. His specialties include urban design, contextual analysis and branding. He also leads CGA's master planning, community participation efforts and graphics communication services. His specific strengths lie in park design, streetscapes and urban interventions, and form-based urban design and planning.

David J. Decker, PE, Director. Mr. Decker specializes in coastal and environmental planning and design for projects located in the coastal zone. He assists clients with the planning, design and financing of infrastructure for primarily waterfront projects including municipal and public style developments. Solving the unique engineering and environmental problems associated with development in a coastal or environmentally sensitive setting has been the primary focus of Mr. Decker's 35 years of experience. Specific projects have included being the project manager responsible for completing a flood protection and water management plan for the City of Port St Lucie's 8000 acre Planning Area III. As Project Manager, Mr. Decker addressed land use, facilities condition, maintenance requirements, design criteria and water quality treatment. For the City of Venice, Florida, he served as Project Director to provide coordination with City staff on the development of a citywide stormwater master plan and the implementation of a multi-faceted funding program, which included developing a stormwater utility. Project tasks included preparation of

engineering studies and cost estimates, coordinating public information meetings.

Norman Bruhn, Chief Building Official. Mr. Bruhn is responsible for all of the Building Code Services at Calvin, Giordano & Associates. He is the Chief Building Official for the cities of Pembroke Pines and West Park. He is a State Certified General Contractor, Roofing Contractor, Structural Inspector and Plans Examiner. As the Chief Building he supervises and/or performs all municipal inspections, plan review, threshold inspections.

Bill Tesauro, Landscape Reviews and Inspections Mr. Tesauro is a landscape consultant with more than 30 years of experience in the public and private sectors of South Florida. He worked for the City of Hollywood for 19 years both as a supervisor, assistant forestry landscape superintendent, and acting forestry and landscape superintendent in the Forestry and Landscape Department as well as site planner in the Community Development Department. Currently, Mr. Tesauro is a landscape consultant specializing in landscape DRC review, tree preservation, landscape inspections, landscape and tree preservation code writing, and annual landscape inspections to an extensive range of municipalities and developers throughout the Tri-County Area.

Mr. Tesauro also provides professional written reports, studies, recommendations, handles general public concerns and complains for landscaping in both the private and public sector. He is a Florida Certified Landscape Inspector, and also provides International Society of Arboriculture determinations for existing tree species.

Jean E. Dolan, AICP. Ms. Dolan has 26 years professional planning experience in South Florida specializing in the areas of Comprehensive Planning, site plan approval, special exceptions, variances, temporary permits, abandonments and rezonings. She has extensive experience working with large teams and providing leadership and direction to



complete complex projects. She received both her BBA in Real Estate/Economics and her MS in Urban Planning from Eastern Michigan University.

In her role as a Senior Planner with the City of Pompano Beach, Jean coordinated all planners working on Comprehensive Plan related projects as well as performing DRC site plan review, building permit review and code amendments related to City Manager and Commission requests. Other past work experience include preparing the Annual Reports for the Community Rating System (CRS) and preparing the Community Redevelopment Plan for the City of Oakland Park. While the Slum and Blight Study was under review by Broward County, she coordinated the consultants, city staff and the community to prioritize specific development projects in a cost-feasible plan.

Ms. Dolan has extensive experience in public outreach and conflict resolution. She has worked for FPL on transmission line siting studies and storm-water management plans to inform the public about these plans and projects in their communities.

Helen James, EI, Civil Engineer. Ms. James has four years of experience in roadway/highway design projects. She has expertise in the areas design standards and specifications, drainage design, permit acquisition, cost estimating and quality control. She has been involved in multiple aspects of roadway engineering including highway/roadway design, signing and pavement marking design, signalization design, resurfacing, restoration and rehabilitation projects, and PD&E studies. She has conducted field reviews, analyzed crash data and prepared safety reports.

Jankristof Devastey, EI, Traffic Engineer. As a Traffic Specialist, Mr. Devastey has performed Traffic Impact Analyses and parking studies for various private sector clients as well as reviewing various permit packages submitted to local government agencies including Traffic Impact Analyses, Maintenance of Traffic (MOT) Plans, Parking Studies and Access Management Plans/Changes. He has performed traffic related studies including traffic operational and safety studies (such as qualitative assessments, intersection analysis, signal warrant analysis, left turn phase warrant analysis, fatal crash

investigations, access management studies) and various data collection efforts for various public sector clients including the Florida Department of Transportation (FDOT), the City of Miami Beach, and St Lucie County Public Works.

Thomas LaBadia, Web Designer/Developer, Graphic Designer. Mr. LaBadia has over 15 years' experience in web design, web development, graphic design, marketing, search engine optimization and art direction. As a seasoned web developer, Mr. LaBadia has successfully worked with a wide variety of content management software (CMS) applications including both open source and commercial applications. His graphic skills assist the planning staff in explaining complex planning issues to the public in visual presentations.

Steven Harrison, PG, Senior Project Manager. A Professional Geologist, licensed in Florida and Georgia, with more than 25 years of experience. Mr. Harrison's diverse environmental experience includes the assessment and remediation of impacted groundwater and soil, real estate transactional due diligence assessment (Phase I/II Environmental Site Assessments), storage tank system management, industrial and RCRA waste disposal, wildlife surveys and compliance assistance with federal and State environmental regulations (SPCC Plans).

David Beerbower, PG, Senior Project Manager. Mr. Beerbower has 35 years of experience. Mr. Beerbower is knowledgeable of contamination assessment, remedial design and implementation, monitoring, health and safety, indoor air quality monitoring including asbestos and radon testing, and environmental compliance.

David Koch, Senior Brownfields Consultant. Mr. Koch is a senior principal of the firm providing specialized technical expertise and training in the fields of risk-based assessment and mitigation. Mr. Koch has worked in environmental assessment and remediation throughout the United States. He serves as a Senior Consultant providing senior technical support for major projects involving public or client exposures. Mr. Koch's emphasis is in evaluating and mitigating public health risk from chemical releases under Brownfields, Superfund (CERCLA/SARA), RCRA, RBCA and other voluntary programs.



Shelley Eichner, AICP

Senior Vice President

SUMMARY OF QUALIFICATIONS

Ms. Eichner is a Senior Vice President and a Partner of Calvin, Giordano & Associates and oversees all private sector and public sector planning activities. She has over 30 years of diversified planning and platting experience in securing land development approvals, land use plan amendments and local government planning.

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

PROJECT EXPERIENCE

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

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

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

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

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

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

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

EDUCATION

M.P.A., Florida Atlantic University, Boca Raton, Florida

B.A., Psychology and Management, McGill University, Montreal, Canada

PROFESSIONAL REGISTRATION

American Institute of Certified Planners
No. 116948

PROFESSIONAL ASSOCIATIONS

American Planning Association -
Past President of Broward Chapter

PROFESSIONAL MEMBERSHIPS

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

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

Chair Staff Working Group, School Board of Broward County, 2005-Present
Broward County Oversight Committee, 2009-Present

Broward County League of Cities Scholarship Committee, Chair, 2010 - Present



Jeffery A. Maxwell, PE, PTOE

Director of Traffic Engineering, Associate

SUMMARY OF QUALIFICATIONS

Mr. Maxwell is an Associate of Calvin, Giordano & Associates, Inc. and the Director of the Traffic Engineering Department. He has over 17 years of hands on experience in transportation and traffic engineering and is well versed at coordinating complex transportation projects with stakeholders and the public at large. His department currently maintains four ongoing general services contracts with the Florida Department of Transportation in District IV and District VI.

PROJECT EXPERIENCE

City Traffic Engineer, Weston, Florida; Mr. Maxwell is the current City Traffic Engineer for the City of Weston and has held that position since 2008. He currently performs all traffic and transportation analysis for the City of Weston including intersection analysis, traffic signal warrant analysis, alternative intersection design analysis including roundabouts, as well as corridor studies, pedestrian and bicycle studies and roadway signing and marking plans. He coordinates the traffic engineering element of the development review department and facilitates the review of site plans and traffic studies as well as Developments of Regional Impact.

Traffic Engineering Consultant: City of Homestead, City of Greenacres, City of Parkland, Village of Pinecrest, City of Palmetto Bay, Town of Loxahatchee Groves, St. Lucie County, St. Lucie Transportation Planning Organization (TPO), City of West Park, City of Sunny Isles Beach, Town of Surfside, Florida; Mr. Maxwell currently provides ongoing traffic and transportation engineering services as needed for numerous municipalities and agencies throughout Florida. Services can include review of developer site plans and traffic studies, intersection analysis, traffic signal warrant analysis, alternative intersection design analysis including roundabouts, and roadway signing and marking plans.

State Road 80 Access Control Plan, Palm Beach County, Florida; Under Mr. Maxwell's direction, CGA prepared a comprehensive Access Control Plan for State Road 80. The plan included extensive traffic and transportation analysis and design to develop a long range planning vision for State Road 80 in the vicinity of Loxahatchee Groves. The project included intersection analysis, site access analysis, definition of performance standards, stakeholder and general public outreach and coordination with FDOT and adjacent communities.

Carrying Capacity Traffic Study, Key West, Florida; Under Mr. Maxwell's direction, CGA recently completed a city-wide carrying capacity traffic study for the City of Key West to determine the impacts of traditional and non-traditional modes of transportation on the overall roadway network. The project involved extensive public involvement and Mr. Maxwell was instrumental in coordinating numerous public outreach meetings. Public feedback was sought through several outlets including the use of hand-held voting devices and online surveys.

Comprehensive Plans. Mr. Maxwell has coordinated the transportation elements of numerous comprehensive plans. The transportation elements have included inventory and analysis as well as Goals, Objectives and Policies for jurisdictions throughout Florida.

EDUCATION

Master of Science
– Civil Engineering,
Transportation,
University of Colorado

Bachelor of Science –
Civil Engineering,
University of Colorado

PROFESSIONAL CREDENTIALS

Professional Traffic
Operations Engineer
No. 821

Professional Engineer, FL,
No. 71659

Professional Engineer,
CO, No. 35848

Professional Engineer,
NV, No. 17338

PROFESSIONAL AFFILIATIONS

Institute of
Transportation Engineers

Broward County MPO -
Technical Coordinating
Committee Member



Sarah Sinatra Gould, AICP *Manager, Planning Department*

SUMMARY OF QUALIFICATIONS

Ms. Sinatra has several years of planning experience including municipal planning director duties such as processing zoning requests, land use plan amendments, site plan reviews, plats rezoning petitions, variances, vacation/abandonments and all other development application reviews. She holds a Master's degree in Urban and Regional Planning from FAU. Ms. Sinatra has also written evaluation and appraisal reports, comprehensive plans and zoning and land development codes. She is experienced in writing form-based codes and transit-oriented zoning codes.

PROJECT EXPERIENCE

Municipal Planning Staff: Ms. Sinatra serves as the community development director for the City of Weston, the City of West Park and the Town of Surfside. For those entities, she carries out day-to-day planning and zoning activities, presents staff reports and recommendations to the commissions, the planning and zoning boards and provides customer service assistance to residents, developers and business owners. In addition to the general duties, she has worked on the following:

City of West Park, Planning and Zoning Director. Created the development review process for the City and chair the development review group meetings. Prepared the City's first Comprehensive Plan and Land Development and Zoning Code. These ordinances included new sign and landscape criteria to provide an identity for the newly incorporated City.

City of Weston, Director of Development Services. Process all development review applications as well as managing the Planning and Zoning Department. Prepare items for the Development Review and the City Commission including the staff memorandum and presenting the applications to the City Commission.

Town of Surfside, Town Planner. Created the development review process for the Town and chair the development review group meetings. Review zoning permits and prepare items for the Design Review Board Meeting. Present site plans and permits to the Design Review Board, which analyze architectural and design standards in completing the review and prepare all staff memorandums and present the items to the Planning and Zoning Board and the Town Commission. Facilitated many months of workshops to gain as much input as possible from the residents to create a modified form-based code for the entire Town. The code resulted in "McMansion" standards to avoid over building in the single family neighborhood, new landscape regulations to provide more substantial buffers between uses. Prepared EAR based amendments which included identifying items of concern from the Town's 2006 Charrette, such as transportation planning and traffic issues, challenges with density and intensity and an analysis on tourist/hotel uses.

City of Pahokee, Consulting Planner. Provide zoning assistance to the City and to the general public. Review development applications including site plans, plats, variances, conditions uses, and rezoning applications. Prepare staff memorandums and present the items to the Planning and Zoning Board and the City Commission.

Sheridan Stationside Land Use Plan Amendment. Completed an amendment to the City of Hollywood and the Broward County Land Use Plans to change the land use designation on 40 acres to Transit Oriented Development (TOD) to residential, hotel units, commercial and office at a rail station to create true transit development. There was also an affordable housing component.

EDUCATION

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

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

PROFESSIONAL CREDENTIALS

American Institute
of Certified Planners
No. 158802

American Planning
Association

Florida Chapter of the
American Planning
Association

Appointed member of the
Miami-Dade Shoreline
Development Review
Committee



Sandra Lee, AICP CEP, LEED AP BC+D *Director, Environmental*

SUMMARY OF QUALIFICATIONS

Ms. Lee has 20 years of professional experience and directs CGA's Environmental Department coordinating our regulatory permitting, environmental planning, site assessment, resource management and environmental technical support services. Before joining CGA, Ms. Lee was a Biologist with the Growth Management Division of Monroe County. During the three years that CGA provided planning and zoning services for the newly incorporated City of Marathon, she lived full-time in the Florida Keys and was responsible for all the environmental planning for the City. Prior to relocating to Fort Lauderdale, Ms. Lee was a resident of the Florida Keys for 10 years where she became very familiar with the sensitive flora, fauna, and coastal systems. In general, Ms. Lee:

- Provides technical support, environmental resource management, environmental planning and sustainable development services to public and private entities
- Provides permitting services to obtain local, state and federal level environmental permits
- Coordinates inter-agency and multi-disciplinary team efforts
- Provides most feasible development and mitigation options, and the probable costs
- Prepares Coastal and Conservation Elements for Comprehensive plans, coordinates on Comprehensive Plan Evaluation and Appraisal Reports (EAR) and EAR based amendments
- Designs wetland mitigation plans, provides bidding and construction oversight services for the construction and installation of mitigation and natural areas
- Manages the compliance monitoring on over 2,200 acres of constructed wetlands and administers the maintenance contract on over 2,200 acres of created and enhanced wetlands
- Conducts and manages field staff conducting wetland, wildlife and habitat assessments, imperiled species surveys, mitigation compliance monitoring reporting, and tree surveys

PROJECT EXPERIENCE

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

Dania Cove Park, Dania Beach. Conducted site inspections and obtained permits for a dock, shoreline platform and shoreline protection measures on a City park facility along the Dania cut-off canal. Designed a stabilization system for the badly eroded and unstable shoreline embankment and developed a shoreline vegetation plan. Coordinated with the County and State on the project site design, tracked all expenditures and processed and obtained all grant disbursements from the Florida for Communities Trust and the Parks for People Grants for the site development, and closed out the grants.

Basin 5 Drainage Improvements, Dania Beach. Designed and permitted a unique bio-swale stormwater improvement system that restored historic sheet flow of freshwater to the West Lake Park habitat. Conducted all site assessments and obtained the U.S. COE, SFWMD and Broward County permits. Permitting required coordination with various Divisions of the County for use of County land that is designated wilderness area and serves as a buffer to West Lake Park.

EDUCATION

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

PROFESSIONAL REGISTRATION

American Institute of
Certified Planners
No. 018627

Green Building
Certification Institute
LEED A.P. BD+C
NO. 10215598



SECTION 6 CURRENT AND RECENTLY COMPLETED PRIVATE/PUBLIC SECTOR PROJECTS

PROJECT / TYPE	CONTRACT TYPE / LENGTH (MO.)	SCOPE PROVIDED	SPECIFIC ACCOMPLISHMENTS	CONTACT NAME / TELEPHONE / EMAIL
Surfside General Planning Services Public Entity	Hourly Under Cost Recovery Process 2006-Present	Planning Traffic Eng. Civil Eng. Landscape	CGA planning staff reviews and processes commercial and residential development projects; reviewed and processed all specialized planning functions such as variances, conditional uses, FLUM and zoning amendments as well as text amendments; prepares all necessary staff reports and CGA works closely with the Town administration, Code Compliance and Building Departments to provide seamless, efficient services to the community.	Michael C. Crotty Town Manager (305) 993-1051 mcrotty@townofsurfsidefl.gov
City of Weston Public Entity	Annual Fixed Fee 1998-Present	Environmental Monitoring	Field monitoring along with the preparation and submittal of compliance monitoring reports, in accordance with county, state and federal regulatory agency requirements, for numerous wetland mitigation and preservation sites within the City. The objectives of the mitigation plan are the enhancement and restoration of everglades marsh and the creation of open water and forested wetland habitats beneficial to wetland-dependent wildlife along with the removal and control of invasive exotic vegetation.	Denise Barrett Director of Communications (954) 385-2000 dbarrett@westonfl.org
NW Dade Charrette Public Entity	Lump Sum 3 Months	Outreach Coordination Traffic Eng. Consultation	Graphic design; coordinated outreach event; provided traffic engineering consultation.	Shailendra Singh (305) 375-4446 SinghS@miamidade.gov
Sheridan Stationside Private Entity	Fixed Fee 2006-2009 & 2013	Planning Traffic Eng. Civil Eng.	Sheridan Stationside Village is a mixed-use community consistent with City of Hollywood and FDOT objectives for redevelopment and Transit Oriented Development (TOD). It is located at the Sheridan Street stop on the Tri-Rail commuter railroad service and has easy access to Broward County Transit buses.	Michael Wohl Pinnacle Housing Group (305) 854-7100 mwohl@pinnaclehousing.com
Cities of Homestead, Pahokee, Fort Pierce Public Entity	Fixed Fee Ongoing	Traffic Eng.	Responsible for development and maintenance of diverse Concurrency Management Systems in diverse municipalities. CGA team members were also directly involved with the challenge to Senate Bill 360, providing expert testimony of the benefits of Concurrency Management Systems.	



PROJECT NAME/TYPE	CONTRACT TYPE/LENGTH (MO.)	SCOPE PROVIDED	SPECIFIC ACCOMPLISHMENTS	CONTACT NAME/TELEPHONE/EMAIL
City of Dania Beach Public Entity	Fixed Fee 2009	Stormwater Management, Environmental Permitting	Developed Storm Water Master Plan for the Basin. Evaluated existing and proposed Level of Service of flood protection, and provided City a prioritized list of necessary improvements, including projected cost, for inclusion in their Capital Improvement Plan to address the flooding of streets and houses that currently occurs. Providing design, environmental assessment and permitting services.	Dominic Orlando Public Services Director (954) 924-3740
City of Pembroke Pines Public Entity	Fixed Fee 2009	Building Code Services	In June 2009 the Pembroke Pines City Commissioners voted to approve a five-year contract with CGA to administrate the City's Building and Zoning services. CGA provides full plan review and inspection services as required by the Florida building code.	Charles Dodge City Manager (954) 431-4884 cdodge@ppines.com
Town of Medley Public Entity	Fixed Fee 3 Months	Traffic Eng.	Corridor Study for NW 116th Way, between NW 108 Avenue and NW South River Drive. NW 116th Way is a designated truck route and classified as a 6-lane divided urban minor arterial roadway, which runs in the east/west direction with a posted speed limit of 35 miles per hour (mph) within the study area. The scope of this corridor study included the development of 2030 background traffic conditions utilizing available regional traffic modeling information and future land use projections to evaluate the operational conditions of NW 116th Way and the corresponding six study intersections, and potential traffic mitigation alternatives to improve arterial and intersection level of service.	Ramon Rodriguez Mayor at time of study (305) 887-9541
SUBCONSULTANT - TERRACON				
Commercial-use Parcels Along Dixie Highway Public Entity	Lump Sum 1 Month	Phase I Environmental Site Assessment (ESA) Services	Performed a Phase I ESA of two contiguous parcels of commercial land & identified as recognized environmental conditions (RECs).	Mr. Christian Dabros Project Manager (561) 493-2550 cdabros@lakeworth.org



SECTION 7 NARRATIVES ON SPECIFIC PROJECTS

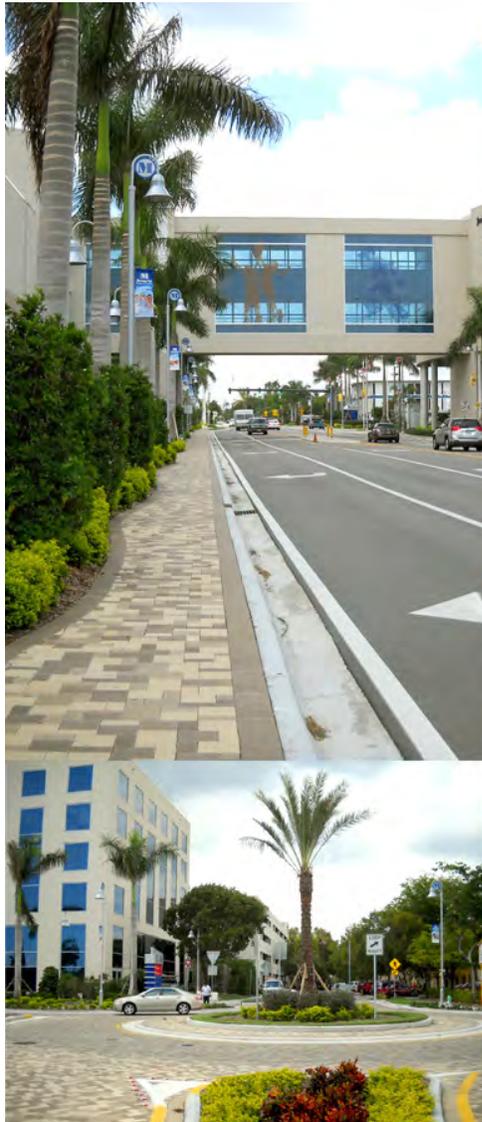
MEMORIAL HEALTHCARE SYSTEMS

Key Personnel: Shelley Eichner, AICP, Sarah Sinatra Gould, AICP, Jeffrey Maxwell, PE, PTOE, Tammy Cook, LEED AP, RLA, Michael Conner, RLA, Gianni Feoli, ASLA, AIA, Bill Tesauro

JOE DIMAGGIO CHILDREN'S HOSPITAL

CGA's Highway Design, Civil Engineering, Electrical Engineering and Landscape Architecture Departments provided design services for the new Joe DiMaggio Children's Hospital in Hollywood, Florida. This new state of the art health care facility will be a LEED Accredited building at either the Gold or Silver Level when completed. CGA assisted the project design team with securing valuable points for Site Development, Storm Water Management, Light Pollution Reduction and Water Efficient Landscaping. An underground cistern system was designed to handle storm water run-off on a very small urban site. Energy-efficient L.E.D. site lighting fixtures were selected to be both night-sky friendly and use less power. The landscaping has been designed to utilize native and drought toler-

ant plants and eliminate large grass areas. The hospital is funding an infrastructure improvement to bring reclaimed water from the City of Hollywood's Water Treatment Plant to the site, so that it can be used to efficiently water the landscape areas. In addition, CGA's Landscape Architecture Department is attempting to obtain two Innovation in Design credits for the relocation of nearly 200 trees and palms from the site, as well as implementing an organic landscape maintenance program for the property.





CITY OF WESTON

Key Personnel: Shelley Eichner, AICP, Sarah Sinatra Gould, AICP, Jeffrey Maxwell, PE, PTOE, Gianni Feoli, ASLA, AIA, Bill Tesauro

Bicycle Master Planning 2009-2012 Comprehensive Bicycle Master Plan

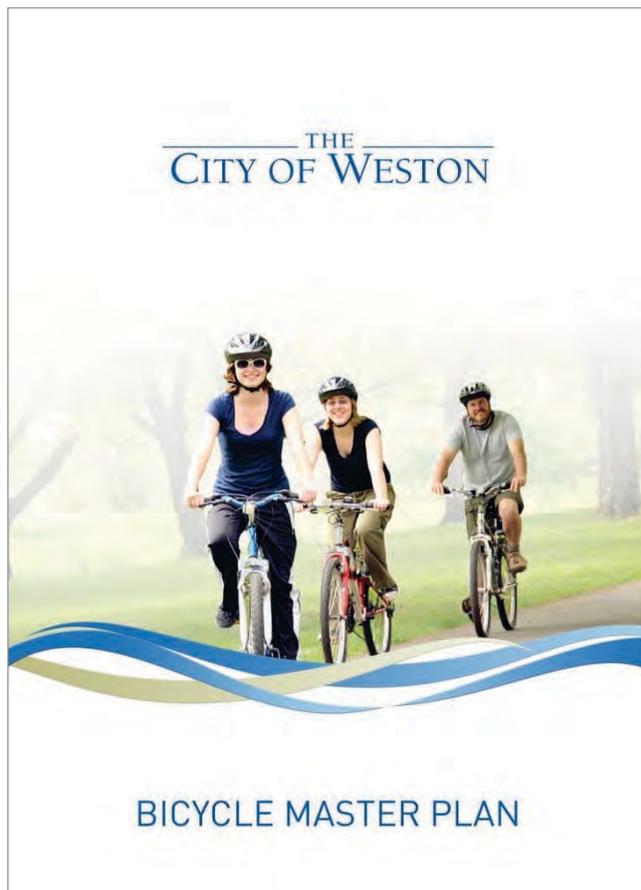
CGA developed a comprehensive Bicycle Master Plan for the City of Weston that was unanimously adopted by the City Commission in January, 2013. The Bicycle Master Plan included an extensive inventory of existing facilities and infrastructure as well as analysis of existing and future bicycling Levels of Service.

CGA worked closely with Weston residents and stakeholders in developing the Bicycle Master Plan and assisted the City in forming the Weston Bike Alliance, a group of Weston residents dedicated to advancing cycling in the City and facilitating ongoing communication between the bicycling community and City officials.



Development of Complete Streets Manatee Isles Drive

CGA has continued to work with the City of Weston in providing Complete Streets as part of their Bicycle Friendly efforts. In 2009, CGA prepared design and construction documents for the conversion of Manatee Isles Drive to incorporate a Complete Streets cross section. This included the provision of six-foot wide bike lanes, sidewalks and landscaping for the entire 2-mile roadway. CGA's planning and design assistance has helped ensure that dedicated bike lanes are now provided on over 90 percent of all arterial roadways throughout the City.





SECTION 8 SIMILAR PROJECTS

TOWN OF SURFSIDE

Key Personnel: Shelley Eichner, AICP; Sarah Sinatra Gould, AICP; Jeffrey Maxwell, PE, PTOE; Gianni Feoli, ASLA, AIA; Sandra Lee, AICP CEP, LEED-AP BC+D; Bill Tesauro

General Services 2006-Present

CGA was selected to provide review of land development plan services for the Town. CGA met this challenge by providing planning personnel that were knowledgeable about Town and County Codes and local inter-agency coordination. The entire CGA multi-disciplinary team serves as an available resource.

CGA planning staff is available to the public during all regular working hours and attends Town and all necessary inter-local government meetings. CGA planning staff reviews and processes commercial and residential development projects; reviewed and processed all specialized planning functions such as variances, conditional uses, FLUM and zoning amendments as well as text amendments; prepares all necessary staff reports and CGA works closely with the Town administration, Code Compliance and Building Departments to provide seamless, efficient services to the community.

Town-Wide Form Base Zoning Code

CGA prepared a hybrid, form base inspired code for the entire Town, where a strong relationship was built between building heights and land uses. The focus of the community was to protect the character of

the 1 and 2 story residential areas. While they wanted a form base approach, they also wanted to maintain control of more conventional zoning parameters, such as setbacks and density.



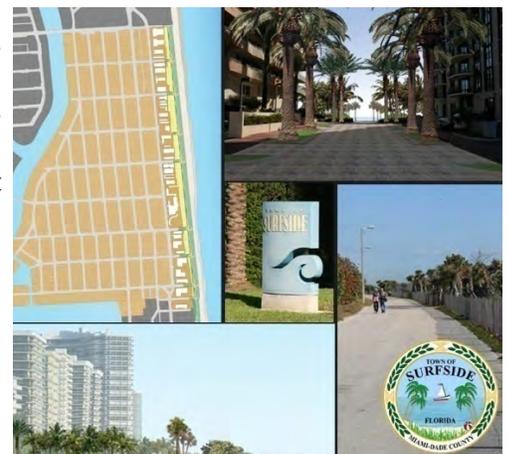
Specific accomplishments of the code include:

- Effectively balanced the Town’s desire to maintain control of more conventional zoning parameters, such as setbacks and density
- Regulates massing, rooflines, and wallplanes to create a pedestrian friendly environment
- Code prevents monotony while increasing livability, visual interest, identity and sense of place
- Clear, user-friendly code for Town staff, residents, and development applicants

Evaluation and Appraisal Report (EAR) and EAR-Based Amendments

CGA prepared Surfside’s state-required Evaluation and Appraisal Report (EAR) reviewing the Comprehensive Plan for needed statutory updates and recommendations for inclusion of current community goals.

As a follow-up, CGA prepared the Town’s EAR-based Amendments. The project included revised Comprehensive Plan Data Inventory Analysis including current transportation data, population projections, and housing analysis. The revised Goals, Objectives, and Policies reflect Surfside’s interest in incorporating many of the concepts advanced in the November 2006 Town-wide Charrette. Additionally, consideration was made to assure the Comprehensive Plan addressed improving transportation along Collins and Harding Avenue. The EAR-based Amendments project included the annual update to the Capital Improvement Element.





CITY OF WESTON

Key Personnel: Shelley Eichner, AICP, Sarah Sinatra Gould, AICP, Jeffrey Maxwell, PE, PTOE, Sandra Lee, AICP CEP, LEED-AP BC+D, Bill Tesauro

General Services: 1996 - Present

CGA has provided professional planning services to the City of Weston since its incorporation in 1996. Services include site plan review, variances, conditional use applications, and future land use map amendments. CGA has prepared all development standards, design guidelines, land development regulations and administrative materials related to planning for the City of Weston.

CGA personnel are on call to provide the public with day-to-day zoning assistance as well as presentations to the City Commission. Planning functions include intergovernmental coordination with County and neighboring cities on key land use issues.

Development Review (DR)

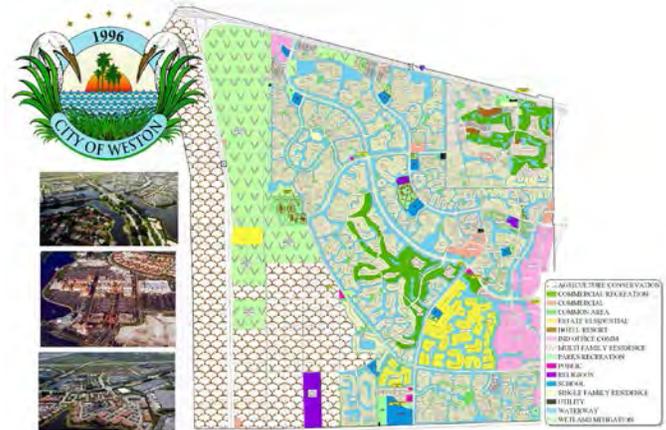
CGA understands that communication and coordination among DR members is essential to ensuring that the development review process is as efficient as possible. CGA's approach to development review is first, to ensure that a project meets all applicable codes and ordinances, and secondly, to be an advocate for the City to get the best project design in terms of safety, functionality and appearance.

Planning staff takes the lead in the DR process, but it is a choreographed team effort of all disciplines. As a multidisciplinary firm, CGA staff can take an applicant from the first plan submittal through the building permit process while providing services, such as environmental and engineering permitting. CGA also has excellent working relationships with outside agencies such as regional planning councils, county agencies, police and fire departments, and includes these agencies in the process, where appropriate. After the final revisions and upon review of the site plan by the DR members, the site plan will be scheduled for final approval, if applicable.

Annual Landscape Inspection Program

All multi-family and non-residential developments are inspected once a year to ensure that all landscaping and irrigation is maintained as it was originally approved. CGA, under the direction of Bill Tesauro, has a team of inspectors that visit each of these sites,

meets with the property owners/managers and verifies the existing conditions against the original approved site plan. If the landscape material or irrigation is deficient, the owner/manager must come into compliance. For those who do not, a code violation is issued and the property is subject to the Special Master Hearing procedures. The landscape inspectors testify at those hearings on behalf of the City.



Land Development Code

CGA prepared the original land development code including landscape standards, sign regulations, project design standards and site plan review procedures based upon the County's code when the City incorporated in 1996. Over time many sections of the code were repealed, amended and recreated to meet the changing goals of the City. As a result, many sections were in conflict with each other and not well organized. In 2010, CGA revised the land development code for the City's next phase of maturity. The code was reordered to reflect the development review process and to make it more user friendly. Staff worked closely with all other disciplines of the City to ensure that there were no internal conflicts with either content or terms. All defined terms are clearly highlighted in the code and cross referenced with other sections of the City Code for consistency.

The land development code update also reflected a number of updates to the City's Comprehensive Plan through the EAR-based Amendments prepared by CGA in 2008 which emphasized greenhouse gas reduction strategies and accommodating an extensive bike path and sidewalk network, a Town Center, and parks and conservation areas.

In 2012, CGA prepared regulations to reflect the City's green practices including electric car vehicle charging stations and bicycle parking facilities.



TOWN OF LOXAHATCHEE GROVES

Key Personnel: Shelley Eichner, AICP, Sarah Sinatra Gould, AICP, Jeffrey Maxwell, PE, PTOE Gianni Feoli, ASLA, AIA, Sandra Lee, AICP CEP, LEED-AP BC+D, Bill Tesauro

Master Roadway, Equestrian and Greenway Plan/ Comprehensive Plan 2008-2009



Master Roadway, Equestrian and Greenway Plan

CGA completed a comprehensive Master Roadway, Equestrian and Greenway plan for the Town of Loxahatchee Groves, which included a determination of carrying capacities for non-traditional roadways and transportation networks throughout the Town. CGA traffic engineers developed a Town-specific traffic engineering model to replicate existing roadway conditions that were not represented by traditional traffic modeling software. This enabled the Town to gain a clear understanding of the true impacts to the local roadway network posed by future land use modifications. Interactive

public workshops were conducted throughout the planning process to solicit input from residents and stakeholders. Numerous presentations were made to the Town Council to receive feedback and direction from Town leaders as well as comments from the general public. The project included the establishment of roadway carrying capacity thresholds for all roadways within the Town. The project included traffic operational analyses on all primary intersections throughout the Town, definition of design and performance standards, analysis and coordination of non-motorized transportation networks and recommendations for roadway and greenway improvements. CGA team members developed ongoing working relationships with citizen's advisory committees, Town leaders and adjacent communities throughout the year-long project.

First Comprehensive Plan

CGA also prepared the first Comprehensive Plan for the Town of Loxahatchee Groves. The Town incorporated in 2006 to protect this rural, agricultural community at the edge of urban development in Palm Beach County.

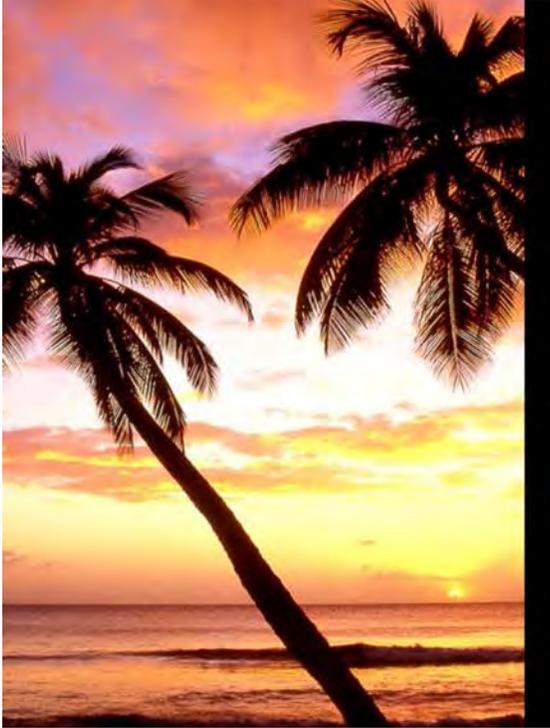
A major challenge was to balance the needs and oftentimes conflicting desires of residents, landowners, and the independent Water Control District and develop a set of goals, objectives, and policies for the Comprehensive Plan. A visioning process was undertaken to determine the needs and desires of the various groups on a variety of issues to create a strategic plan for the Town. The strategic vision plan was the guiding tool in developing the Comprehensive Plan. Throughout the process, staff regularly communicated and met with elected officials, Town staff, and residents to ensure that the plan is reflective of the community. Prior to final adoption, drafts of the plan were readily available in print and on the Town's website and stakeholders were encouraged to review and provide comments on their plan.

The adopted Comprehensive Plan focuses on balancing agricultural uses with residential uses, supports equestrian trails, and protects the overall rural lifestyle of the Groves while meeting all the state statutory requirements.



CITY OF KEY WEST

Key Personnel: Shelley Eichner, AICP,
Jeffrey Maxwell, PE, PTOE, Gianni Feoli, ASLA, AIA



City-wide Roadway Carrying Capacity Study 2010-2011

CGA completed a comprehensive traffic study of the entire City of Key West encompassing more than 15 corridors and 25 intersections. The purpose of the study was to determine the carrying capacity of primary corridors in the City. The study specifically addressed the numerous vehicle types, including tour vehicles that are common in the City. The study also evaluated traffic counts, speed data, vehicle classifications, corridor travel time runs, multi-modal vehicle attributes, general roadway characteristics, speed limits, parking, cruise ship data, bike lanes, sound levels, and roadway Levels of Service (LOS).

In an effort to provide the City with a thorough analysis, four different methodologies were utilized to evaluate the City transportation system. A 3D comprehensive model utilizing VISSIM software was one of the methodologies employed. The VISSIM model was developed after extensive data collection and was highly calibrated to the existing conditions. The model consisted of eight different vehicle types along with pedestrians to replicate the multi-modal nature of the City.

Public Outreach

The project included several public outreach meetings and surveys to keep residents informed of the study and enabled residents to voice their opinions on a variety of transportation issues. Handheld voting devices with real-time results were utilized during public outreach meetings to encourage participation and ensure that varied opinions were heard. The findings of the study were documented in the final report which consisted of several recommendations including cost effective solutions to improve multi-modal efficiency in the City.





SECTION 9 PRESS ARTICLES, PROFILES, COMMENDATIONS, AWARDS, HONORS

Designation As A Bicycle Friendly Community

CGA assisted the City in applying to the League of American Bicyclists for designation as a Bicycle Friendly Community. As a result of the efforts brought to fruition through the Bicycle Master Plan, the City was awarded designation as a Bicycle Friendly Community. The City of Weston was the first and is currently the only city in Broward County to be awarded this distinguished honor.

Support for Lawsuit against SB360 and Understanding Local Government Concerns.

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



Excerpt from SB360 Final Summary Judgment:

been so designated. Plaintiffs' Appendix (App.) 13. The affidavits of Shelley Eichner (App.16), Patricia A. Bates (App.17) and Ericka Gonzalez-Santamaria (App. 18) establish the unrefuted fact that the minimum cost to a local government to comply with the mandated comprehensive plan amendment is a low of \$41,264 and the high end of the range of costs is \$104,170, thereby requiring the minimum mandated expenditures required to comply statewide by the 246 local governments designated as TCEAs would be from \$10,150,944 to \$25,625,820.



SECTION 10 REQUIRED FORMS

State of Florida Department of State

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

The document number of this corporation is M17373.

I further certify that said corporation has paid all fees due this office through December 31, 2013, that its most recent annual report/uniform business report was filed on January 4, 2013, and its status is active.

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

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this is
the Fourth day of January, 2013*



Ken Detzner
Secretary of State

Authentication ID: CC3967437990

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

<https://efile.sunbiz.org/certauthver.html>



APPENDIX A

ACKNOWLEDGEMENT, WARRANTY AND ACCEPTANCE

A. Consultant warrants that it is willing and able to comply with all applicable State of Florida laws, rules and regulations.

B. Consultant warrants that it has read, understands and is willing to comply with all of the requirements of the RFQ and the addendum/ addenda.

C. Consultant warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the Council.

D. Consultant warrants that all information provided by it in connection with this submittal (response) is true and accurate.

E. CONTINGENCY FEE AND CODE OF ETHICS WARRANTY:

Respondent warrants that neither it, nor any principal, employee, agent, representative or family member has promised to pay, and respondent has not, and will not pay a fee, the amount of which is contingent upon the Town of Cutler Bay awarding the contract. Respondent warrants that neither it, nor any principal, employee, agent, representative has procured, or attempted to procure, the contract in violation of any of the provisions of the Miami-Dade County Conflict of Interest and Code of Ethics Ordinances. Further, respondent acknowledges that a violation of this warranty will result in the termination of the contract and forfeiture of funds paid, or to be paid, to the respondent, if the respondent is chosen for performance of the contract.

Signature of Official: Shelley Eich

Name (typed): Shelley Eichner, AICP

Title: Senior Vice President

Consultant: Calvin, Giordano & Associates, Inc.

Date: October 7, 2013



APPENDIX B

NON-COLLUSIVE AFFIDAVIT

State of Florida

SS:

County of Broward

Shelley Eichner, AICP being first duly sworn, deposes and says

that:

- (1) He/she is the, (Owner, Partner, Officer, Representative or Agent) of:
Calvin, Giordano & Associates, Inc. the respondent that has submitted the attached proposal;
- (2) He/she is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
- (3) Such proposal is genuine and is not a collusive or a sham proposal;
- (4) Neither the said respondent nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other respondent or any person to submit a collusive or sham response in connection with the work for which the attached proposal has been submitted, or to refrain from responding in connection with such work, or have in any manner, directly or indirectly, sought by agreement or collusion, communication, or conference with any respondent or person to fix the proposal submitted or to secure through any collusion, conspiracy, connivance, or unlawful agreement, any advantage against the Town of Cutler Bay, or any person interested in the proposed work required.

Signed, sealed and delivered
In the presence of

By: Shelley Eich

Shelley Eichner, AICP

(Printed Name)
Senior Vice President

(Title)



ACKNOWLEDGMENT

State of Florida

County of Broward

On this 7th day of October, 2013, before me, the undersigned

Notary Public of the State of Florida personally appeared

Shelley Eichner

and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal

Martha Evans

NOTARY PUBLIC, STATE OF FLORIDA

NOTARY PUBLIC
SEAL OF OFFICE:

MARTHA EVANS
NOTARY PUBLIC - STATE OF FLORIDA
COMMISSION # EE002677
EXPIRES 6/21/2014
BONDED THRU 1-888-NOTARY1

(Name of Notary Public: Print, Stamp or Type as commissioned.)

- Personally known to me, or
- Produced identification:

(Type of Identification Produced)

- Did take an oath. or
- Did not take an oath.



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 pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws or any state or of the United States with the legal power to enter into a binding contract and which proposes or applies to propose on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of any entity.

Signed, sealed and delivered

In the presence:

By: 

Shelley Eichner, AICP

(Printed Name)

Senior Vice President

(Title)

Appendix-C Page 2 of 3



APPENDIX C

**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 TOWN OF CUTLER BAY, FLORIDA

By Shelley Eichner, AICP

For Calvin, Giordano & Associates, Inc.

Whose business address is: 1800 Eller Drive, Suite 600, Fort Lauderdale, Florida 33316

And (if applicable) its Federal Employer Identification Number (FEIN) is: 65-0013869

If the entity has no FEIN, include the Social Security Number of the individual signing this

Sworn statement - S.S. # _____

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 any agency or political subdivision of any other State or of the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or an agency or any political subdivision of any other state or of the United States and 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 or guilty or nolo contendere.



ACKNOWLEDGMENT

State of Florida

County of Broward

On this 7th day of October, 2013, before me, the undersigned Notary Public Of the State of Florida personally appeared Shelley Eichner and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal

NOTARY PUBLIC, STATE OF FLORIDA

MARTHA EVANS
NOTARY PUBLIC - STATE OF FLORIDA
COMMISSION # EE002677
EXPIRES 6/21/2014
BONDED THRU 1-888-NOTARY1

NOTARY PUBLIC
SEAL OF OFFICE:

(Name of Notary Public: Print, Stamp or Type as Commissioned.)
 Personally known to me; or
 Produced identification:

(Type of Identification Produced)
 Did take an oath. or
 Did not take an oath.

State of Florida

Department of State

I certify from the records of this office that TERRACON CONSULTANTS, INC. is a Delaware corporation authorized to transact business in the State of Florida, qualified on December 31, 2003.

The document number of this corporation is F04000000114.

I further certify that said corporation has paid all fees due this office through December 31, 2013, that its most recent annual report/uniform business report was filed on January 23, 2013, and its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this is
the Twenty third day of January,
2013*



Ken Detjen
Secretary of State

Authentication ID: CC1197119551

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

<https://efile.sunbiz.org/certauthver.html>



APPENDIX A

ACKNOWLEDGEMENT, WARRANTY AND ACCEPTANCE

A. Consultant warrants that it is willing and able to comply with all applicable State of Florida laws, rules and regulations.

B. Consultant warrants that it has read, understands and is willing to comply with all of the requirements of the RFQ and the addendum/ addenda.

C. Consultant warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the Council.

D. Consultant warrants that all information provided by it in connection with this submittal (response) is true and accurate.

E. CONTINGENCY FEE AND CODE OF ETHICS WARRANTY:

Respondent warrants that neither it, nor any principal, employee, agent, representative or family member has promised to pay, and respondent has not, and will not pay a fee, the amount of which is contingent upon the Town of Cutler Bay awarding the contract. Respondent warrants that neither it, nor any principal, employee, agent, representative has procured, or attempted to procure, the contract in violation of any of the provisions of the Miami-Dade County Conflict of Interest and Code of Ethics Ordinances. Further, respondent acknowledges that a violation of this warranty will result in the termination of the contract and forfeiture of funds paid, or to be paid, to the respondent, if the respondent is chosen for performance of the contract.

Signature of Official: 

Name (typed): Richard A. Minichiello

Title: Principal

Consultant: Terracon Consultants, Inc.

Date: October 1, 2013



APPENDIX B

NON-COLLUSIVE AFFIDAVIT

State of Florida

SS:

County of Broward County

Richard A. Minichiello being first duly sworn, deposes and says

that:

- (1) He/she is the, (Owner, Partner, Officer, Representative or Agent) of:
Terracon Consultants, Inc. the respondent that has submitted the attached proposal;
- (2) He/she is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
- (3) Such proposal is genuine and is not a collusive or a sham proposal;
- (4) Neither the said respondent nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other respondent or any person to submit a collusive or sham response in connection with the work for which the attached proposal has been submitted, or to refrain from responding in connection with such work, or have in any manner, directly or indirectly, sought by agreement or collusion, communication, or conference with any respondent or person to fix the proposal submitted or to secure through any collusion, conspiracy, connivance, or unlawful agreement, any advantage against the Town of Cutler Bay, or any person interested in the proposed work required.

Signed, sealed and delivered
In the presence of

[Signature]

By: *[Signature]*

Richard A. Minichiello

(Printed Name)
Principal

(Title)



ACKNOWLEDGMENT

State of Florida

County of Broward

On this 1st day of October, 2013, before me, the undersigned

Notary Public of the State of Florida personally appeared
Richard A. Minichiello

and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand
and official seal

Sheril A. Simeon

NOTARY PUBLIC, STATE OF FLORIDA

NOTARY PUBLIC
SEAL OF OFFICE:

SHERIL A. SIMEON



(Name of Notary Public: Print, Stamp or Type as commissioned.)
 Personally known to me, or
 Produced identification:

(Type of Identification Produced)
 Did take an oath. or
 Did not take an oath.



APPENDIX C

**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 TOWN OF CUTLER BAY, FLORIDA

By Richard A. Minichiello

For Terracon Consultants, Inc.

Whose business address is: 10080 NW 53rd St., Bay 21, Sunrise, FL 3351

And (if applicable) its Federal Employer Identification Number (FEIN) is: 42-1249917

If the entity has no FEIN, include the Social Security Number of the individual signing this

Sworn statement - S.S. # _____

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 any agency or political subdivision of any other State or of the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or an agency or any political subdivision of any other state or of the United Sates and 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 or a jury verdict, non-jury trial, or entry of a plea or 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 pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws or any state or of the United States with the legal power to enter into a binding contract and which proposes or applies to propose on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of any entity.

Signed, sealed and delivered

In the presence:

By:

Richard A. Minichiello

(Printed Name)

Principal

(Title)

Appendix-C Page 2 of 3



ACKNOWLEDGMENT

State of Florida

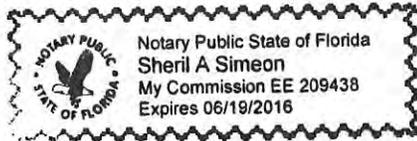
County of Broward

On this 1st day of October, 2013, before me, the undersigned Notary Public Of the State of Florida personally appeared Richard A. Minichiello and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal

NOTARY PUBLIC, STATE OF FLORIDA

NOTARY PUBLIC
SEAL OF OFFICE:



SHERIL A. SIMEON

(Name of Notary Public: Print, Stamp or Type as Commissioned.)

Personally known to me; or
 Produced identification:

(Type of Identification Produced)

- Did take an oath. or
- Did not take an oath.



TOWN OF CUTLER BAY

GENERAL PLANNING SERVICES

Attachment "G.2"

iller Planning

Proposal



October 10, 2013

Debra E. Eastman, MMC
Town Clerk
Town of Cutler Bay
10720 Caribbean Boulevard; Suite 105
Cutler Bay, Florida 33189

Re: RFQ #13-07 for General Planning Services

Dear Ms. Eastman:

It is a pleasure to submit to you 1 original and 5 bounded copies of ILER PLANNING's response to the above-referenced RFQ. To fully respond to the wide range of planning services, our team includes 2 subconsultants: HJA Design Studio and EAS Engineering.

I would be the Project Manager and have over 30 years of planning and zoning experience in southeast Florida. For 11 years I served as a Principal Planner and Development Impact Committee Coordinator with Miami-Dade County. I was also Growth Management Director of Martin County, Florida in the early 1990s and had the opportunity to direct the preparation of the County's award-winning Comprehensive Growth Management Plan. Since 1994, **ILER PLANNING** has served the planning and zoning needs of many cities in Miami-Dade County. We were fortunate to win 2 statewide Planning Awards for innovation and excellence in 2009 for the Doral Green Master Plan. **HJA Design Studio** brings an impressive array of community design, parks and landscape experience to the Team. Michael Houston, firm Principal, is a certified urban planner and registered landscape architect. **EAS Engineering** has provided comprehensive environmental analysis, permitting and engineering services to south Florida clients for over 20 years, including Baptist Health South Florida, Sunny Isles Beach, City of Homestead and Miami-Dade County Parks and Recreation Department.

Our planning professionals are experienced in handling development review applications from pre-application to either administrative approval or public hearing. We're currently providing very similar general planning services for Florida City and Sweetwater. We strive to write interesting and informative staff reports, as well as, legally sufficient resolutions and ordinances. Our goal is to integrate, communicate and coordinate to a point where we function effectively and efficiently as CD staff. Our invoicing format and detail will be set-up as directed by the Community Development Director so our work tasks and charges are clear each month.

We look forward to the opportunity of presenting our credentials to the Town. Don't hesitate to contact me if you have any questions or need additional information.

Very Truly Yours,

A handwritten signature in blue ink, appearing to read "Henry Iler", written over a blue horizontal line.

Henry Iler, AICP
Principal

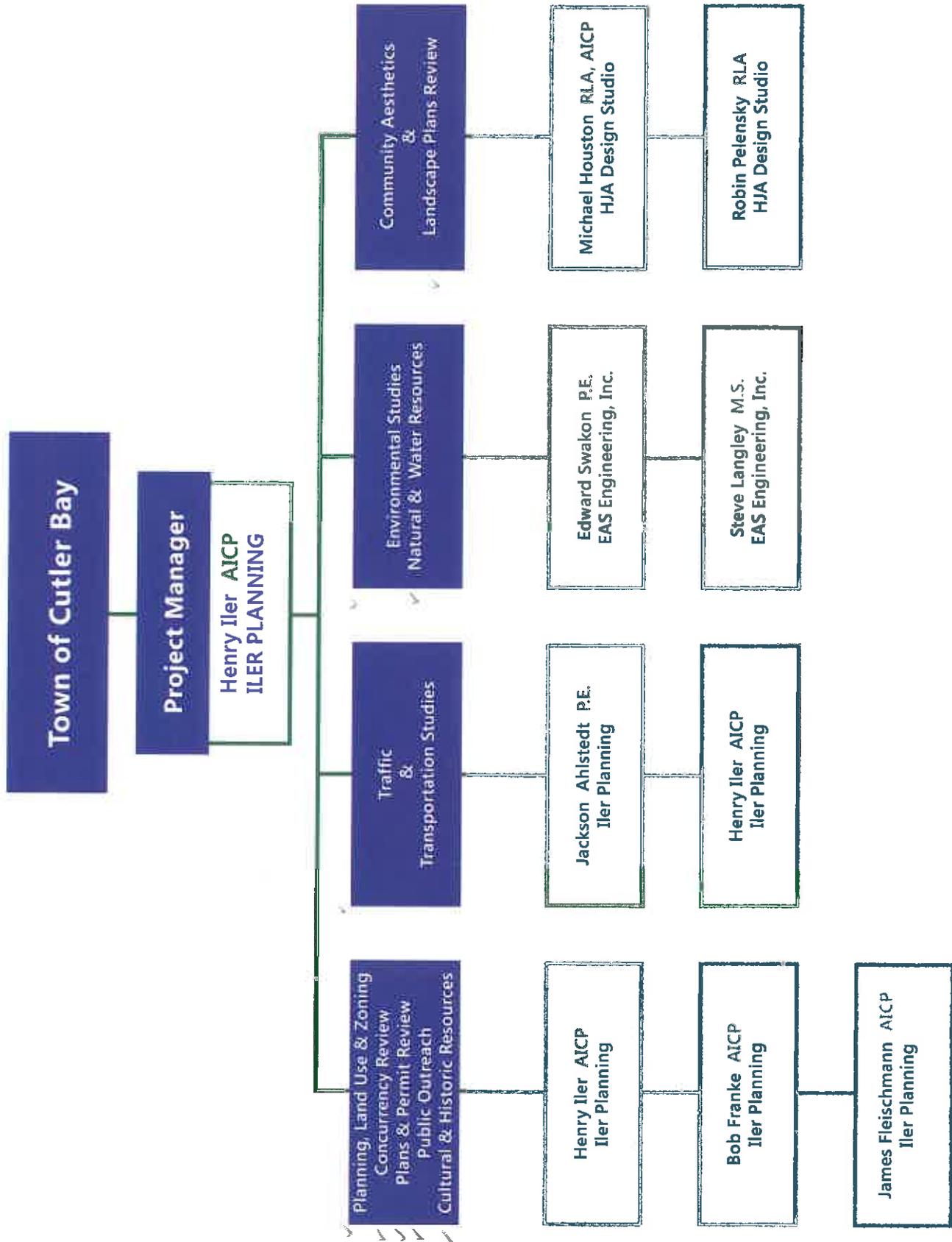
The Promenade
50 East Ocean Boulevard
Suite 101
Stuart, FL 34994



Table of Contents

ORGANIZATION CHART	3
HISTORY OF KEY EMPLOYEES	4
CONSULTING TEAM RESUMES	6
CURRENT & COMPLETED PROJECTS	10
SPECIFIC PROJECT NARRATIVES	12
SIMILAR PROJECTS	14
AWARDS & HONORS	18
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Organization Chart



History of Key Employees

Resumes for the principals proposed for this project are presented in the next section. This section will focus on other key team planners, environmental experts and landscape architects.

Robert Franke, AICP, ILER PLANNING

Master of Urban and Regional Planning, Community Development Specialty, Florida Atlantic University

Bachelor of Arts, Geography, Florida Atlantic University

Iler Planning, Inc., Stuart, FL. June 2008 to present

Principal Planning Associate

- South Miami Land Use and Comp Plan updates
- North Bay Village, Florida - TIGER II application
- Naples, Florida - Redevelopment Plan update
- Florida City, Florida - West Palm Drive Urban Code
- Florida City, Florida - Streetscape Master Plan
- Doral, Florida – Comp Plan updates
- Sweetwater, Florida – Annexation graphics, Improvement District data and analysis
- Homestead, Florida – Mapping and graphics

Urban Visions, Inc. Plantation, FL. January 2010 – present

Vice President / Planner-In-Charge

UVI is a Florida corporation with my wife, a landscape architect. We provide sustainability, landscape architecture, urban design and redevelopment planning services as well as management of personnel, consultants and contractors.

Clients include:

- PLACE Planning and Design - CDBG grant applications
- Planning and Redevelopment Consultants – Jupiter CRA Plan update.

Robert P. Franke & Associates, Plantation, FL. March 2004 – 2010

President

Robin Pelensky, RLA, ASLA, HJA DESIGN STUDIO

Registered Landscape Architect, State of Florida

LEED® Accredited Professional, ISA Certified Arborist

B.A., Florida Atlantic University, Boca Raton, FL, 1992

Graduate Studies, Exeter College, University of Oxford, 1990

University of Florida Paris Research Center, Paris, France, 2006

Master of Landscape Architecture, University of Florida, 2006

Ms. Pelensky has designed and managed numerous design and development projects in both the private and public sectors in Florida, Egypt and the Caribbean. Her primary responsibilities include project management in every land development stage from conceptual land planning to construction inspections. Her experience includes urban planning, visioning, production of design guidelines, site plan design, hardscape, signage, lighting, landscape and irrigation design, project managing and multi-disciplinary coordination for public projects, multi-family developments, mixed-use developments, and master planned communities. Prior to joining HJA Design Studio, Ms. Pelensky held design and management positions with award-winning landscape architecture firms in Stuart, West Palm Beach, Bonita Beach and Longwood, Florida.

Examples of planning and design experience with urban and community development include:

- Smart Growth Visioning Process, City of North Miami Beach, FL
- Oviedo On-the-Park Master Plan, City of Oviedo, FL
- Palm Beach County Bikeways and Trails Master Plan, Palm Beach County, FL
- Ave Maria Town Signage Study and Design, Barron Collier Companies
- Miami-Dade Parks Standards Design Charrettes, Miami-Dade County, FL
- Palm Bay Parks System Master Plan, City of Palm Bay, FL
- New Giza, New Giza, Egypt

Stephen P. Langley, M.S., EAS ENGINEERING

Certified Environmental Professional, No. 92034880, June 4, 1992 (Environmental Assessment)

Manhattan College, B.S. in Biology, 1968

University of Miami, RSMAS, M.S. in Biological Oceanography, 1974

Mr. Langley has almost thirty-five years of experience in conducting environmental impact assessments in coastal areas, fifteen of which have been in South Florida with local engineering firms. As Senior Project Scientist of EAS Engineering, his primary responsibilities include collection and interpretation of scientific data to support the firm's environmental permitting services and preparation of documents such as environmental impact assessments and various environmental permit and zoning applications. Mr. Langley also is proficient in the use of ArcInfo GIS and has prepared conceptual design alternatives for numerous marinas, construction plans for wetland restoration projects, and is responsible for wetland delineation and vegetation mapping. Prior to joining EAS Engineering, Mr. Langley was Senior Project Scientist for a local Miami engineering firm, where he was responsible for gathering support data and technical information for the firm's engineering projects and preparing permit applications, and has prepared conceptual design alternatives for numerous marinas, construction plans for wetland restoration projects, and is responsible for wetland delineation and vegetation mapping.

Prior to joining EAS Engineering, Mr. Langley was Senior Project Scientist for a local Miami engineering firm, where he was responsible for gathering support data and technical information for the firm's engineering projects and preparing permit applications.

James Fleischmann, AICP, ILER PLANNING

Master of Science, Urban and Regional Planning Michigan State University, 1973

Bachelor of Science, Urban and Regional Planning Michigan State University, 1968

Fleischmann possesses a wide-range of planning background and experience covering many years in south Florida. Since joining Iler Planning, Fleischmann has specialized in direct municipal planning and market analysis management. He is a principal author and project manager encompassing feasibility analyses for real estate developers and government agencies, demographic research, development of surveys and analysis of data, and highest/best use studies. He is a principal consultant to local governments in the preparation of comprehensive plans (Chapter 163), comprehensive plan amendments, land development regulations, and evaluation and appraisal reports.

From 1975 to 1984, Fleischmann was a Principal Planner with the Area Planning Board of Palm Beach County. In that capacity he directed a multiplicity of county-wide and municipal projects for the Board. He also prepared municipal comprehensive plans, a county-wide growth management plan, a management system and public participation program for the Area-wide Waste Treatment Management (208) Plan, and headed up special planning studies.

From 1973 to 1974, he worked as an Assistant Planner with the Toledo Metropolitan Area Council of Governments. There he contributed to the preparation of a regional growth policy for the Toledo, Ohio metropolitan area. Fleischmann's professional affiliations including being a Charter Member (1979) of the American Institute of Certified Planners (AICP) and serving as a Planning/Zoning Commissioner for the Town of Jupiter, Florida.

Consulting Team Resumes

Henry Iler.....6

Jackson M. Ahlstedt.....7

Michael Houston.....8

Edward Swakon.....9

Henry B. Iler, AICP

President, Principal-In-Charge

Mr. Iler is a nationally-recognized planning expert with over 35 years of regional and community planning experience. Following his early career with extensive public sector planning experience, he entered private consulting in 1993 as Planning Services Director with Duncan Associates. After completing a number of comprehensive planning and zoning projects in Florida for Duncan, he formed ILER PLANNING which has grown to be Florida's most innovative planning firm, recently pioneering the award-winning "green master plan" concept. His vision was to create a firm focused on innovation and implementation, specializing in all elements of urban and community planning, primarily for cities and counties. Iler Planning has achieved that vision and continues to strive to improve and excel.

Under his leadership, the company has completed a large number of successful community plans and projects, including:

- Doral Green Master Plan ****double award winner****
- North Bay Village Urban Form Study
- Palm Beach County Economic Development Policy Plan
- Deerfield Beach CRA Master Plan
- Lake Worth Strategic Master Plan
- Boynton Beach 20/20 Downtown Master Plan
- Oakland Park Neighborhood Plan
- Doral Land Development Code
- Miami Lakes Comprehensive Plan
- Naples Downtown CRA Plan Update
- Sebastian EAR-based Comprehensive Plan Amendments

EXPERIENCE HIGHLIGHTS

- President/Principal of ILER PLANNING - 15 years
- Growth Management Director, Martin County, Florida
- Large-Scale Development Review Coordinator, Miami-Dade County
- Principal Transportation Planner, Miami-Dade County
- Senior Comprehensive Planner, Miami-Dade County
- Regional Planner, SW Florida Regional Planning Council

AWARDS

- 2009 Award for Outstanding Innovation in Planning for City of Doral 'Green Master Plan' - Florida Planning & Zoning Association.
- Excellence in Planning Award for City of Doral 'Green Master Plan' - Florida Chapter of the American Planning Association (2009).



EXPERIENCE HIGHLIGHTS

- Over 30 years of experience with regional and community planning
- Over 30 years of experience with regional and community planning

EDUCATION

- Master of Science in Urban & Regional Planning, Environmental Specialization
Florida State University, 1976
- Bachelor of Business Administration & Accounting
University of Florida, 1973

PROFESSIONAL CERTIFICATIONS

- American Institute of Certified Planners (AICP)

PROFESSIONAL AFFILIATIONS

- American Planning Association
- Urban Land Institute

Jackson M. Ahlstedt, P.E.

Professional Engineer

Registered professional engineer in the State of Florida since 1979.

B.S. Civil Engineering Virginia Military Institute, 1972.

M.S. Civil Engineering-Transportation University of California at Berkeley, 1973.

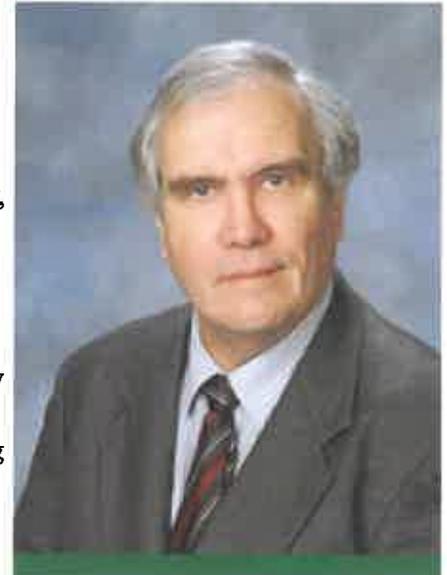
WORK EXPERIENCE

1985 – Present: Private Consulting Practice

Served on the original Traffic Analysis Advisory Committee for the Dade County Road Impact Fee Ordinance and Manual in 1989.

Preparation of transportation engineering projects, plans and studies including the following:

- Traffic Impact Analysis - Douglas Grand Project (in City of Coral Gables)
- Traffic Impact Analysis - Coral Grand MUSP (in City of Miami)
- Traffic Impact Analysis - Brickell View MUSP (in City of Miami)
- Traffic Impact Analysis - Brickell Grand MUSP (in City of Miami)
- City of Plantation Transit Alternatives Study
- The Shoppes at Sunset Place Traffic Signalization
- Coral Gables Fire Station Traffic Signalization
- Metromover-Bayside Pedestrian Promenade Study
- Preliminary Access and Circulation Studies - Homestead Motorsport Complex
- Traffic engineering analysis and computer modeling for S.R. 112 Project Development
- Development and review of conceptual interchange options for S.R. 112
- Traffic analysis - Coconut Grove Waterfront Master Plan (in City of Miami)
- SR 112/Central Boulevard Connector Study
- SR 836/Central Boulevard Connector Study
- Miami International Airport/Port of Miami Connector Study
- Palm Beach County Expressway Study (Phase 2)
- Palm Beach International Airport Connector Study
- Trip Generation Analysis for Southwest Florida Regional Airport (SWFRA) DRI
- Project Traffic Projections for Miami International Airport Westside Cargo Area Planning Book
- University of Miami Access and Circulation Study
- Computer Modeling and Traffic Circulation Element for Charlotte County Comprehensive Plan
- Transportation Analysis Sweetwater North Master Plan (City of Sweetwater, Florida)
- 1983 – 1985: Regional Transportation Manager, Post Buckley Schuh & Jernigan, Inc. Miami, Florida
- 1978 – 1983: Transportation Engineer, Howard Needles Tammen & Bergendoff, Miami, Florida



EDUCATION

■ B.S. Civil Engineering Virginia Military Institute, 1972

■ M.S. Civil Engineering - Transportation University of California at Berkeley, 1973

PROFESSIONAL CERTIFICATIONS

■ Professional Engineer in the State of Florida since 1979

Michael Houston, RLA, AICP

Senior Planning Associate

AREAS OF EXPERTISE

Sustainable Practices, Urban Design, Affordable Housing, Comprehensive Planning, and Urban Codes, Redevelopment Planning and Financing, and Planning Administration

WORK EXPERIENCE

HJA Design Studio, LLC (HJA) - 2010 to Present Stuart, Florida
 Founder, President

With thirty years of experience in the broad field of Landscape Architecture, Mr. Houston founded HJA Design Studio, LLC (HJA) with the goal of providing the firm's clients with a level of design and planning expertise comparable to the best Landscape Architectural firms in the U.S. The firm's projects are as diverse as Martin County's first planned corporate and marine commerce park to Cairo Egypt's newest and most sophisticated new town located within view of the Great Pyramids. The firm is driven to help its clients achieve their vision with creativity and a focus on sustainable development principles with a collaborative approach to problem solving.

Houston Cuozzo Group, Inc. (HCG) - 1993 to 2010 Stuart, Florida
 Co-Founder, Principal

Michael co-founded Houston Cuozzo Group along with Don Cuozzo in late 1993. Over sixteen years, the firm became one of the leading planning and design firms in southeast Florida. The firm's clients included some of the largest homebuilders in the U.S., as well as boutique developers and local governments. The firm won numerous awards for both planning and design work and was considered a leader in sustainable community design.

RELEVANT EXPERIENCE

Gezira Sports Club, 6th October City, Egypt
 New Giza, 6th October City, Egypt
 Martin County Capital Projects
 Vero Beach Hotel & Club
 Liberty Medical Corporate Campus
 SR 76 / Cove Road, Martin County, FL
 Leighton Park, Palm City, FL
 Big Mound Park, Indiantown, FL
 Sandsprit Park
 Jensen Beach CRA
 36th Street / Indian Street Bridge Corridor Plan

Gezira Sporting Club
 New Giza Real Estate Development
 Martin County BOCC
 Heaton Companies
 Liberty Medical, Inc.
 Martin County Board of County Commissioners
 Martin County Parks Department
 Martin County Parks Department
 Martin County Parks Department
 Martin County BOCC
 Martin County BOCC



EDUCATION

- Bachelor of Landscape Architecture, Louisiana State University, 1981

PROFESSIONAL CERTIFICATIONS

- Registered Landscape Architect, State of Florida

- American Institute of Certified Planners (AICP)

PROFESSIONAL AFFILIATIONS

- American Society of Landscape Architects (ASLA)

- Association of Eminent Domain Professionals

- Urban Land Institute

Edward A. Swakon, P.E.*Professional Engineer***EDUCATION**

Purdue University, B.S. in Engineering (Major Water Resources), 1975
 University of Miami, RSMAS, M.S. in Ocean Engineering, 1977

CURRENT STATUS

Mr. Swakon is President of EAS Engineering, Inc., a firm offering comprehensive environmental permitting and engineering services to the South Florida community and the Caribbean. Activities undertaken by Mr. Swakon include assistance to local governments, land developers, attorneys, property owners and others in acquiring the necessary permits from local, state, and federal regulatory agencies. These permits include dredge and fill, coastal and freshwater wetland construction, Florida Department of Environmental Protection coastal construction control line, county and federal flood criteria variances, and other specialized permits. Mr. Swakon also specializes in applied computer modeling of various environmental situations such as waterway flow simulations, flushing studies for existing or proposed marinas, as well as other coastal and hydrologically related phenomena.

PREVIOUS EXPERIENCE

Prior to forming EAS Engineering, Inc., Mr. Swakon was Director of Environmental Permitting for a local Miami engineering firm. During that time, he personally coordinated all of the environmental permitting assignments for the firm.

Before entering the private sector in 1984, Mr. Swakon was employed by the Dade County Department of Environmental Resources Management (DERM) in 1977. He served as the Chief of the Water Management Division, and was responsible for all tidal and freshwater wetland permitting programs.

PUBLICATIONS

Modeling of Tide and Wind Induced flow in South Biscayne Bay and Card Sound. SeaGrant Technical Bulletin No. 37. 1977.

ORGANIZATIONS

Member, American Society of Civil Engineers
 Member, Florida Engineering Society
 Vice President, Marine Council
 South Florida Environmental Professionals

REGISTRATION

Professional Engineer #31184, Florida, July 1981

**EDUCATION**

- Purdue University, B.S. Engineering (Major Water Resources), 1975
- University of Miami, RSMAS, M.S. in Ocean Engineering, 1977

PROFESSIONAL CERTIFICATIONS

- Professional Engineer #31184, Florida, July 1981

PROFESSIONAL AFFILIATIONS

- American Society of Civil Engineers
- Florida Engineering Society
- Vice President, Marine Council
- South Florida Environmental Professionals

Current & Completed Projects

Table of Current & Completed Projects.....10-11

Client	Project	Type	Scope	Length	Accomplishments	Contact Information
City of Sweetwater	Northern Sweetwater Master Plan	Fee-based	Develop Master Plan to improve 640 ac area	18-24 months; ongoing	Master Plan 90% complete with specific programs to upgrade drainage, roads and aesthetics	Robert Herrada Chief of Staff 305-525-0594 rherrada@cityofsweetwater.fl.gov
City of Florida City	Full-service Planning & Zoning Services	Fee-based	Comp plan amendments, rezonings, variances, site plan approvals, subdivisions, annexations, code changes.	6+ years; ongoing	All services in scope completed on monthly basis.	Mayor Otis Wallace, 305-242-8126 Cindy Lyle 305-242-8178 com-dev@floridacityfl.gov
City of Doral	Capital Improvements Element Updates	Fee-based	Update City's CIE in years 2010, 2011 and 2012	3 years; completed Sept. 2012	Scope completed and updates approved.	Nathan Kogon Community Development Director 305-593-6725 Nathan.Kogon@cityofdoral.com
City of South Miami	Planning & Zoning Services	Fee-based	Assist City in Comp Plan update, mixed use zoning, sustainability objectives and land use amendment	1 year; completed July 2012	All scope tasks achieved under direction of Planning Director.	Chris Brimo Planning Director 305-663-6347 cbrimo@southmiamifl.gov
City of Sweetwater	Comprehensive Plan Update	Fee-based	Complete update of Comp. Plan to add 900 acre annexation area.	6-8 months; ongoing	New Future Land Use Map being developed and land use GOPs revised; updated 2010 Census data incorporated.	Robert Herrada Chief of Staff 305-525-0594 rherrada@cityofsweetwater.fl.gov
City of Doral	Plan (GMP)	Fee-based	Preparation of GMP addressing sea level rise, GHG emissions and conservation of resources	18 months; completed 2009	Plan approved; winner of 2 statewide planning awards.	Nathan Kogon Community Development Director 305-593-6725 Nathan.Kogon@cityofdoral.com
SFWMD	Bird Drive Basin (BDB) Expert Case	Fee-based	Research planning/ zoning history and vested rights in 9 square mile BDB in west MDC.	6 months completed Sept. 2012	Scope tasks achieved.	James Nutt Office of Counsel SFWMD 561 682-6253 jnutt@sfwmd.gov

Client	Project	Type	Scope	Length	Accomplishments	Contact Information
City of Stuart	10th Street Community Park	Fee-based	Develop Master Plan to improve 1.5 acre park	18-24 months	Master Plan concept adopted and phased improvements under construction	Sam Amerson City of Stuart Public Works Director 772-260-9613 samerson@ci.stuart.fl.us
City of Stuart	Riverfront Boardwalk and Park Expansion	Fee-based	Develop Master/Site Plan to improve existing boardwalk system and two pocket parks	ongoing	FIND grant approved and final design in process	Paul Nicoletti City of Stuart City Manager 772-288-5312 pnicoletti@ci.stuart.fl.us
Captec Engineering, Inc.	Watershed & Water Quality Improvement Plan for the City of Port St. Lucie	Fee-based	Landscape Design of nine drainage areas within the watershed including restoration of existing habitat and littoral areas	2 years; completed 2012	Scope completed	Captec Engineering Joe Capra 772-692-4344 jcapra@gocaptec.com
Calvin, Giordano & Associates, Inc.	City of Sunny Isles Beach Bridge	Fee-based	Environmental Planning	3 years; ongoing	Construction of a bridge across a canal at NE 172 St. Permits have been obtained from the US Coast Guard and South Florida Water Management District. Permits are pending from the Army Corps of Engineers and Miami-Dade County DERM.	Joel Wadsworth Project Manager 954-921-7781 JWadsworth@cgsolutions.com
New Giza Real Estate Development	Streetscape, Parks & Open Space Design for New Giza Town Development	Fee-based	Landscape architecture & design of streetscapes, nine neighborhood parks and open space for new mixed-use & residential development	4 years; streets & park #1 completed; ongoing	First neighborhood of the first group of apartment buildings under construction. Plaza, Parks & open spaces will be the completed as buildings are	Ahmed Maged New Giza Real Estate Development amaged@deglapm.com
Plain Bay Enterprises, Inc.	Bonefish Club & Resort / Golden Grove @ Lake Springwell, Exuma, Bahamas	Fee-based	Develop Master Plan for Resort, Residential Community, Expansion of International Airport facilities, Commercial Areas, Recreational Areas	3 years	Scope tasks achieved.	Plain Bay Enterprises Allan Smith, President 954-801-8601

Specific Project Narratives

Doral Green Master Plan.....12

Northern Sweetwater Master Plan.....12

**Annexation: Florida City
& City of Sweetwater.....13**

**10th Street Community Recreation Center
& Park, Stuart13**

The next section contains detailed descriptions of four similar projects. This section will provide specific project narratives for additional projects finished on time and within budget.

Doral Green Master Plan

ILER PLANNING was selected by the City of Doral in 2008 to prepare the first-of-its kind Green Master Plan for the Doral community. The Plan addressed all of the ways the Doral community and City government can reduce their carbon footprint and conserve natural resources. The Guiding Green Principles for the project were developed early on with extensive community input.

- Reduce vehicle travel miles
- Strengthen landscape and open space standards
- Create strong energy efficiency standards
- Incentivize alternative urban energy sources
- Interconnect the City’s places
- Conserve water; reuse and recycle
- Bring back community agriculture
- Strive to be a “carbon-neutral” city government
- Proactive education and outreach

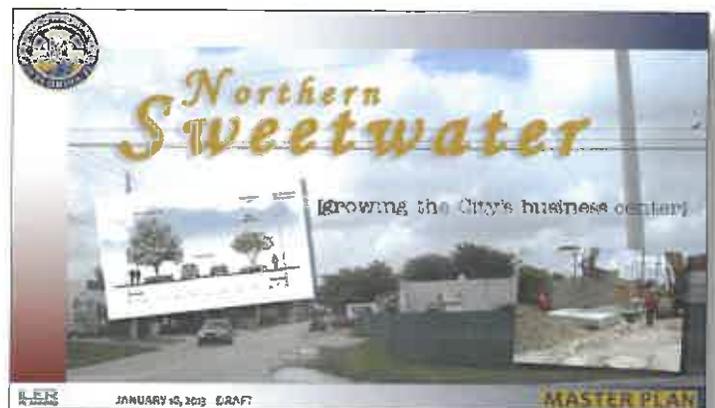


The Awards section herein contains a sheet describing this project in greater detail. The City is in the 4th year of Master Plan implementation and, among many green tasks and activities completed, the City has achieved “Green City” certification from the Florida Green Building Coalition last year and recently moved into a new City Hall which is a LEED Silver-certified building. Project budget = \$75,000

Northern Sweetwater Master Plan

In 2010, the City of Sweetwater selected ILER PLANNING to prepare a Master Plan for its newly annexed 750-acre Northern Sweetwater (NS) Area. NS is a study in contrasts. The western half contains the hugely successful Dolphin Mall and upscale Dolphin Commerce Center, while the eastern part is plagued by drainage, street and aesthetic challenges. In the analysis and community participation phases, the key issues were identified including:

- Inadequate drainage
- Discontinuous and poorly-maintained streets
- Sparse landscaping and few open green spaces
- Negative impacts from heavy industrial operations
- Unsightly signs and overhead utilities
- Lack of bikeways and sidewalks.



A \$30 million capital improvement program was developed to improve drainage, upgrade roadways, underground utilities and make streetscape improvements. Land use and zoning recommendations were also proposed, along with stronger stormwater management regulations. The Master Plan is now being aggressively implemented by Sweetwater. Project budget = \$280,000

Annexation - Florida City & City of Sweetwater

ILER PLANNING has assisted the City of Florida City in a long-term annexation program since 1995. In 18 years, the City has annexed 5 separate tracts of land on its east, south and west borders totaling over 2000 acres and doubling its original size. More recently, Florida City has applied to the County to annex 700+ additional acres to the south, a large portion of which is located outside the County’s Urban Development Boundary (UDB). The application has been approved by the Planning Advisory Board and is awaiting County Commission consideration.



With over 11 years experience working in MDC Planning and many years as a judicially-qualified planning expert on the County’s CDMP, Henry Iler is well-versed in the goals, objectives and policies in the County’s Plan affecting cities, including the UDB.

ILER PLANNING is also helping the City of Sweetwater with 2 current annexation tracts west and east of existing boundaries. Previously, the City annexed 900 acres west and north of its boundaries including the Dolphin Mall. The West Area is 7,600 acres in size and also contains a large tract located outside of the UDB. We prepare all annexation applications in accordance with Section 20 of the County Code and are very familiar with the County process and OMB staff handling annexation.

**10th Street Community Recreation Center and Park
Stuart, FL**

The 10th Street Community Recreation Center and Park are in the East Stuart area, the geographic center of the City of Stuart. As part of the City’s efforts to expand the uses and programs at the facility, HJA Design Studio and Culpepper and Terpening Engineers were retained to provide conceptual design and engineering services and to work with staff, an advisory committee and the public in the formation of a long range master plan.

This master plan will expand the number of recreation fields, establish building and parking area expansion locations, create a linear pedestrian park connecting adjacent neighborhoods and address stormwater needs and educational opportunities. An on-site community workshop process was utilized to allow and encourage local participation and “buy in” as an active part of the budgeting, phasing and programming goals for this key public redevelopment project.



Similar Projects

Doral, First Comprehensive Plan.....	14
Oakland Park, Garden Acres Master Plan.....	15
Sweetwater Planning & Zoning Services.....	16
Florida City Planning & Zoning Services.....	17

OAKLAND PARK, GARDEN ACRES NEIGHBORHOOD MASTER PLAN

OAKLAND PARK, FLORIDA

Iler Planning worked with the City of Oakland Park to create a neighborhood plan for the Garden Acres Neighborhood. The graphic-oriented neighborhood master plan outlined feasible steps for implementation and funding for improvements.



Completion Date 2008
Population 30,966 (2000 Census)
Contact City Manager
 City of Oakland Park
 3630 NE 12 Avenue
 Oakland Park, FL 33334
 Phone: (954) 561-6250



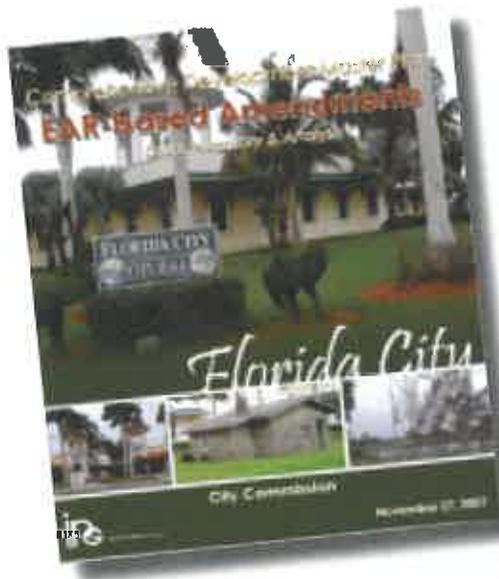
**FLORIDA CITY FULL SERVICE
PLANNING & ZONING
FLORIDA CITY, FLORIDA**

ILER PLANNING (IP) was retained by the City in 1993, a year after Hurricane Andrew, and has provided Florida City with planning and zoning services ever since. The special planning projects completed and ongoing include:

- Comprehensive Plan EAR-based amendments
- Land Development Code updates
- Neighborhood plans
- Community Redevelopment Agency (CRA)
- 10-Year Water Supply Plan
- Federal, state and regional grants
- Annexations

Iler Planning also handles all aspects of planning, zoning and platting applications submitted by private developers and public agencies, and the processing of those applications through to either administrative approval or consideration by the Planning & Zoning Board and City Commission. The types of applications reviewed are:

- Comprehensive plan amendments
- District boundary changes
- Variances and special exceptions
- Site plans
- Unusual uses
- Subdivision plats
- Development agreements
- Zoning inspections



Completion Date On-Going
Contact Lindy Lyle
 Community Development Director
 City of Florida City
 404 West Palm Drive
 Florida City, FL 33034
 Phone (305) 242-8178



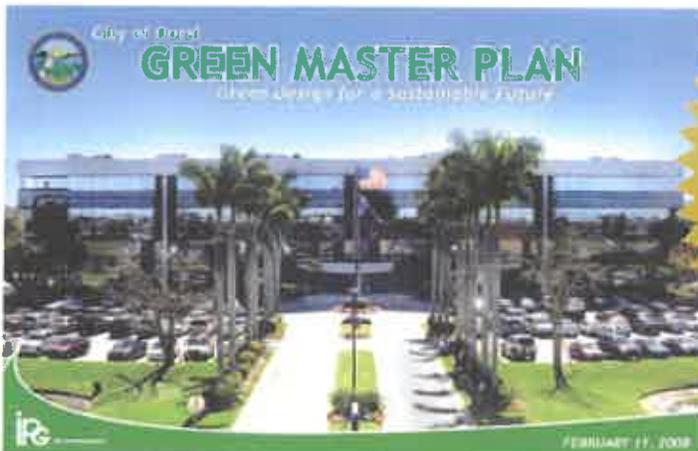
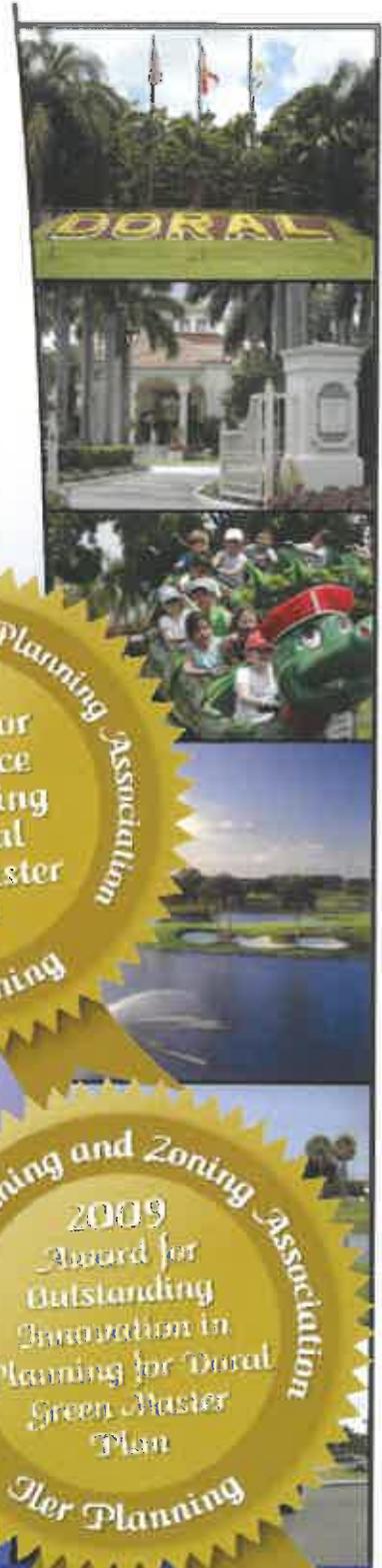
Awards & Honors

Doral Green Master Plan.....	18
Vero Beach Hotel & Spa.....	19
Indiantown CRP Plan, Overlay Zoning & Design Regulations.....	19

DORAL GREEN MASTER PLAN

DORAL, FLORIDA

Doral commissioned Iler Planning to develop an innovative Green Master Plan to reduce the City's contribution to global warming. This plan addressed problem areas such as vehicle travel, energy efficiency, water use and land allocation. This plan can positively change Doral's future by guiding the City's operations and growth in an environmentally responsible manner. Implementation of this plan will not only serve the City's leadership in green planning, but will improve the City's quality of life and make the community a more cohesive place to live and work. The goal of the Green Master Plan is to help the City conserve natural resources, enhance the quality of life, bolster economic vitality and leave a sustainable legacy to future generations of Doral residents.



Guiding Principles:

- Vehicle travel
- Landscape and Open Space
- Energy efficiency
- Alternative Urban Energy Sources
- Interconnecting the City's Places
- Water Conservation
- Reuse and Recycle
- Community Agriculture
- "Carbon-neutral" City Government
- Education and Outreach

Completion Date 2009

Population Population: 34,541 (BEBR, 2007)

Contact Planning & Zoning Director
8300 NW 53rd Street, Suite 100
Doral, Florida 33166
(305) 593-6725



VERO BEACH HOTEL & SPA

VERO BEACH, FLORIDA

Severely damaged by hurricanes in 2004, this oceanfront hotel was acquired by the Heaton Companies with the goal of revitalizing the property into a world class condominium/hotel and resort. HJA DESIGN was contracted to create a plan to incorporate existing hardscape elements with proposed renovation program elements to create a uniquely themed user experience that fulfills program goals within the Owner's budget. HJA was responsible for the complete redesign of the oceanside pool area and terrace. In addition, HJA created a new design for the hotel entry court, a seaside dining terrace and ocean promenade. An Award of Merit was bestowed on the project by the Florida Chapter of the American Society of Landscape Architects. The project received the Vision Award at the Urban Land Institute's (ULI) Southeast Florida/Caribbean District Council and the Prestigious AAA Four Diamond Award.



INDIANTOWN CRP PLAN, OVERLAY ZONING & DESIGN REGULATIONS

INDIANTOWN, FLORIDA

The public's vision for Indiantown that started with a two-day charette coordinated by HJA DESIGN STUDIO's Michael Houston, was refined with the Indiantown Neighborhood Advisory Committee into their Community Redevelopment Plan (CRP), which included priority projects, implementation strategies and a preliminary economic development plan. The CRP was the recipient of the 2003 Florida Redevelopment Association Roy McKenzie Award as one of the best redevelopment plans in the State. The Overlay Zoning and Design regulations were the recipient of the 2006 Florida Chapter of The American Planning Association Award of Excellence.



Appendices

Appendix A.....20

Appendix B.....21 - 22

Appendix C.....23 - 25

Appendix D.....26 - 30



APPENDIX A

ACKNOWLEDGEMENT, WARRANTY AND ACCEPTANCE

A. Consultant warrants that it is willing and able to comply with all applicable State of Florida laws, rules and regulations.

B. Consultant warrants that it has read, understands and is willing to comply with all of the requirements of the RFQ and the addendum/ addenda.

C. Consultant warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the Council.

D. Consultant warrants that all information provided by it in connection with this submittal (response) is true and accurate.

E. CONTINGENCY FEE AND CODE OF ETHICS WARRANTY:

Respondent warrants that neither it, nor any principal, employee, agent, representative or family member has promised to pay, and respondent has not, and will not pay a fee, the amount of which is contingent upon the Town of Cutler Bay awarding the contract. Respondent warrants that neither it, nor any principal, employee, agent, representative has procured, or attempted to procure, the contract in violation of any of the provisions of the Miami-Dade County Conflict of Interest and Code of Ethics Ordinances. Further, respondent acknowledges that a violation of this warranty will result in the termination of the contract and forfeiture of funds paid, or to be paid, to the respondent, if the respondent is chosen for performance of the contract.

Signature of Official: 

Name (typed): HENRY ICEA

Title: President

Consultant: ICEA PLANNING

Date: 10-10-13



APPENDIX B

NON-COLLUSIVE AFFIDAVIT

State of Florida

ss:

County of Dade

Henry Ick being first duly sworn, deposes and says

that:

(1) He/she is the, (Owner, Partner, Officer, Representative or Agent) of:

Ick Planning the respondent that has submitted the attached proposal;

(2) He/she is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

(3) Such proposal is genuine and is not a collusive or a sham proposal;

(4) Neither the said respondent nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other respondent or any person to submit a collusive or sham response in connection with the work for which the attached proposal has been submitted, or to refrain from responding in connection with such work, or have in any manner, directly or indirectly, sought by agreement or collusion, communication, or conference with any respondent or person to fix the proposal submitted or to secure through any collusion, conspiracy, connivance, or unlawful agreement, any advantage against the Town of Cutler Bay, or any person interested in the proposed work required.

Signed, sealed and delivered
In the presence of

By: [Signature]

Henry Ick
(Printed Name)

President
(Title)



ACKNOWLEDGMENT

State of Florida

County of Dade

On this 11 day of October, 2013, before me, the undersigned

Notary Public of the State of Florida personally appeared

Henry B Iker

and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal

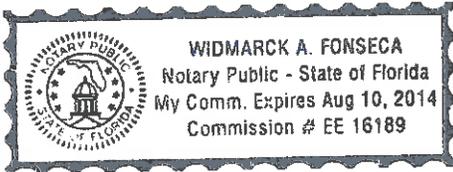
[Signature]

NOTARY PUBLIC, STATE OF FLORIDA

NOTARY PUBLIC
SEAL OF OFFICE:

Widmarck Fonseca

(Name of Notary Public: Print, Stamp or Type as commissioned.)
 Personally known to me, or
 Produced identification:



FDSC
(Type of Identification Produced)
 Did take an oath. or
 Did not take an oath.



APPENDIX C

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 TOWN OF CUTLER BAY, FLORIDA

By HENRY ICEK

For ICEK PLANNING

Whose business address is: 50 E. Ocean Blvd., #101; Stuart, FL 34994

And (if applicable) its Federal Employer Identification Number (FEIN) is: 45-4369257

If the entity has no FEIN, include the Social Security Number of the individual signing this

Sworn statement - S.S. # _____

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 any agency or political subdivision of any other State or of the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or an agency or any political subdivision of any other state or of the United States and 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 or 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 pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws or any state or of the United States with the legal power to enter into a binding contract and which proposes or applies to propose on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of any entity.

Signed, sealed and delivered

In the presence:

By:


Henry Ick
(Printed Name)

President
(Title)

Appendix-C Page 2 of 3



ACKNOWLEDGMENT

State of Florida

County of Dade

On this 11 day of October, 2013, before me, the undersigned Notary Public Of the State of Florida personally appeared Henry B Iler and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal

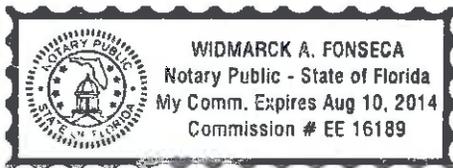
NOTARY PUBLIC, STATE OF FLORIDA

NOTARY PUBLIC SEAL OF OFFICE:

Widmarck Fonseca

(Name of Notary Public: Print, Stamp or Type as Commissioned.)

- Personally known to me; or
- Produced identification:



FIDL

(Type of Identification Produced)

- Did take an oath. or
- Did not take an oath.

APPENDIX D - BUSINESS LICENSES & REGISTRATIONS



121 SW Flagler Ave
Stuart, FL 34994
Tel: 772-288-5319
Fax: 772-288-5323

LOCAL BUSINESS TAX RECEIPT APPLICATION

Please print clearly and provide all required information

ZONING APPROVAL	Pending inspection
ACCOUNT:	
CATEGORY:	

<input checked="" type="checkbox"/> New Business	Transfer
<input type="checkbox"/> Individual Professional	Location
<input type="checkbox"/> Business Name Change	Owner

SECTION I - TO BE COMPLETED BY APPLICANT

Business Name: ILER PLANNING
 Business Address: 50 S. Ocean Blvd., # 101
 City/State/Zip: Stuart, FL 34994
 Mailing Address if different: (Same)
 Phone/Fax/Email: 772-210-2571, #101; henry@ilerplanning.com
 Sales Tax #: _____ Federal ID#: 45-4367257
 # of Employees/Working Owners: 2 Onsite Parking Spaces: 2 Restaurant Seats: _____
 State License #: _____
 Applicant: _____
 Home Address: _____
 City/State/Zip: _____
 Phone/Email: _____
 Social Security #: _____
 Drivers License #: _____
Corporations/Partnerships shall provide the following information on their registered agents:
 Name: HENRY ILER
 Address: 50 S. Ocean Blvd., # 101
 City/State/Zip: Stuart, FL 34994
 Phone/Fax/Email: 772-210-2571; henry@ilerplanning.com
 Clearly state the type of business that you will engage in: Urban Planning
 Emergency Contact #: 561-351-0286

SECTION II - RECEIPT

- I certify that the information contained herein is true and correct to the best of my knowledge and belief. I understand that if any portion is false or misrepresented, such fact may constitute a criminal violation of City Code Section 74-65, and may be just cause for immediate revocation of any Business Tax Receipt issued to me. Every Business Tax Receipt issued under the provisions of this article shall expire on September 30th of each year.
 - I further understand that the issuance of any Local Business Tax Receipt is a privilege to conduct business in the City of Stuart, and failure to correct conditions on the premises which are in violation of Section 1-13 of the Stuart Code of Ordinances, and such failure may be just cause for immediate revocation of any Local Business Tax Receipt issued to me. You must obtain a Martin County Business Tax Receipt upon receiving your City Business Tax Receipt.
 - This application must be fully completed at time of submittal. A complete application shall include the number of full time and part-time employees who will work at the premises at the time the application is filed with the City Development Department.
 - The City of Stuart collects your social security number for one or more purposes including: reconciliation of accounts, verification of identity, credit worthiness, billing or payment requirements of third parties, tracking or processing of claims or other submissions, benefit processing, tax or other third party vendor or bank requirements and background search purposes. F.S.119.071(5) as referenced in F.S.205.0535(5)
- All Businesses MUST conform to the City of Stuart Land Development Code.

APPLICANT SIGNATURE _____
 DATE 10-9-13 PARCEL ID# _____

OFFICE USE ONLY:	Fire Inspection \$
Tax Fee \$	Total Due \$
Grease Trap \$	Zoning Approval
Date	

2012-2013 **MARTIN COUNTY ORIGINAL BUSINESS TAX RECEIPT**
HONORABLE RUTH PIETRUSZEWSKI CFC, TAX COLLECTOR
3485 S.E. WILLOUGHBY BLVD., STUART, FL 34984
(772) 288-5604

ACCOUNT 2012-275-0215 CERT 541310
 PHONE (561) 351-0286 SIC NO. _____
 LOCATION 871 SW 27TH ST 3

CHARACTER COUNTS IN MARTIN COUNTY

PREV YR.	\$.00	LIC. FEE	\$ 26.25
	\$.00	PENALTY	\$.00
	\$.00	COL. FEE	\$.00
	\$.00	TRANSFER	\$.00
TOTAL		26.25	



ILER, HENRY
ILER PLANNING
871 SW 27TH ST 3
PALM CITY, FL 3499C

IS HEREBY LICENSED TO ENGAGE IN THE BUSINESS, PROFESSION OR OCCUPATION OF **URBAN PLANNING CONSULTING**
 AT LOCATION LISTED FOR THE PERIOD BEGINNING ON THE 10 DAY OF AUGUST 2012
 AND ENDING SEPTEMBER 30, 2013

11 2011 89086.0001 26.25 PAID

THIS FORM BECOMES A RECEIPT ONLY WHEN VALIDATED BY RECEIPTING MACHINE.

ANYONE DOING BUSINESS WITHOUT A VALID BUSINESS TAX RECEIPT IS SUBJECT TO A \$250 FINE. IF NOT PAID BY OCT. 1, A DELINQUENT PENALTY OF 10% FOR THE MONTH OF OCTOBER, PLUS A 5% PENALTY FOR EACH MONTH THEREAFTER UP TO 25%, PLUS COLLECTION COSTS WILL APPLY.

NOTE -A PENALTY IS IMPOSED FOR FAILURE TO KEEP THIS BUSINESS TAX RECEIPT EXHIBITED CONSPICUOUSLY AT YOUR ESTABLISHMENT OR PLACE OF BUSINESS.

** Renewal pending issuance of City of Stuart license.*

 10-9-13



**CITY OF STUART
LOCAL BUSINESS TAX RECEIPT
2013-2014**

RECEIPT NO.	ACCOUNT NO.	CATEGORY NO.
9130	27213	180080

TAX YEAR BEGINS OCTOBER 1 AND ENDS SEPTEMBER 30
PAYMENT OCTOBER 1 CONSTITUTES VIOLATION
OF CITY CODE OF ORDINANCES

BUSINESS TYPE	LANDSCAPE ARCHITECT
OWNER AND LOCATION	HOUSTON, CRAIG M 50 SE OCEAN BLVD STE 101
CITY LICENSE	LA0000905
DESCRIPT	

This local business tax receipt does not permit the holder to operate in violation of any City law, ordinance or regulation. Any changes in location or ownership must be approved by the City License Section, subject to zoning restrictions. This receipt does not constitute an endorsement, approval or disapproval of the holder's act or compliance or of the compliance or non-compliance of the holder with other laws, regulations, or standards.

Local Business Taxing Questions 772-288-5319

FEE	PENALTY	TRANSFER	MISCELLANEOUS	PAID
100.00	0.00	10.00	0.00	110.00

BUSINESS NAME AND MAILING ADDRESS	HJA DESIGN STUDIO HOUSTON, CRAIG M 50 SE OCEAN BLVD UNIT #101 STUART FL 34994
-----------------------------------	---

DATE
09/05/2013

CHERYL WHITE
CITY CLERK

KEEP THIS RECEIPT - NO TRANSFER WITHOUT ORIGINAL RECEIPT

THIS IS NOT AN INVOICE

THIS IS YOUR LOCAL BUSINESS TAX RECEIPT

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF LANDSCAPE ARCHITECTURE

LICENSE NUMBER	
LC26000413	



The LANDSCAPE ARCHITECT BUSINESS
Named below HAS REGISTERED
Under the provisions of Chapter 481 FS.
Expiration date: NOV 30, 2015

HJA DESIGN STUDIO LLC
50 E OCEAN BOULEVARD SUITE 101
STUART FL 34994



RICK SCOTT
GOVERNOR

ISSUED: 08/29/2013 SEQ # L1308290001846
DISPLAY AS REQUIRED BY LAW

KEN LAWSON
SECRETARY



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND
PROFESSIONAL REGULATION

LC26000413 ISSUED: 08/29/2013

LANDSCAPE ARCHITECT BUSINESS
HJA DESIGN STUDIO LLC

HAS REGISTERED under the provisions of Ch 481 FS.
Expiration date NOV 30 2015 L1308290001846

MIAMI-DADE COUNTY 2012 LOCAL BUSINESS TAX RECEIPT 2013
 TAX COLLECTOR MIAMI-DADE COUNTY - STATE OF FLORIDA
 140 W. FLAGLER ST. EXPIRES SEPT. 30, 2013
 1st FLOOR MUST BE DISPLAYED AT PLACE OF BUSINESS
 MIAMI, FL 33130 PURSUANT TO COUNTY CODE CHAPTER 98 - ART. 9 & 10

FIRST-CLASS
 U.S. POSTAGE
 PAID
 MIAMI, FL
 PERMIT NO. 231

176811-9 THIS IS NOT A BILL - DO NOT PAY RENEWAL
 BUSINESS NAME / LOCATION RECEIPT NO. 176811-9
 EAS ENGINEERING INC STATE# EB4763
 55 ALMERIA AVE
 33134 CORAL GABLES

OWNER
 EAS ENGINEERING INC
 Sec. Type of Business EMPLOYEE/S
 212 P.A./CORP/PARTNERSHIP/FIRM 8

THIS IS ONLY A LOCAL
 BUSINESS TAX RECEIPT. IT
 DOES NOT PERMIT THE
 HOLDER TO VIOLATE ANY
 EXISTING REGULATORY OR
 ZONING LAWS OF THE
 COUNTY OR CITIES. NOR
 DOES IT EXEMPT THE
 HOLDER FROM ANY OTHER
 PERMIT OR LICENSE
 REQUIRED BY LAW. THIS IS
 NOT A CERTIFICATION OF
 THE HOLDER'S QUALIFICA-
 TIONS.

DO NOT FORWARD

EAS ENGINEERING INC
 55 ALMERIA AVE
 CORAL GABLES FL 33134

PAYMENT RECEIVED
 MIAMI-DADE COUNTY TAX
 COLLECTOR:
 08/30/2012
 6005000005
 000045.00



SEE OTHER SIDE



TOWN OF CUTLER BAY

GENERAL PLANNING SERVICES

Attachment "H"

Letter to Town Manager from
The Corradino Group

THE CORRADINO GROUP, INC.

Mr. Ralph Casals
Town Manager
Town of Cutler Bay
10720 Caribbean Boulevard, Suite 105
Cutler Bay, FL 33189

11/7/13

RE: RFQ #13-07 - General Planning Services



Mr. Casals:

It is with respect that I write this letter in regards to *RFQ #13-07-General Planning Services*. I wanted to get this letter to you prior to your official recommendation, which I hope would provide for all three shortlisted firms, to serve as a consultant to the Town. Because the cone of silence prevents us from having a conversation, I am writing in accordance with sec 1.10 *Cone of Silence*, (4), of the subject RFQ, which allows me to write a letter at any time to any Town employee as long as a copy is filed with the Clerk.

The fact is that in the final ranking of the Selection Committee Corradino placed $\frac{1}{2}$ point behind the 2nd place firm out of 600 potential points. Corradino did have the most total points in the aggregate. (I have reviewed all of the scoring materials and I have serious questions and concerns, but they are for another day.) Regardless, the outcome was very close.

I believe that a fraction of a percent is not enough reason to remove Corradino from the role of planning consultant in which we have performed successfully for nearly a decade on many important matters.

That is why I suggest including all three shortlisted firms in your recommendation. Since this is a general services contract it gives the Town greater depth and range in the services it receives. It is not unusual for municipalities to have more than a few firms on these lists.

Over the past many years the Town has gained full knowledge of the credentials and dedication of my firm; you have had the opportunity to observe, first hand, me, my staff and our work. Together our

accomplishments have been significant. For example:

- Corradino helped form the Town's first Planning Department, and served as the Town's initial Planning Director and Planning Staff.
- Corradino wrote grants (often pro bono), which were awarded by the Miami Dade MPO and led to award winning projects, like the Transportation Master Plan, and the Bicycle and Pedestrian Plan.
- Corradino volunteered on the early Transportation Committee and laid the ground work for the initial Municipal Circulator.
- My firm developed the initial Comprehensive Plan and subsequent Land Development Regulations.
- We have worked on numerous other studies, ordinances and development reviews over the years.

Most importantly, it's how the work was done. The approach has been careful and thoughtful, and each effort has gone beyond standard practice to involve your constituents and listen to their needs so that they could truly be addressed. Finally, Corradino maintains a vast amount of institutional knowledge, not only about Cutler Bay, but regarding the surrounding community, largely from our day-to-day participation in it. Corradino is actively engaged as a partner with Cutler Bay on so many occasions.

Ralph, I respectfully request that all three firms that have proposed be allowed to serve as your General Planning Consultant. It is important to me and my firm to continue our work for the Town. We are very proud of our joint accomplishments.

Sincerely,


Joseph M. Corradino, AICP
President - The Corradino Group, Inc.

cc: Town Clerk