

**9.1 ATTACHMENT A**

**RFQ-23-01 Submittal Cover Page** (this does not count as part of the maximum page limit)

9-11-23

Date

Rayl Engineering & Surveying, LLC

Name of Company

Authorized Signature

Alan L. Rayl

Owner / President

Printed Name

Title/Position

810 E Main Street

Physical Address

Bartow

Florida

33830

Town

State

Zip

alan@raylengineering.com

Email address

863-537-7901

Telephone Number / Fax Number

List all "Professional Association/Sub-Consultants" (companies that you will be in association with for this project):

George Deakin, PE

Key Team members and addresses of principal office:

Alan L. Rayl, PE, PSM

# STATEMENT OF QUALIFICATIONS

## RFQ FOR ENGINEERING SERVICES FOR CONTINUING PROFESSIONAL CONSULTING SERVICES CONTRACTS

RFP 23-01

**Category Submitted For:** Small Firm Services - General civil  
engineering/consulting services

**Date Submitted:** September 13, 2023

Submitted by:



Contact Person: Alan L. Rayl, PE, PSM

810 East Main Street  
Bartow, FL 33830  
863-537-7901  
admin@raylengineering.com  
alan@raylengineering.com  
www.raylengineering.com



September 12, 2023

Town of Dundee  
**Attn: RFP 23-01**  
Trevor Douthat, Town Clerk  
TDouthat@TownofDundee.com  
(863) 438-8330  
202 East Main Street  
PO BOX 1000  
Dundee, FL 33838

**RE: RFQ FOR ENGINEERING SERVICES FOR CONTINUING PROFESSIONAL CONSULTING SERVICES CONTRACTS**

Mr. Douthat,

Rayl Engineering & Surveying, LLC is pleased to present to the Selection Committee this response to the above referenced Request for Qualifications. Rayl Engineering & Surveying, LLC has been providing Consulting Engineering services to the Town of Dundee since 2010. We understand the needs of the Town with respect to approving appropriate development projects in line with the Town's code requirements as well as planning appropriate infrastructure. We are confident that no other consultant can bring the project understanding, expertise, and experience to this RFQ that we do.

Our success is a byproduct of our Client's success. This comes from our ability to provide responsive, timely service with the greatest amount of Professional expertise and care for fees that meet our Client's budget expectations. By not keeping a large in-house staff or high overhead, we can pass on these efficiencies to our Clients to bring their projects to fruition.

Rayl Engineering & Surveying, LLC appreciates the opportunity to submit a response to this RFQ for Professional Engineering Services for Continuing Professional Consulting Services Contracts for the Town of Dundee and looks forward to your favorable evaluation.

Sincerely,

A handwritten signature in blue ink, appearing to read "AR", written over a blue circular stamp.

Alan L. Rayl, PE, PSM  
Rayl Engineering & Surveying, LLC  
[Alan@raylengineering.com](mailto:Alan@raylengineering.com)  
863-537-7901

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## SECTION 1 *Executive Summary*

Rayl Engineering & Surveying, LLC is an S Corp business and has been since being founded in August of 2009. Our office is located at 810 E Main Street, Bartow, FL 33380.

Alan L. Rayl, PE, PSM is the Owner and solely in charge of all management decisions. Alan opened the firm after being with other firms in the Tampa Bay and Central Florida markets since 1987. During the economic downturn, Alan also held the position of Polk County Engineer in the Land Development Division of the Office of Planning and Development. Alan is involved in all aspects of all Engineering & Surveying projects as well as Client and customer service. Alan will be personally involved in all meetings, construction services, and other engineering tasks.

Our team is made up of eight (8) employees all located in our Bartow office. Among those are a licensed Professional Engineer & Surveyor, a licensed Professional Engineer, two licensed Engineers in Training (EIs), a two CAD Design Technicians, and three clerical/administrative staff members.

We provide private sector land development engineering design and permitting across Central Florida, as well as public sector consulting to many of Polk County municipalities. Our clientele includes local developers and businesses, multiple Community Development Districts and Property Owner's Associations/Homeowner's Associations, National Home Builders, the cities of Mulberry and Fort Meade, and the Town of Dundee. Our in-house services include general civil engineering and land surveying services. When needed, local specialty sub-consultants are utilized on a per-project basis.

Please see *Appendix A* and *Appendix B* for Rayl Engineering & Surveying, LLC's corporate resume, as well as all employee resumes.

## SECTION 2 *Statement of Understanding*

Having served as the Town's primary engineering consultant for development review assistance, we have an intimate understanding of the Town's needs, strengths, and challenges. We have successfully represented the Town's interests and those of its citizens with respect to appropriateness and compatibility of new development. We ensure that any commercial or residential project proposed meets the Town's Land Development Code requirements in full.

We also work with Town staff to appropriately plan for growth with annexations of land and Polk County rights-of-way, transportation planning for new/improved roadway corridors, and multiple park and sidewalk projects.

### *Section 3 Similar Project Experience*

Rayl Engineering & Surveying, LLC has been heavily involved with providing Engineering/Consulting services for Town and County governments. This includes services to the Town of Dundee, City of Bartow, City of Mulberry, and City of Fort Meade. A partial list of recent projects is below, and more information can be provided upon request.

#### **City of Fort Meade**

Fort Meade Mobile Home Park  
Historic Ft. Meade Outpost  
Patterson Park Survey  
Ft. Meade Community Center Survey  
Peace River Park Survey

#### **City of Mulberry**

Mulberry EDC building  
Lake Whidden  
Downtown Traffic Recirculation Plan  
Mulberry Traffic Recirculation Plan  
NW 9th Street, Mulberry  
Mulberry Annexation Description Sketch  
605 NW 9th Avenue  
Mulberry Sewer Routing Evaluation  
#1014 North Church Annexation Description Sketch  
Mulberry Stormwater Utility Assistance  
Mulberry NE 8th Street Survey

#### **Town of Dundee**

Town of Dundee Sanitary Sewer Interconnect  
Lake Marie Water Line  
Lime Avenue Drainage Remediation  
Race Road Dundee, Extension and Misc. Paving,  
Sidewalk Survey and Plans  
Polk County and Dundee Lift Station Discussions  
Vista Del Lago Phase II, Phase III, IV, Final Plat Review  
Dundee Utility Standards  
US 27 Utility Extensions  
Dundee General Services  
Dundee Paving RFP  
The Grand at Lake Hamilton  
Edmond Avenue Drainage  
Daniel and Fouse Drainage  
Sol Vista Park II Multifamily Plan Review, final Plat  
Review  
Lake Ruth Erosion Issues  
Ridge of Dundee Sidewalk  
CWSI Dundee Plan Review

Hilltop Subdivision Review  
Dundee FDOT Sidewalk Plan Review  
US 27 Forcemain Crossing  
Ridge at Swan Lake  
Scenic Highway Plan Review  
Floridino's Plan Review  
Crystal Lake Reserve Plan and plat Review  
Dundee Utility Rate Adjustment  
Dollar General Dundee Plan Review  
Statewide Harvesting Plan Review  
USA Engineering Fiber Optic Coordination  
533 Ridge Drive Dundee  
Town of Dundee Grant  
Dundee Impact Fee Property Evaluations  
Lake Marie Flooding and Historical water level  
Investigation  
Zayo Group Communications Review  
Dundee Polk County Utility Discussions  
Berkley Ridge Subdivision Sidewalk  
201 SR 542 Dundee Plan Review  
Dundee Tech Standards Review  
Feek Property Dundee  
J and S Annexation  
Ridge Church of God Land Swap  
Mixon Annexation  
Steward Road Improvement  
Lake Menzie Boulevard Improvement  
Woodland Estates  
Town of Dundee DRC Meeting  
Bella Vista Phases I & II  
The Shores of Lake Dell Subdivision  
Reserve at Dundee Lakes  
Lake Trask I, II, Phase II B  
Eagle Landing Plan Review  
Hills of Dundee  
Alford Ridge  
Wells Fargo Survey  
Lake Dell Water Levels  
TECO Solar Farm  
Growers Service Nonconforming Use



Valencia ridge Subdivision  
Lincoln Avenue Sidewalk  
Dundee Road Fiber Permit  
Town of Dundee Legal Description  
Landings at Lake Mabel Loop  
Woodland Ranch Estates Ph 3  
Splash Park RFP  
Train Depot RFP  
Weiberg Road CDD  
Dundee FDOT 27 Widening Plans  
Bay Street Tower Site Plan Review  
Woodland Ranch CDD  
Dundee Ch. 180 Service Area  
Summit Fiber WO #91  
Summit Fiber WO #92A  
Summit Fiber WO #106  
Summit Fiber WO # 107  
Legacy Hill Subdivision  
Camp Endeavor Extension  
Hickory Walk Water Permit  
Summit Fiber WO #194A  
Dundee and Polk Co Roadway Transfers

Xtreme Car Care center  
Dundee Citrus Growers Association  
Polk Avenue Parcels Sanitary Sewer  
US 27 & Fredrick Avenue Truck Yard  
Dundee Hydraulic Model Support  
Dundee Townwide Traffic Study assistance  
Dundee REDI Renewal  
Hills of Dundee Subdivision  
Caldwell Ridge Subdivision  
Baranquitas Tire and Auto Repair  
Cypress Creek Mobile Home Park Ph V  
Dundee Centennial Veteran's Memorial Park  
Blue Stream Fiber Sol Vista Extension  
Dundee Water Plant Expansion RFP  
Dundee AutoZone Review  
Dundee O'Reilly Auto Parts Review  
Almburg Road Corridor Planning  
Dundee 4th Street Drainage Runoff  
Edmund Avenue Stormwater Improvements

**City of Bartow**

Bartow CRA Due Diligence Investigations

## Section 4 Work Plan and Availability of Resources

### WORK PLAN

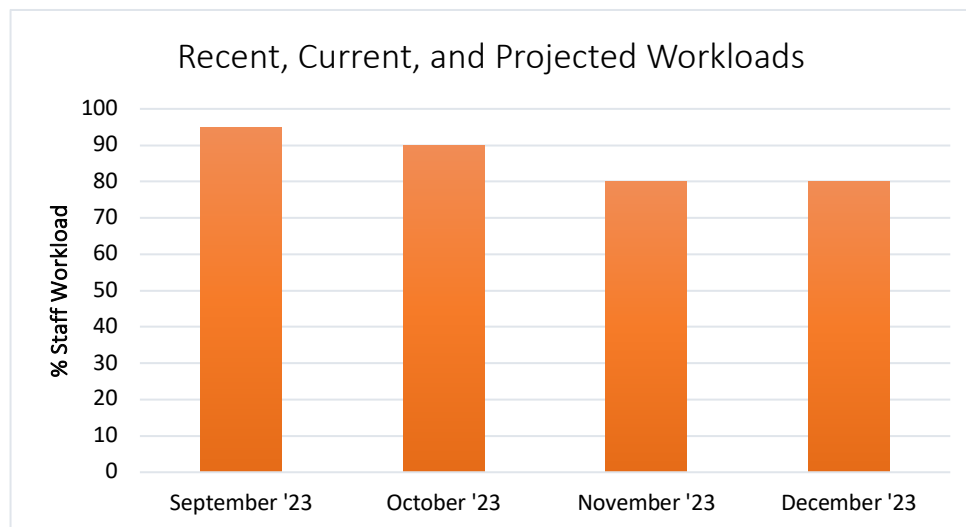
Rayl Engineering & Surveying, LLC understands the importance of acting quickly and efficiently on Town project. Our approach for the planning, design, permitting, and follow through of projects is outlined below.

### OUTLINE:

- 1) Meet with appropriate Town staff to discuss project scope, objectives, and schedule.
- 2) Mobilize needed staff and subconsultants for survey, traffic, environmental, planning, and engineering services as needed.
- 3) Coordinate with the Town staff for direction during design development to ensure objectives are being met.
- 4) Monitor Construction progress, schedule, and quality to ensure final project objectives are met.

### AVAILABILITY OF RESOURCES

Rayl Engineering and Surveying, LLC is currently at 95% of workload capacity for September, 90% of workload capacity for October, and has a projected workload capacity of 80% for November and December 2023. Rayl Engineering and Surveying, LLC is adequately staffed for current and future expected workload. We also have the ability to partner with other consultants if special circumstances warrant. Rayl Engineering & Surveying, LLC has 8 staff members, all of which work in our Bartow, FL office.







## Section 5 Team Members

Rayl Engineering & Surveying, LLC holds Florida licenses as an Engineering Firm (#28820) and Surveying Firm (#LB7770). The key team members from Rayl Engineering & Surveying, LLC will be Alan L. Rayl, PE, PSM, Garrett Posten, EI, Caleb Wingo, EI, Kayla Derrick, and Traffic Engineer Subconsultant George Deakin, PE.

All of our team members are experienced in corresponding with local municipalities and state agencies. All team members are located in our Bartow, FL office. All Rayl Engineering & Surveying, LLC team member's resumes can be found in *Appendix B*.

**Alan L. Rayl, PE, PSM** is a licensed Professional Engineer (#44116) and a licensed Professional Surveyor and Mapper (LS5736). Alan holds a Bachelor's Degree in Civil Engineering. Alan started the firm in 2009 and has over 35 years of experience encompassing commercial, residential, and municipal. Alan will be with Project Manager of whom the Town will have primary contact for all work associated with this RFQ. Alan has worked with the Town of Dundee directly since 2010.

**Garrett Posten, EI** is a licensed Engineer in Training (#1100024445), has passed the Florida Professional Engineer's exam, and holds a Bachelor's Degree in Civil Engineering and a Master's Degree in Engineering Management. Garrett has been employed with Rayl Engineering & Surveying, LLC since 2020 and has over 4 years of experience in the commercial, residential, and municipal sectors. Garrett has taken and passed his Professional Engineer exam and will soon be a licensed Professional Engineer. Garrett has worked on projects for the Town of Dundee during his time at Rayl Engineering and Surveying.

**Caleb Wingo, EI** is a licensed Engineer in Training (#1100026664) and holds a Bachelor's Degree in Mechanical Engineering. Caleb has been employed with Rayl Engineering & Surveying, LLC since 2023 and has over 4 years of experience in the commercial, residential, and municipal sectors. Caleb has worked on projects for the Town of Dundee during his time at Rayl Engineering and Surveying including the reviews of multiple Town of Dundee CSP/PSP/etc. projects.

**Kayla Derrick** has been employed with Rayl Engineering & Surveying, LLC since 2018 and has 10 years of Administrative experience. Kayla has a Master's Degree in Human Resource Management and a Bachelor's degree in Business Management & Supervisions. Kayla has worked on projects for the Town of Dundee during her time at Rayl Engineering and Surveying.

**George Deakin, PE** of Deakin Property Services has partnered with Rayl Engineering & Surveying, LLC since 2020 to provide Traffic Engineering services. George is a Registered Professional Engineer (#25784) in Florida and holds a Bachelor of Science in Civil Engineering. He has over 40 years of experience in transportation planning, including review of other consultants' transportation impact and concurrency analyses. George has performed work for the Town of Dundee in the past including Traffic Impact Study Review comments for over 30 traffic impact studies submitted to the Town of Dundee.

SECTION 6 Licensure

**City of Bartow, Florida  
BUSINESS TAX RECEIPT**

810 E MAIN ST  
LOCATION OF BUSINESS

This Business Tax Receipt is to be displayed conspicuously at the location of business, and is not transferable or assignable.

ALAN RAYL  
RAYL ENGINEERING & SURVEYING  
810 E MAIN STREET  
BARTOW FL 33830

EXPIRATION DATE  
9/30/2024

DATE ISSUED 7/07/2023	TAX RECEIPT # 02056
--------------------------	------------------------

BUSINESS TAX RECEIPT FOR  
ENGINEERS

*Michelle N...*  
City Manager

*Josephine...*  
City Clerk

A Business Tax Receipt is hereby issued by the city of Bartow, Florida to the following party to engage in or manage the business, profession or occupation shown, pursuant to the indicated subsection of Bartow code section 70-36 for the Tax Receipt year.

**POLK COUNTY LOCAL BUSINESS TAX RECEIPT**

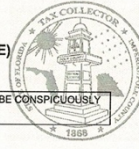
ACCOUNT NO. 209427 CLASS: B+ EXPIRES: 09/30/2024

<b>OWNER NAME</b> ALAN L RAYL	<b>LOCATION</b> 810 E MAIN ST BARTOW
<b>BUSINESS NAME AND MAILING ADDRESS</b> RAYL ENGINEERING & SURVEYING LLC RAYL ENGINEERING & SURVEYING LLC 810 E MAIN ST BARTOW, FL 33830	<b>CODE</b> 540190 PROFESSIONAL ENGINEER 540250 SURVEYOR MAPPER <b>ACTIVITY TYPE</b> PROFESSIONAL LICENSE (IF APPLICABLE) DOACS-LB7770

OFFICE OF JOE G. TEDDER, CFC \* TAX COLLECTOR

PAID - 1667155 07/25/2023 HSP TP 57.75 RAYL ENGINEERING & SURVEYING LLC

THIS POLK COUNTY LOCAL BUSINESS TAX RECEIPT MUST BE CONSPICUOUSLY DISPLAYED AT THE BUSINESS LOCATION




Florida Department of Agriculture and Consumer Services  
Division of Consumer Services  
Board of Professional Surveyors and Mappers  
2005 Apalachee Pkway Tallahassee, Florida 32399-6500

License No.: **LB7770**  
Expiration Date February 28, 2025

**Professional Surveyor and Mapper Business License**  
Under the provisions of Chapter 472, Florida Statutes

RAYL ENGINEERING AND SURVEYING LLC  
810 E MAIN ST  
BARTOW, FL 33830-4939



WILTON SIMPSON  
COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.



Florida Department of Agriculture and Consumer Services  
Division of Consumer Services  
Board of Professional Surveyors and Mappers  
2005 Apalachee Pkway Tallahassee, Florida 32399-6500

License No.: **LS5736**  
Expiration Date February 28, 2025

**Professional Surveyor and Mapper License**  
Under the provisions of Chapter 472, Florida Statutes

ALAN LEE RAYL  
810 E MAIN ST  
BARTOW, FL 33830-4939



WILTON SIMPSON  
COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.

Section 6 Licensure Continued



**LICENSEE DETAILS**

11:34:06 AM 8/31/2023

**Licensee Information**

Name:	RAYL ENGINEERING AND SURVEYING, LLC (Primary Name)
Main Address:	810 EAST MAIN STREET BARTOW Florida 33830
County:	POLK

**License Information**

License Type:	Engineering Business Registry
Rank:	Registry
License Number:	28820
Status:	Current
Licensure Date:	09/24/2009
Expires:	



## *Section 7 References*

**Company Name:** Town of Dundee

**Contact Individual:** Tandra Davis

**Contact's Title:** Town Manager

**Phone Number:** 863-438-8330 ext. 222

**Email address:** tdavis@townofdundee.com

**Brief Description of the Project(s) Completed:** Numerous land development projects reviews and Town infrastructure projects (roadways, parks, sidewalks, etc.)

**Company Name:** City of Mulberry

**Contact Individual:** Rick Johnson

**Contact's Title:** City Manager

**Phone Number:** (863) 425-1125

**Email address:** rjohnson@cityofmulberryfl.com

**Brief Description of the Project(s) Completed:** Multiple City infrastructure projects including traffic recirculation plans, sewer routing evaluation, stormwater utility assistance, and more as shown on page 5.

**Company Name:** JT Enterprises

**Contact Individual:** Joe Taggart, Jr.

**Contact's Title:** Owner

**Phone Number:** 813-765-4923

**Email address:** taggartjoseph@hotmail.com

**Brief Description of the Project(s) Completed:** Multiple commercial developments including Tampa Telecom Park, Woodstork Plaza Master Infrastructure (a 7 outparcel commercial development), and Site D Retail Center at Woodstork Plaza (a 9,000 square foot retail center with parking)

## *Section 8 Minority Business-Owned/Woman-Owned/Disabled Veteran/Veteran-Owned*

### *Enterprises*

Rayl Engineering and Surveying, LLC is not a Minority Business-Owned, Woman-Owned, or Disabled Veteran/Veteran-Owned Enterprises.





## *Section 9 Primary Office Location*

Rayl Engineering and Surveying, LLC is located in downtown Bartow at 810 E Main Street, Bartow, FL 33380. We are less than 20 miles of the Town of Dundee.

## *Section 10 Additional Information*

### **Operational Stability/Corporate Financial Resources/Insurance Limits**

Rayl Engineering and Surveying, LLC has been a continuous sole ownership company. The company is solvent without debt and currently holds \$1 million/\$2 million insurance policies.

### **Terminated Contracts**

Rayl Engineering and Surveying, LLC previously terminated a contract as Highland Meadows CDD District Engineer due to ethical concerns. Additionally, a Client we were under contract with for a small duplex project terminated our contract due to a new business partner and their desire to use their preferred firm.

### **Understanding The Project and Approach to Performing the Required Services**

#### ***Approach/Project Management/Organization***

The project team will include all needed staff specializing in the needed tasks; project engineers, surveyor staff, cad designers, permit processing specialists are all at the Town's disposal as in-house personnel at Rayl Engineering & Surveying, LLC. Planning and scheduling will be coordinated with Town staff to align expectations of project timing, estimating schedule and fees, and providing timely status updates.

#### ***Pragmatic Approach to Town's Goals***

We always look for ways to maximize project effectiveness while minimizing disruption to existing systems, whether they be roadways or utilities, we strive to meet project end objectives while keeping existing infrastructure and public facilities in operation and usable to the Town's residents.

#### ***Quality Control/Dispute Resolution/Stakeholder Engagement***

We regularly participate in system improvement analysis with our Clients that desire to improve quality control on projects and processes; either land development review/approvals, development standards, or other needed components of the public/private engagement process. We regularly participate in public forums and receive feedback from residents, consultants, developers, and staff on ways to best serve the Town's goals while fostering appropriate growth for the Town.

## Appendix A CORPORATE RESUME

### **CORPORATE RESUME**

#### **EXPERTISE**

Rayl Engineering & Surveying, LLC was formed in August 2009 by Alan L. Rayl, PE, PSM. Since that time, our firm has provided professional services to numerous public and private sector clients across Central Florida and the Midwest. Our clientele includes local developers and businesses, multiple Community Development Districts and Property Owner's Associations/Homeowner's Associations, National Home Builders, the cities of Mulberry and Fort Meade, and the Town of Dundee.

Our firm believes heavily in community involvement. We volunteer. We participate. We get to know our Clients and their priorities. This provides a personal investment for us and makes us part of the communities we serve.

#### **SERVICES**

Rayl Engineering & Surveying, LLC offers a comprehensive set of Civil Engineering and Land Surveying services that include:

- Residential Civil Engineering Design and Permitting
- Commercial Civil Engineering Design and Permitting
- Construction Administration
- Land Surveying
- Feasibility Studies and Conceptual Plans
- Due Diligence Investigation
- Site Forensic Evaluations and Remediation Designs
- Expert Witness Research and Testimony
- CDD District Engineer Services
  - RFQ/RFP Preparation
- Site Plan Review Services
  - SWFWMD Compliance Solutions

#### **EXPERIENCE**

The following are projects performed by Rayl Engineering and Surveying, LLC and/or by its principal, Alan Rayl, PE, PSM.

**Patterson Park, Fort Meade, FL** – Restoration of utility service to the park bathroom facility through new water and wastewater lines, including a new onsite lift station. The project also includes re-establishment of the Park Concession facilities (including new utility service) and the upsizing of a local water line to improve service and pressure.

#### **CFRPC Office - Bartow, FL**

Engineer of Record for the Award-Winning redevelopment of the existing CFRPC office site. Services provided were design of demolition of existing asphalt parking lot and replacement with a pervious paving system made from recycled rubber tires. The approximately 10,000 sf parking lot contains over 4,000 used tires. The project also included a site-wide comprehensive design and installation of new landscaping consisting of Florida-native plants, including a micro-irrigation system.

#### **Citywide Stormwater Utility Fee - Mulberry, FL**

Rayl Engineering & Surveying, LLC coordinated with City administration to correct the assessments being made for the Stormwater Utility Fee. The City was not initially aware of the need for this correction. The Ordinance provided for a flat rate (\$4) for residences and an impervious surface coverage-based rate for non-residential properties. At the initial implementation, all properties were being assessed the \$4 fee. This was costing the City over \$44,000/year in uncollected fees.

#### **Lake Ashton I CDD (Lake Wales, FL) and Lake Ashton II CDD (Winter Haven, FL)**

Rayl Engineering and Surveying, LLC is the current District Engineer for the Lake Ashton I and II Community Development Districts. We have provided a variety of services to the CDDs including a pavement and curbline assessment and inventory, Pickleball court design and permitting, pond repair recommendations, and more. Alan L. Rayl has been serving the Lake Ashton I CDD since 2019 and the Lake Ashton II CDD since 2015.

APPENDIX B RAYL ENGINEERING & SURVEYING, LLC EMPLOYEE RESUMES

**Alan L. Rayl, PE, PSM**  
*President/Owner*



Alan Rayl has been a Registered Professional Engineer in the State of Florida since 1991 and has also been a Registered Professional Surveyor and Mapper in Florida since 1997. Alan founded Rayl Engineering and Surveying, LLC on August 24, 2009.

**Professional Registrations**

Florida Registered Professional Engineer #44116  
 Georgia Registered Professional Engineer #28580  
 Indiana Registered Professional Engineer #920107  
 Florida Registered Professional Surveyor and Mapper #5736  
 FDEP Certified Stormwater Inspector #5386

**Education**

Bachelor of Science, Civil Engineering - Purdue University 1987

**Special Qualifications**

- Former County Engineer for Polk County Land Development Division
- More than 35 years of experience, encompassing commercial, residential, municipal, and transportation facilities in the Midwest, South and Central Florida, and the Caribbean.
- Experience managing and performing all types of public and private land development projects, from initial appraisals and master planning through preparation and design of construction documents, construction observation, and certifications.
- Direct experience with regulatory programs of local municipalities and Counties and the State of Florida Water Management District, as well as the Florida Department of Environmental Protection, FEMA, and the U.S. Army Corps of Engineers affecting stormwater, water and sewer utilities, and wetlands.

**Professional Organizations and Memberships**

Commissioner, City of Bartow CRA, 2009-2017; Chairman, 2011-2012, 2012-2013, 2016-2017  
 Florida Stormwater Association, Conference Committee Member (2016-2021)  
 Florida Redevelopment Association, Committee Member (2019)  
 Past Member, International Council of Shopping Centers  
 Polk County Builder's Association, (Member (2009-present), Board Member, (2019-2022), 1st Vice President 2021, Governmental Affairs Co-Chair (2010-2011), Chair (2019-2021), President-Elect 2022, **President 2023**)  
 Member, Polk County Utility Code Update Stakeholders Committee (2010-2011)  
 Member, City of Lakeland Subdivision Code Update Committee, 2011  
 Member, City of Bartow Gateways Project Committee, 2011  
 Member, City of Bartow Focus Group, 2020 - present  
 Graduate, Leadership Bartow, Class XIII, 2008-2010  
 Graduate, Leadership Polk, Class IV, 2010-2011  
 Leadership Polk Alumni Association, Steering Committee, 2011-2020; Membership Committee Chair, 2016-2020  
 Bone Valley SAS Focus Group  
 ACE Mentor Volunteer (2018)  
 Polk County School Board Volunteer  
 Florida Surveying and Mapping Society, Ridge Chapter  
 Lake Wales Area Chamber of Commerce, Member  
 Greater Mulberry Chamber of Commerce, Board Member, 2008-2016; President, 2012  
 Dundee Area Chamber of Commerce, Board Member, 2019  
 Fort Meade Chamber of Commerce, Member  
 Hardee County Chamber of Commerce, Member  
 Winter Haven Chamber of Commerce, Member  
 Bartow Chamber of Commerce, Member; Board Member, 2016-2020  
 Mainstreet Bartow, Member  
 Florida Engineering Society, Ridge Chapter, State Director (2010), **Engineer of the Year (2010)**, President, (2009-2010 & 2015-2016), Vice President (2008-2009), **Engineer of the Year (2023)**

**Garrett Posten, EI**  
*Project Engineer*



Garrett Posten has been employed as a Project Engineer with Rayl Engineering and Surveying, LLC since September of 2020.

**Professional Registrations**

Engineer Intern, 1100024445  
 Passed Professional Engineer Exam, July 2023  
 Qualified Stormwater Management Inspector, Inspector Number 49541

**Education**

- Master of Science, Engineering Management - Missouri University of Science and Technology 2020 - 2022
- Bachelor of Science, Civil Engineering - Missouri University of Science and Technology 2019

**Special Qualifications**

- Experienced in floodplain structures, municipal water and sewer, and stormwater systems.
- Experienced in drainage modeling and flood studies
- Experienced in designing and creating drawings in AutoCAD.
- Experienced in designing apartment complexes, car washes, subdivisions, and multifamily projects.
- Experienced with Community Development Districts including meetings, handling bid requests for CDD projects, coordination with contractors, board members, and residents, as well as community project scheduling.

**Professional Organizations and Memberships**

- Member of Florida Engineering Society
- Bartow Leadership, Class XX Member

**Project Experience**

Lake Ashton I CDD - Handles bid requests for CDD projects, coordination with contractors, board members, and residents, as well as community project scheduling. Handles SWFWMD permitting for Water Use Permits and Environmental Resource Permits.

Lake Ashton II CDD - Handles bid requests for CDD projects, coordination with contractors, board members, and residents, as well as community project scheduling. Handles SWFWMD permitting for Water Use Permits and Environmental Resource Permits.

Bubble Down Car Wash – Assists in design and permitting of numerous Bubble Down Car Washes in Florida.



***Caleb Wingo, EI***  
*Project Engineer*



Caleb Wingo has been employed as a Project Engineer with Rayl Engineering and Surveying, LLC since January 2023.

***Professional Registrations***  
 Engineer Intern #1100026664

***Education***

- Bachelor Of Science Degree In Mechanical Engineering - Florida Polytechnic University, December 2019

***Special Qualifications***

- Experienced in designing and creating drawings in AutoCAD.
- Experienced in drainage modeling and flood studies
- Experienced in Roadway design
- Experienced in conductions sims in WaterCAD

***Project Experience***

- Project Engineer on numerous projects with a Citrus Plant including drainage design, building design, and pressurized water system design
- Performed calculations and written reports for numerous projects
- Performed site visits for survey and drainage work
- Reviewing projects for the Town of Dundee in various stages to ensure that they meet the Town code requirements (PSP, CSP, etc.)

APPENDIX B RAYL ENGINEERING & SURVEYING, LLC EMPLOYEE RESUMES CONTINUED

***Viviana Rosado***  
*CAD Technician*



Viviana Rosado has been employed as a CAD Technician with Rayl Engineering and Surveying, LLC since June of 2019.

***Education***

Drafting and CAD, Course Study Diploma - Manati, Puerto Rico, US

***Special Qualifications***

- Over 10 years experience preparing construction plans, both residential and commercial, in Auto CAD.
- Experienced in construction inspection and estimate preparation.

***Project Experience***

Tampa Telecom Park – Preparation of Master Site Plan, Preliminary Plat, Master Grading, Master Drainage Plan, and more for the 6 out parcel commercial development in Temple Terrace.

KRC Gun Range – Prepared preliminary plans for a 55-acre private gun range and tactical training center. This project is made up of 15+ shooting ranges, RV sites, cabins, meeting center, and more.

Crosstown Properties – Worked on the preliminary plans for a multi-parcel commercial development in Brandon, Florida.

USF Federal Credit Union – Designed construction plans for a new Credit Union branch in Telecom Park that is located in Temple Terrace, Florida.

Nutrien AG - Prepared site construction plans for an 80,000 square foot dry fertilizer storage and handling facility in Mulberry, Florida.

Bubble Down – Designed construction plans for 10+ new car washes

Alafia Utilities - Designed plans for the extension of 3+ miles of potable water, reclaimed water, and sanitary sewer forcemain to serve new development in Mulberry.

Missing Link – Prepared plans for 500 +/- acre mitigation bank in Northeast Polk County

Haines City Gas Station - Designed construction plans for a new gas station located in Haines City

APPENDIX B RAYL ENGINEERING & SURVEYING, LLC EMPLOYEE RESUMES CONTINUED

**Janet Taylor**  
*CAD Technician*



Janet Taylor has been employed as a CAD Technician with Rayl Engineering and Surveying, LLC since December of 2021.

**Education**

Architectural Drafting Diploma, Ridge Vo-Tech, Winter Haven Florida

**Special Qualifications**

- Over 34 years experience preparing construction plans, both residential and commercial
- Over 20 years experience using AutoCAD
- Experienced in construction inspection and estimate preparation.

**Project Experience**

- Checked proposed Plats for Sol Vista & Crystal Lake Preserve.
- Wrote Description & made map of proposed R/W for Lake Marie Drive, & for new lots at Lake Walker.
- Prepared construction plans for Dundee Splash Park, & apartment complex in Bartow
- Prepared site plan for apartment complex in Arcadia
- Wrote descriptions & prepared map of new parcels at shopping center
- Prepared map for new lots in Frostproof
- Prepared construction plans for wedding venue
- Prepared construction plans for apartment complex in Lakeland

APPENDIX B RAYL ENGINEERING & SURVEYING, LLC EMPLOYEE RESUMES CONTINUED

**Kayla Derrick**  
*Office Manager/Executive Assistant*



Kayla Derrick has been employed as a Office Manager/Executive Assistant with Rayl Engineering and Surveying, LLC since 2018. Kayla has 10 years of Administrative experience and over 5 years of experience in the engineering and land development field.

**Education**

- Master of Business Administration, Human Resource Management – Lynn University, 2017
- Bachelor of Science, Business Management and Supervision - South Florida State College, 2016
- Associate in Arts, Business Management - South Florida State College, 2013

**Professional Organizations and Memberships**

- Alumni of Leadership Lake Wales, Class 21
- Member of the International Society of Baccalaureate Scholars

**Responsibilities**

- Responsible for day-to-day business operations
- Manage AP and AR accounts
- Drafting correspondence and presentations
- Assist company President with preparation of detailed technical reports, studies, and presentations
- Perform processing of payroll and employee benefits
- Complete project submittals to all permitting agencies including SWFWMD, DEP, and local Cities and Counties

APPENDIX B RAYL ENGINEERING & SURVEYING, LLC EMPLOYEE RESUMES CONTINUED

**Valerie Wheatley**  
*Administrative Assistant*



Valerie Wheatley has been employed as an Administrative Assistant with Rayl Engineering and Surveying, LLC since July 2023. Valerie has over 10 years of experience as an Administrative Assistant and over 4 years of experience in the permitting and land development field.

**Professional Organizations and Memberships**

- State of Florida Notary Public – Commission Number HH 176207 Exp. 9/19/2025

**Responsibilities**

- Responsible for assisting with day-to-day business operations
- Drafting correspondence and presentations
- Assist with preparation of detailed technical reports, studies, and presentations
- Assist with project submittals to all permitting agencies including SWFWMD, DEP, and local Cities and Counties.
- Reviewing & uploading documents via permit portals through Polk County, City of Lakeland, SWFWMD, CSX & Project Dox, etc.
- Completing School concurrency's, Legal Ad's/ Affidavits, & DOH/DEP forms, for permitting purposes.

APPENDIX B RAYL ENGINEERING & SURVEYING, LLC EMPLOYEE RESUMES CONTINUED

***D'Lise Rayl***  
*Clerical/Administrative Assistant*



D'Lise Rayl has been employed as an Executive Assistant with Rayl Engineering and Surveying, LLC since 2020. D'Lise has over 30 years of experience in the Administrative field.

***Experience***

- Previous Polk County Board of County Commissioners/Land Development Division/Development Coordinator II
  - Responsible for conducting operations and procedures related to the development review process.
  - Managed and tracked development projects through various programs and software.
  - Scheduled and/or attended pre-construction or other development related meetings, upon request.
  - Coordinated with inspectors to finalize projects upon completion of site work.
  - Coordinated with the building, codes and utilities departments on items required for projects.
  - Communicated with property owners, engineers, architects and other county personnel regarding projects.

***Responsibilities***

- Responsible for day-to-day business operations
- Drafting correspondence and presentations
- Assist in project submittals to all permitting agencies including SWFWMD, DEP, and local Cities and Counties





**George Deakin, P.E.**  
**Vice President**  
**Traffic Engineer**

**Professional Credentials**

- Bachelor of Science, Civil Engineering, University of Virginia
- Registered Professional Engineer in Florida

**Professional Organizations**

- Institute of Transportation Engineers, Fellow
- 2007 Transportation Professional of the Year Award; Tampa Bay Section of Institute of Transportation Engineers.
- Tampa Bay FSUTMS Users Group, Past President

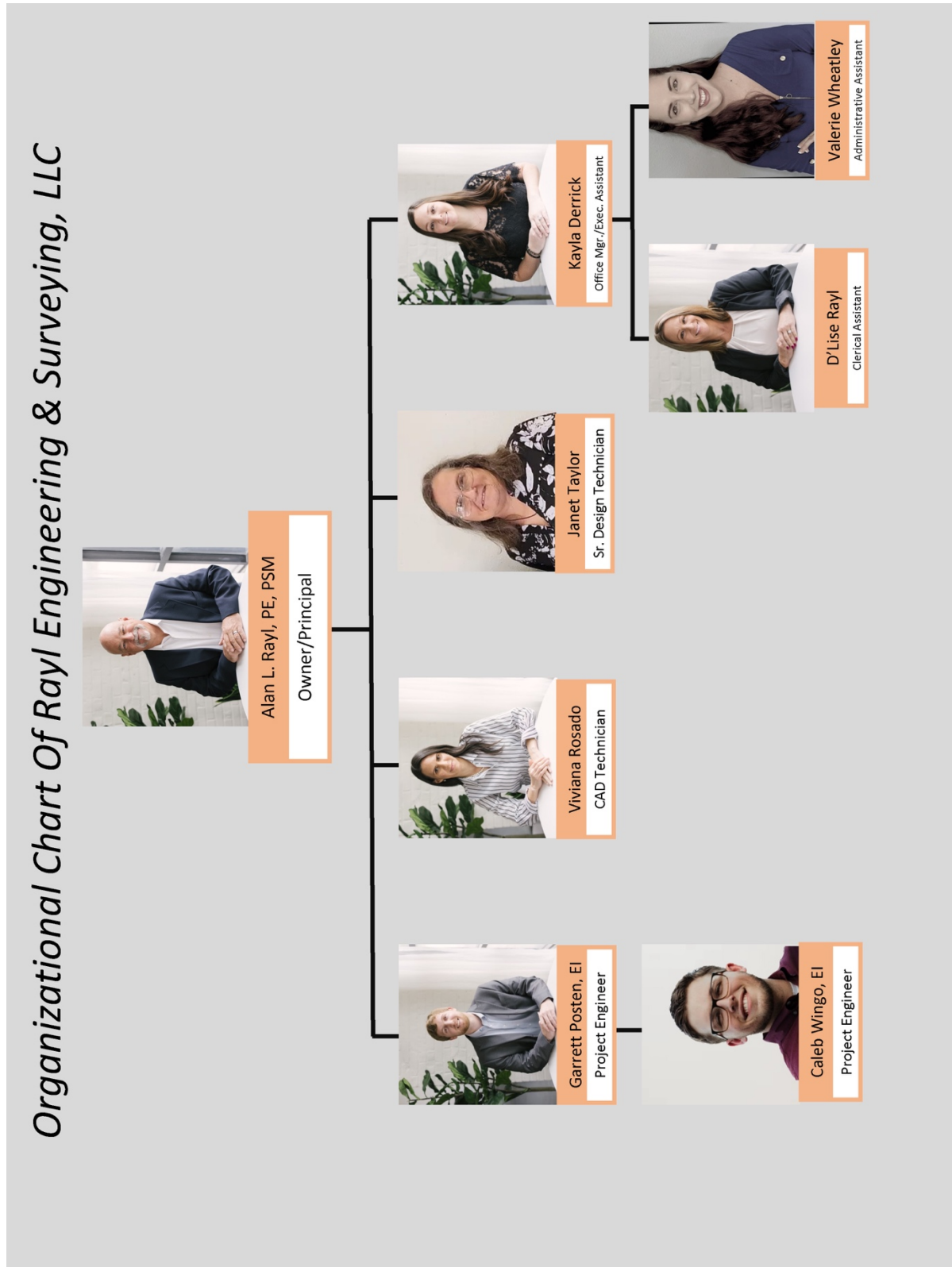
**Special Qualifications**

- Prepared in a timely manner Town of Dundee Traffic Impact Study Review comments for over 30 traffic impact studies submitted to the Town of Dundee.
- I have been proactive in requesting responses from Town of Dundee proposed project Applicants if they have not responded to traffic review comments in a timely manner or forgotten to respond.
- I know and have worked alongside many of the Town of Dundee staff and DRC members, including Brenda Carter, Lorraine Peterson, Seth Claytor, and Alan Rayl.
- I am familiar with, and reference in my traffic review comments; the Town of Dundee Land Development Code traffic study requirements, the Polk County Land Development Code, Appendix C: Polk County Traffic Impact Study, Methodologies and Procedures (revised 1/7/2020); and the Florida Statute §163.3180. pertaining to Applicant's proportionate share costs for needed improvements.
- More than 40 years of experience in transportation planning, including review of other consultants' transportation impact and concurrency analyses, intersection timing studies, intersection capacity and level of service analyses, intersection turn lane analysis, expert witness testimony, Development of Regional Impact (DRI) transportation reviews, and Project Development and Environmental (PD&E) studies.
- Represented the Florida Department of Transportation (FDOT) District VII (Tampa) in reviewing the traffic projections for new and modified interchanges on I-75, supervised I-75/I-275 Northbound Alternatives analyses for additional I-75 lanes at the I-75-I-275 junction. Reviewed for the FDOT a draft of "FDOT 2002 Level of Service Handbook", and the associated FDOT capacity and level of service software programs.
- Conducted Development of Regional Impact (DRI) and Notice of Proposed Change (NOPC) transportation reviews (over 200 reviews) of other consultant's traffic analyses for FDOT and public agencies.
- Seven Districtwide General Planning Contracts; and a FDOT District Five Districtwide Special Studies Contract.

**Employment History**

- Deakin Property Services, 2009 – Current
- Kimley-Horn and Associates, 1996 – 2009
- Tampa Bay Engineering, 1986 – 1996
- Pre – 1986: Post, Buckley, Schuh and Jernigan; H.W. Lochner; Tampa Bay Regional Planning Council

APPENDIX C ORGANIZATIONAL CHART OF RAYL ENGINEERING & SURVEYING, LLC





## APPENDIX D      STANDARD FORMS

See attached standard forms as requested.

**9.2 ATTACHMENT B**

**ADDENDUM PAGE (RFQ 23-01)**

The undersigned acknowledges receipt of the following addenda to the Request for Qualifications (Give number and date of each):

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

FAILURE TO SUBMIT ACKNOWLEDGMENT OF ANY ADDENDUM THAT AFFECTS THE SUBMITTAL IS CONSIDERED A MAJOR IRREGULARITY AND WILL BE CAUSE FOR REJECTION OF THE PROPOSAL.

NAME OF BUSINESS: Rayl Engineering & Surveying, LLC

BY:  \_\_\_\_\_  
SIGNATURE

NAME & TITLE, TYPED OR PRINTED: Alan L. Rayl Owner / President

### 9.3 ATTACHMENT C

#### **LOBBYING - 31 U.S.C. 1352, 49 CFR Part 19, 49 CFR Part 20**

#### APPENDIX A, 49 CFR PART 20--CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements (*To be submitted with each bid or offer exceeding \$100,000*)

The undersigned [Proposer] certifies, to the best of his or her knowledge and belief, that:

- 9.3.1 No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 9.3.2 If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*)]
- 9.3.3 The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.**

[**Note:** Pursuant to 31 U.S.C. §1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Proposer, Rayl Engineering & Surveying, LLC, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Proposer understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.



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Signature of Proposer's Authorized

Alan L. Rayl, Owner/President

---

Official Name and Title of Proposer's Authorized

9-11-23

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Official Date



9.4 ATTACHMENT D

NONCOLLUSION AFFIDAVIT OF PRIME BIDDER

State of Florida

County of Polk

Alan L. Rayl, being first duly sworn, deposes and says that:  
Name

(1) He is Owner/President of Rayl Engineering & Surveying, LLC, the  
Title Company  
Bidder that has submitted the attached bid;

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

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

(4) Neither the said Bidder nor any of his officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or has refrained from bidding in connection with such Contract; nor in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder; nor has fixed any overhead, profit or cost element of the Bid price, or the Bid price of any other Bidder; nor has secured through any collusion, conspiracy, connivance or unlawful agreement, any advantage against the Town of Dundee or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of it's agents, representatives, owners, employees, or parties in interest, including this affiant.

Alan L. Rayl  
Name

Owner / President  
Title

Subscribed and sworn to before me this 11<sup>th</sup> day of September, 2023

Valerie Wheatley  
Notary Signature

Valerie Wheatley  
Notary Name

My commission expires 9/19/25







**9.6 Attachment F**

**CERTIFICATION OF DRUG-FREE WORKPLACE**

**IDENTICAL TIE BIDS** - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the purchasing of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

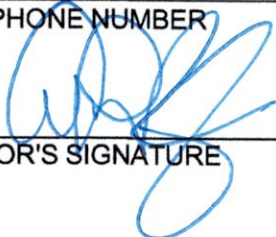
As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

9-11-23  
DATE

Rayl Engineering & Surveying, LLC  
NAME OF FIRM

863-537-7901  
TELEPHONE NUMBER

810 E Main Street, Bartow, FL 33830  
STREET ADDRESS

  
VENDOR'S SIGNATURE

Bartow FL 33830  
TOWN STATE ZIP