

A TRADITION OF INNOVATIVE ENGINEERING

CIVILSURV

ORIGINAL



LARGE FIRM SERVICES
MULTI-DISCIPLINE FIRM

RFQ # 23-01

CONTINUING PROFESSIONAL CONSULTING
SERVICES CONTRACTS

DUE: SEPTEMBER 13, 2023 BY 4:00 PM

CONTACT PERSON:
MARK J. FREDERICK, PE



2525 DRANE FIELD ROAD, SUITE 7
LAKELAND, FLORIDA 33811



(863) 646-4771



MFREDERICK@CIVILSURV.COM

WWW.CIVILSURV.COM

- e) The provisions of this Article are severable and if, for any reason, any one or more of the provisions contained in the Article shall be held by a court of competent jurisdiction to be invalid, illegal, against public policy or unenforceable in any respect, the invalidity, illegality, being against public policy or unenforceability shall not affect any other provision of this Article which shall remain in effect and be construed as if the invalid, illegal, against public policy or unenforceable provision had never been contained in the Article.

8.19 LIENS:

- a) No liens of any type shall be allowed, including labor, materials, rentals, or services furnished.

8.20 CONSTRUCTION AND CONSULTING EVALUATION:

- a) The award of contracts by the Town of Dundee for construction and/or consulting services is based on the lowest responsive/responsible bid (for construction) or in accordance with the guidelines and requirements of FS 287.055 – Consultants Competitive Negotiation Act-CCNA (for applicable consulting services). In addition, the Town will consider the previous performance of any bidder who may have completed work for the Town of Dundee or other entity.
- b) The Construction and Consulting Evaluation Form shall be completed by the department head or his designee responsible for the project. The form shall be filled in upon the completion of the project and submitted to Procurement for retention.
- c) This form will be completed on all firms performing construction and/or consulting work for the Town of Dundee. Furthermore, the Town may, at its discretion, provide this form to other entities for whom the noted firm has completed work.

9.0 STANDARD FORMS

THE FORMS LISTED BELOW ARE TO BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL, AND ARE ATTACHED HEREWITH:

- 9.1 RFQ 23-01 SUBMITTAL COVER PAGE, Attachment A
- 9.2 ADDENDUM PAGE, Attachment B
- 9.3 LOBBYING CERTIFICATION FORM, Attachment C
- 9.4 NONCOLLUSION AFFIDAVIT OF PRIME BIDDER, Attachment D
- 9.5 AFFIDAVIT CERTIFICATION-IMMIGRATION LAWS, Attachment E
- 9.6 CERTIFICATION OF DRUG-FREE WORKPLACE, Attachment F

NOTE: PLEASE ENSURE THAT ALL OF THESE DOCUMENTS ARE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL.

FAILURE TO DO SO MAY RESULT IN YOUR PROPOSAL NOT BEING CONSIDERED FOR AWARD.

9.1 ATTACHMENT A

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

9/13/2023

Date

CivilSurv Design Group, Inc.

Name

of Company



Authorized

Signature

Mark Frederick

Vice President of Civil Engineering

Printed Name

Title/Position

2525 Drane Field Road, Suite 7

Physical

Address

Lakeland

FL

33811

Town

State

Zip

mfrederick@civilsurv.com

Email

address

863-646-4771

Telephone

Number / Fax Number

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

Subconsultants will be selected based on the specific needs of the Town for each Task Assignment.

Key Team members and addresses of principal office:

Mark J. Frederick, PE - 2525 Drane Field Road, Suite 7, Lakeland, FL 33811

Craig R. Fuller, PE - 2525 Drane Field Road, Suite 7, Lakeland, FL 33811

Kenneth T. Glass, PSM - 2525 Drane Field Road, Suite 7, Lakeland, FL 33811

Timothy A. Morris, PSM - 2525 Drane Field Road, Suite 7, Lakeland, FL 33811

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:

September 13, 2023

Mr. Trevor Douthat
Town Clerk
Town of Dundee
202 East Main Street
Dundee, FL 33838

**RE: RFQ #23-01 - Continuing Professional Consulting Services Contracts
Large Firm Services - Multi-Discipline Firm
Cover Letter**

Ladies and Gentlemen:

CivilSurv Design Group, Inc. (CivilSurv) is pleased to submit our qualifications to provide Professional Consulting Services for the Town of Dundee. We have assembled a focused Team with extensive knowledge and experience in their fields to provide key services for the Town. You can be confident that we understand budget challenges, regulatory requirements, and the desire to provide technically-sound solutions. Our Team desires to serve the Town through its continued growth, and we are perfectly situated to do so.

CivilSurv is headquartered in Polk County and has served the area since 1980. Our experienced staff of Professional Engineers, Urban Planners, Surveyors & Mappers, and Construction Inspectors have provided a wide range of services for many of the region's largest projects, yet we remain small enough that our Principals remain actively involved with our clients. **Innovative, nimble, and responsive** are adjectives we believe best describe our team and our leadership.

CivilSurv is aware that water and wastewater infrastructure is critical to the long term viability of any community. **Water and wastewater infrastructure is a primary focus of our firm.** Our personnel are accomplished in a wide variety of utility improvement projects involving treatment, distribution, and collection systems. We have designed, permitted, and provided oversight for the construction of utility improvements throughout the State of Florida with a focus specifically within Polk County.

As part of a Professional Consulting contract, CivilSurv routinely provides services from miscellaneous consultations to studies, design development, and complete construction oversight. These services include but are not limited to the following:

- Master Planning and Development of CIPs;
- Grant Applications and Management;
- Development of Conceptual Plans;
- Public Involvement/Hearings;
- Design, Plan Preparation and Construction Documents;
- Coordination and Permitting (FDOT, DEP, SWFWMD, Franchise Utilities, etc.);
- Bidding (Pre-bid meetings, review of bids and recommendation of awards);
- Resident Project Representative Services;
- Construction administration to include shop drawings reviews, response to contractor RAIs, review of contractor requests for payment, review of contractor schedules, etc. ;
- Project Closeout to include development of punch lists, final inspections, review of as-built drawings and final certification;
- Startup and training for operation and maintenance of new facilities; and
- Regulatory Support Services.

www.CivilSurv.com
Small Business Enterprise





As the Prime Consultant, **CivilSurv** will contract directly with the Town and be responsible for the overall management of our Team. We will take the lead on water treatment design, wastewater treatment design, water and reclaimed water conveyance, and wastewater collection. Recent additions to our staff bring **expanded capabilities in water supply and treatment, as well as municipal and industrial wastewater treatment**. We will also take the lead on transportation services projects. We will provide support staff for all assignments requiring civil/site design, surveying and mapping, subsurface utility engineering, construction inspection, and public involvement.

Our leadership team of Craig Fuller, Mark Frederick, and Ken Glass is a group of accomplished industry professionals, well-known in the area, and will ensure that our team functions as a cohesive unit for seamless service to the Town. This is still a “relationship business,” and we bring the best people forward to lead our team.

The organization chart included in Tab E illustrates that we have the in-house, multi-disciplinary capabilities identified in your Request for Qualifications to lead the Services Related to Utility Systems (2.2.1), Transportation Systems (2.2.2), and the majority of Services Related to General Consulting Services (2.2.5). The General Consulting Services we specialize in include Boundary/Topographic Survey; Legal Descriptions and As-Built Surveys; Land Use Planning; Policy Analysis; Public Outreach and Communication; and Development of Artistic Renderings and Conceptual Layouts. While the Town is focused on what our firm can bring in capabilities, we have local partners that we regularly team with that can offer all of the other services listed in order to meet schedules and time frames that might be difficult. We have the staff experience needed to address any of your needs. **CivilSurv** is considered a Large Firm based on staff, and we offer Large Firm capabilities. However, we are a small firm at heart and offer a personalized experience for each of our clients focusing on their specific needs.

The **CivilSurv Team** has selected nine examples of contracts of varying size and scope to the general engineering contract being solicited by the Town of Dundee. The diversity of project assignments and the confidence in the **CivilSurv Team**, as illustrated by the long-term working relationships with these and many other local government clients, establishes that our Team is staffed with quality, dependable, focused professionals that are committed to serving the needs of the Town of Dundee.

In closing, the **CivilSurv Team** can provide the Town of Dundee with the experience, expertise, resources, flexibility, and responsiveness required to surpass the goals established for successful and efficient completion of projects assigned under this contract. Our Team is committed to providing the Town with outstanding and highly-personalized customer service.

Respectfully submitted,
CIVILSURV DESIGN GROUP, INC.

Mark J. Frederick, PE, ENV SP, CFM, PMP
Vice President of Civil Engineering and Contract Manager



TABLE OF CONTENTS

COVER LETTER	i - ii
TABLE OF CONTENTS	iii
TAB A - EXECUTIVE SUMMARY	1 - 3
TAB B - STATEMENT OF UNDERSTANDING	4
TAB C - SIMILAR PROJECT EXPERIENCE	5 - 13
TAB D - WORKPLAN & AVAILABILITY OF RESOURCES	14 - 17
TAB E - TEAM MEMBERS	18 - 29
TAB F - LICENSURE	30 - 31
TAB G - REFERENCES	32 - 33
TAB H - ATTACHMENTS A THRU F	34 - 40



TAB A

EXECUTIVE SUMMARY



CivilSurv Design Group, Inc. is headquartered in Polk County and has served the area since 1980. Our experienced staff of Professional Engineers, Urban Planners, and Surveyors & Mappers has provided a wide range of services for many of the region’s largest projects, yet we remain small enough that our Principals remain actively involved with our clients. **Innovative, nimble, and responsive** are adjectives we believe best describe our team and our leadership.

Our corporate headquarters:

CivilSurv Design Group, Inc.
 2525 Drane Field Road, Suite 7
 Lakeland, Florida 33811
 (863) 646-4771 *p.*
 (863) 646-3378 *f.*

Town of Dundee’s designated local office:

CivilSurv Design Group, Inc.
 2525 Drane Field Road, Suite 7
 Lakeland, Florida 33811
 (863) 646-4771 *p.*
 (863) 646-3378 *f.*

CivilSurv Design Group, Inc. is a corporation established in February 2010 as a continuation of firms that began in 1972. The key staff on the Board of Directors with signing authority include the following:

President	Vice President	Vice President	Associate Vice President
Craig R. Fuller, PE	Mark J. Frederick, PE	Kenneth T. Glass, PSM	Timothy A. Morris, PSM

Our general and specific capabilities include:

UTILITY SYSTEMS

- Potable Water Treatment & Storage
- Potable Water Distribution
- Wastewater Treatment
- Wastewater Collection
- Infiltration & Inflow Analysis
- System Rehabilitation
- System Inventory & Mapping

TRANSPORTATION SYSTEMS

- Geometric Design
- Traffic Studies
- Signalization
- Lighting
- Pedestrian Facilities
- Drainage System Analysis
- Stormwater Management

SURVEYING & MAPPING

- Corridor/Route Design and R/W Surveys
- Boundary/ALTA Surveys and Title Review
- Land/R/W Acquisition Support services
- GPS Control Surveys
- SUE Services
- Topographic and Hydrographic Surveys
- Eminent Domain Services
- Expert Witness Services
- GIS and Inventory Mapping

PLANNING & ZONING

- Land Use Planning
- Neighborhood Revitalization Planning
- Development Review
- Due Diligence Studies
- Grant Applications
- Project Outreach & Communication

CONSTRUCTION ENGINEERING & INSPECTION

- Construction Administration
- Resident Project Representative





CivilSurv Design Group, Inc. ("CivilSurv") is one of this region's premier local firms with corporate roots that date to 1980 and project records dating back through five decades. We are currently serving the surrounding Cities and Counties in similar Continuing Contract relationships and seek this opportunity to expand our successful relationships with LOCAL municipalities. We currently employ approximately 40 employees across 4 offices in Lakeland, Sebring, Port St. Lucie, and Vero Beach. Our clientele includes City and County governments, State agencies, utility authorities, commercial and industrial firms, architects, and contractors.

Engineering services for governmental entities are the primary focus of our firm. Our personnel are accomplished in a wide variety of public facility improvement projects. We have designed, permitted, and provided oversight for the construction of infrastructure improvements throughout the State of Florida. Our typical governmental client is one that is cost-conscious in terms of the fees that are paid for design services. The clients we usually work with want to see that any investment of resources achieves the highest rate of return back to the customer base. This is done by ensuring that design fees paid are reasonable, but also by ensuring that final construction documents are thorough and comprehensive. Our clientele typically call on us to confirm that the project concept represents a cost-effective and complete solution to resolving the infrastructure issue being considered.

The project team proposed for the Town consists of our experienced leaders and our key staff members all have over 20 years of experience and average over 10 years on the Team. The enclosed organizational chart shows the strength of our team, as follows:

CONTRACT MANAGER: Mark J. Frederick, PE will be the main contact for the Town of Dundee. Mr. Frederick has served as the Client Manager for several continuing services contracts throughout the State of Florida. Mr. Frederick brings a unique background and skillset to the team that makes us uniquely qualified. He holds multiple certifications, including Project Management Professional (PMP) from the Project Management Institute, Certified Floodplain Manager (CFM) from the Association of State Floodplain Managers, and Envision Sustainability Professional (ENV SP) from the Institute of Sustainable Infrastructure. He has experience in leading multi-discipline teams on a variety of public infrastructure projects, including utility systems and transportation systems.

UTILITY SYSTEMS: Craig R. Fuller, P.E. is a recognized leader in wastewater treatment providing innovative and cost-saving solutions for clients such as Orlando, Atlanta, Miami-Dade, and Polk County. The Polk County facility designs, in cooperation with the Utilities staff, have won numerous Earle Phelps awards for the best operated facilities in the State of Florida.

TRANSPORTATION SYSTEMS: John E. Howle, PE is a Principal Engineer with CivilSurv and has tremendous experience in Roadway and Drainage improvement projects. In addition, Mr. Howle brings experience to the team in several specific areas, including traffic studies; speed studies; traffic signalization; roadway and parking lot lighting; maintenance of traffic plans; signage and striping plans; pedestrian facilities; construction engineering and inspection; and constructability reviews.

GENERAL CONSULTING SERVICES - SURVEYING & MAPPING: Kenneth T. Glass, PSM, one of the partners in our firm, is the leader of our Surveying and Mapping Team. We are currently one of the 10 largest Surveying and Mapping firms in Florida and one of the only LOCAL providers of SUE and Utility Coordination services. We are the only local surveying company to have multiple district-wide contracts serving nearly all of Central and West Florida.

GENERAL CONSULTING SERVICES - PLANNING & ZONING: Public Information Meetings and Workshops are the key to resolving difficult issues. Communication is the primary element in a successful Client relationship, and we have assigned the critical role of Client Liaison to Hetty Harmon, AICP to work with the Town's staff and elected leadership. This is one of the value-added services of the CivilSurv Team, and Ms. Harmon is on-call for a Town Commission report at any time. Ms. Harmon is a leader in the local planning community and has over 30 years of experience leading planning efforts, including being the planner for multiple communities such as: Indian Rocks Beach, St. Pete Beach, Eagle Lake, Okeechobee County, Haines City, and the City of Palm Bay.



Proven Past Performance: CivilSurv is well-known in Central Florida and beyond. Throughout Florida, CivilSurv has successfully completed projects for many other County and Municipal governments ranging from utility relocations and upgrades to systems wide master plans. Some of our municipal clients include Haines City, City of Lakeland, Port St. Lucie, City of Indian Rocks Beach, Plant City, Frostproof, Polk City, Davenport, Winter Haven, West Melbourne, and Fort Pierce. We have successfully completed hundreds of various projects in recent years for these municipal clients.

Commitment to the Town of Dundee: The CivilSurv Team is uniquely qualified to serve the Town and welcomes this opportunity to be of service to the community. Our senior staff members can provide Town staff advice, grant/loan/funding acquisition support, and active community/public involvement campaigns to ensure the success of projects under this contract. CivilSurv is a LEADER in the profession and our community.

Economic Impact: The CivilSurv Team's investigation of innovative local construction techniques, accelerating the project design schedule, increasing safety, reducing environmental impacts, reducing impact to the stakeholders, and minimizing long-term maintenance will provide the Town of Dundee with several important, direct economic benefits, as follows:

- **Top-Down Construction:** We evaluate methods of construction, which eliminates detrimental construction activities, improving safety and minimizing environmental and other impacts. We confine construction to a limited area, reducing impacts to project stakeholders.
- **Accelerated Project Design:** The depth of resources of our in-house design Team's direct experience with condensed-schedule projects will minimize the duration that the project is under design and get the project "out on the street" as quickly as possible, thereby stimulating the Town's economy as quickly as possible. Our Team's familiarity with the complex permitting requirements unique to this type of contract will be an *invaluable* asset to minimizing design phase durations.



TAB B

STATEMENT OF UNDERSTANDING



CivilSurv Design Group, Inc. has extensive experience with the design, bidding, and execution of projects in both a time and cost sensitive manner. Further, we understand the ever-present economic stresses the Town of Dundee faces. Simply stated is the best choice for the Town – and our focus is public infrastructure with the support of survey and subsurface utility engineering. We are fully committed to performing all services for the Town of Dundee in a timely and cost-effective manner. CivilSurv has an excellent track record of achieving our client’s project budgets and schedules proactively, rather than reactively addressing issues. We will manage our resources to utilize the budget in the most effective and efficient manner. We will also assure the appropriate, qualified staff is used for each project to eliminate excessive labor cost while supporting the Town’s objectives.

CivilSurv believes that meticulous project documentation is essential to protect the Town from claims, overpayments, and substandard workmanship. From design through construction, our personnel are conscientious in completing accurate, detailed, and complete records. Special attention is always given to events that may impact cost or time. Instructions given to the contractor are noted to protect the Town from potential permit violation fines or other liability issues. Inspection reports and field books are also carefully maintained to document the quantity of completed work items.

Our focus is public infrastructure to include utility systems and transportation systems. From our example projects in Tab C, the Town can see we have designed numerous lift stations throughout the County and the area. This experience will allow the Town to know they are selecting a teammate that they can trust and know it will be designed correctly. CivilSurv has become such a trusted ally with Polk County Utilities that they are routinely asked to generate updated standard details and specification for the County. CivilSurv has also served St. Lucie County on large vacuum sewer collection projects, converting existing septic tanks to centralized sewer treatment. If the Town has an interest in such a project, CivilSurv can demonstrate the differences between gravity sewer, low pressure sewer, and vacuum sewer.

CivilSurv has also served as the lead for numerous water and wastewater treatment facility expansions in recent projects with Polk County and the City of Frostproof. Within the previous year, CivilSurv led the design, construction, and startup at two facilities in Polk County adding wells, chemical treatment, and high-service capacity to water production facilities. Additionally, CivilSurv laid out, designed, and permitted the site for the Northwest Regional Water Treatment Facility known as Gibson Oaks. The facility was located in an extremely difficult area for development regulations, known as the Green Swamp Area of Critical State Concern, leading to conservative design requirements. However, the design went through FDEP Environmental Resource Permitting with zero requests for additional information. CivilSurv has also laid out a new water treatment facility for the City of Frostproof.

With respect to transportation system projects, CivilSurv regularly works on large scale and small scale roadway and drainage improvement project. We have recently completed large scale study involving roadway and drainage improvements along a 2.7-mile segment of roadway in Sebring. This project, known as the West Lake Jackson Infrastructure Improvements project, will result substantial water quality improvements to Lake Jackson through the consolidation of various storm sewer outfalls to route stormwater runoff through nutrient treatment structures prior to discharge to the lake. The project also addresses pavement issues by improving the drainage collection system and reconstructing portions of the roadway.

The CivilSurv team has provided similar services on both an on-call/hourly-rate basis, as well as on a fixed-scope, lump sum monthly fees basis. We will cooperatively negotiate a mutually beneficial agreement with the Town of Dundee.



TAB C

SIMILAR PROJECT EXPERIENCE



Crooked Lake Park Inflow & Infiltration Improvements

Contact Person: Ryan Bengsch, CIP Project Manager

Location: Lake Wales, FL

Phone: 863-298-4193

Email: ryanbensch@polk-county.net

Start / End Dates: 2021/Ongoing

Client Name: Polk County Utilities Division

Consultant Cost: \$170,000

Change Orders: None

Const. Changes: None

Project Description:

CivilSurv was selected by the County to perform an inflow & infiltration study of the system containing approximately 23,900 linear feet of gravity sewer, approximately 80 manholes, and 3 lift stations. CivilSurv performed a specific purpose survey at each manhole location to document existing manhole elevations and surface improvements near the structures. In cooperation with our teaming partner, CivilSurv performed pipe cleaning and closed-circuit television (CCTV) inspection of the existing gravity sewer main and manholes in accordance with National Association of Sewer Service Companies (NASSCO) standards. CivilSurv utilized the survey and CCTV inspection data, as well as other documentation provided by the County, to prepare a preliminary engineering report summarizing the findings of the field data collection. In addition, the report addressed conceptual improvements and provided an opinion of probable construction costs to bring the system into compliance. The conceptual improvements were based on compliance with the City of Lake Wales standards and specifications as the system is to be turned over to the City after the improvements are completed.





CDBG Sewer Replacement and Roadway Reconstruction

Contact Person: James Keene, Public Infrastructure Director
Location: Haines City, FL
Phone: 863-421-9954 ext. 5954
Email: jkeene@hainescity.com
Start / End Dates: 2014/2020

Client Name: City of Haines City
Consultant Cost: \$280,000
Change Orders: None
Const. Changes: None

Project Description:

The project consisted of the survey, engineering design, permitting, and construction administration services to replace the existing failed 15-inch concrete sanitary sewer main and reconstruct the streets. The construction plans were prepared in anticipation of obtaining Community Development Block Grant (CDBG) funding which resulted in an extended project timeline.

The survey included topography, streets, sanitary sewer manholes, water meters, gate valves, fire hydrants, and all above ground utilities. The engineering design services included preparation of the construction plans for the replacement of 5,300 linear feet of existing concrete sanitary sewer main, as well as the incorporation of plans for the reconstruction of the existing streets from demolition that resulted from the excavation of the existing sanitary sewer main. The existing sanitary sewer main had previously been rehabilitated with the installation of a PVC liner. However, voids under the pavement area were anticipated due to seepage into the concrete sanitary sewer main from the previous installation of the PVC liner. Professional services also included evaluation of three existing private sanitary lift stations to determine if they could be eliminated by converting to gravity flow into the existing gravity sanitary sewer. As a result of the evaluation, two of the existing lift stations were eliminated and the third was replaced to new City standards. The City provided the closed-circuit television (CCTV) video inspections, which were utilized to verify locations of existing sanitary sewer laterals. The existing sanitary sewer laterals were replaced from the sanitary sewer main to the right-of-way line. Permitting was completed through the Florida Department of Environmental Protection (FDEP) for constructing a Domestic Wastewater Collection/Transmission System.





West Pipkin Road Utilities Relocation

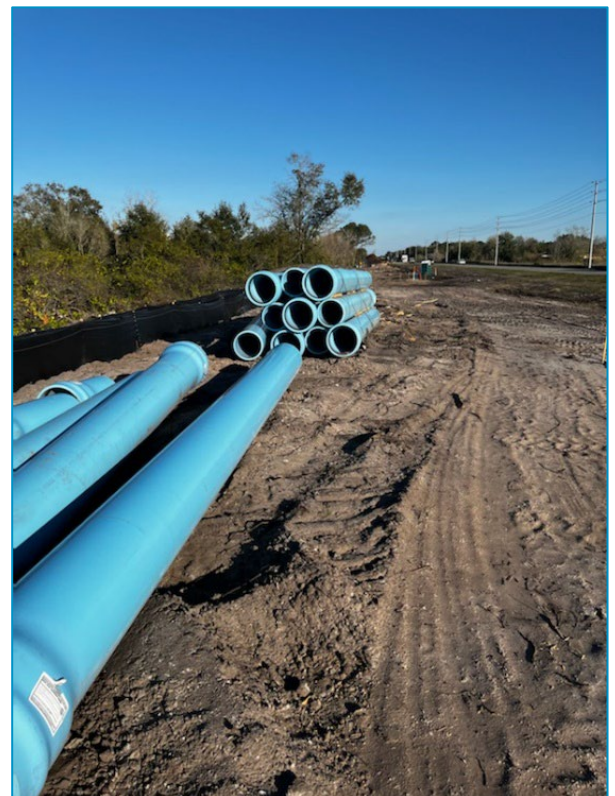
Contact Person: Lee Potter, PE
Location: Lakeland, FL
Phone: 863-834-8316
Email: lee.potter@lakelandgov.net
Start / End Dates: 2019/2024 (scheduled)

Client Name: City of Lakeland
Consultant Cost: \$552,760
Change Orders: Yes; Additional Section Added \$50,000
Const. Changes: None

Project Description:

We are entering our third decade of service to the City of Lakeland's Public Works Department and Lakeland Electric and Water as general municipal engineering and surveying consultants. As a current project, we are designing and overseeing the construction relocation and utility expansion of 4.11 miles of pipelines, totaling over \$6 million in construction costs. The project includes both water and wastewater relocation to resolve conflicts with the roadway and drainage within the project, and the expansion of water for newly proposed customers that will exist in the area in the future.

A significant portion of the route includes existing asbestos cement piping that must be removed and permitted for removal through the FDEP-approved abatement process. The majority of the project length along W. Pipkin Road included old 12-inch water main that is being replaced with 16-inch water main to serve more customers along the route as growth within the area increases. Along cross streets, a significant amount of water mains are being relocated and upsized to allow for the continuation of services along the route. The project is being completed as a Joint Project Agreement to allow for a lower overall cost of this project and the roadway project with Lakeland only paying for the utilities they own to be relocated. The project is being Phased in with the Roadway MOT, clearing in approximately 10 different sections.





Potable Water System Support Services

Contact Person: Patricia Jackson, City Manager
Location: Polk City, FL
Phone: 863-984-1375
Email: patricia.jackson@mypolkcity.org
Start / End Dates: 2012/Ongoing

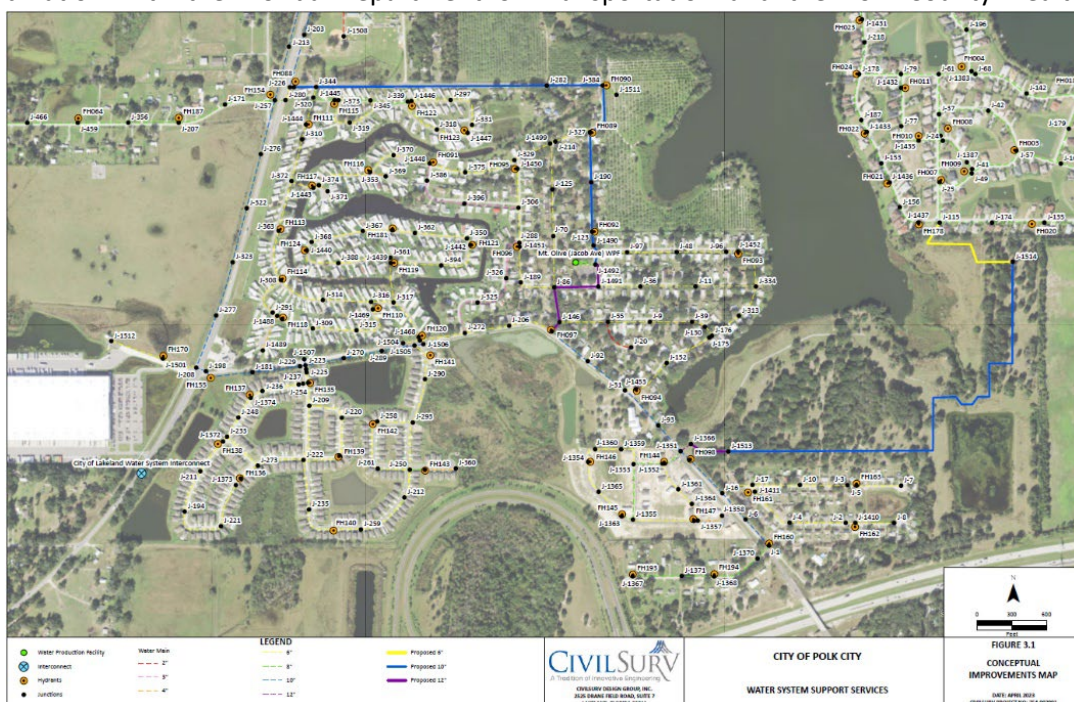
Client Name: Polk City
Consultant Cost: \$102,900
Change Orders: None
Const. Changes: None

Project Description:

The City requested CivilSurv to update the hydraulic model of the potable water system, including model calibration adjustments to simulate the recorded pressure and flow events experienced in the system. The City's system includes 3 potable water production facilities and approximately 242,000-feet of water main. The updated existing conditions model was used as the basis for the evaluation of future and proposed conditions. The future conditions model included projected growth due to development and the conceptual conditions model included projects to improve the potable water system. The evaluation led to the conclusion that a larger regional facility is needed at one site, with storage and pumping facilities. Additional recommended improvements include water main pipe size increases, and a water main extension for looping the system.

The simulation of the system led to the design improvements to an existing intra-system interconnect. Of the City's three potable water production facilities, two operate together and the third operates on the on it's own. A pressure sustaining valve / pressure reducing valve assembly was proposed to address the pressure and flow demands of the system on either side of the intra-system interconnect during peak flow conditions.

CivilSurv advanced the intra-system interconnect improvements portion of the project to detailed construction plans. As part of this effort, CivilSurv provided topographic survey and subsurface utility engineering services. This portion of the project involves permit coordination with the Florida Department of Transportation and the Polk County Health Department. Following completion of permitting services, CivilSurv will be working with the City to advertise the project for bids and providing construction administration services through completion of the project.





West Lake Jackson Infrastructure Improvements

Contact Person: Scott Noethlich, City Administrator
Location: Sebring, FL
Phone: 863-471-5100
Email: scottnoethlich@mysebring.com
Start / End Dates: 2020/On-going

Client Name: City of Sebring
Consultant Cost: \$1.6 Million
Change Orders: None
Const. Changes: None

Project Description:

Several infrastructure-related issues have been known to exist along the 2.7-mile section of Lakeshore Drive from Fairmount Drive to US 27. Possibly the most noticeable issue was the diminished rideability of this section of roadway along the western edge of beautiful Lake Jackson. Several irregularities within the street exist, including settlement around sanitary manhole structures and rough transitions at previous pavement cuts for underground utilities and storm sewer. Other issues involved an undersized storm sewer system and absence of water quality treatment prior to discharging to Lake Jackson.



CivilSurv was selected by the City to perform the infrastructure analysis. The study involved the evaluation of existing conditions and consideration of several alternatives for conceptual improvements. With the support of our teaming partners, CivilSurv assisted the City with funding coordination through the Florida Department of Environmental Protection (FDEP) State Revolving Fund (SRF) loan program. Later phases of the project will involve detailed engineering design, permitting, and construction administration services.



Through the analysis, it was determined the storm sewer system was the critical infrastructure element as nearly all of the storm sewer networks contributing to the 28 individual outfalls were found to be inconsistent with current standards. Water quality improvements were proposed to improve the water quality of Lake Jackson, utilizing nutrient-separating baffle boxes. The sanitary sewer system was constructed in the 1990s using PVC gravity sewer. Evidence of soil infiltration was observed at manhole locations and rehabilitation was proposed. The manhole rehabilitation alternatives reviewed included re-benching the inverts and lining the structures as compared to manhole replacement. With the improvements to the storm sewer system and sanitary system rehabilitation, the roadway pavement condition can be addressed.





Lakeland Park Connector - Carpenters Way to Lakeland Park Drive

Contact Person: Greg James, Assistant Public Works Director
Location: Lakeland, FL
Phone: 863-834-6040
Email: jkeene@hainescity.com
Start / End Dates: 2014/2019

Client Name: City of Lakeland
Consultant Cost: \$677,369
Change Orders: Yes; Additional Funds for Lighting Plan Design
Const. Changes: None

Project Description:

This project provides for a new road connecting Carpenters Way to Lakeland Park Drive in north Lakeland. The length of the road is 0.42 miles mostly through wetlands. The project tasks included survey, roadway and lighting design, utility coordination, and permitting through the Southwest Florida Water Management District and the Army Corps of Engineers.





Stormwater Master Plan Update

Contact Person: Dean Scharmen, Public Works Director
Location: Indian Rocks Beach, FL
Phone: 727-595-6889
Email: dscharmen@irbcity.com
Start / End Dates: 2021/2022

Client Name: City of Indian Rocks Beach
Consultant Cost: \$126,490
Change Orders: None
Const. Changes: N/A

Project Description:

The City of Indian Rocks Beach completed a Stormwater Master Plan (SWMP) in 1991. Through the diligent actions of the City, the projects identified in the 1991 SWMP were completed. As the City's stormwater needs have continued to evolve, an updated SWMP was identified as a priority. The City engaged CivilSurv to prepare the SWMP Update with a focus on the next 20-years. In addition, the SWMP Update provided the information necessary to comply with recently enacted legislation.

The SWMP Update generally consisted of 3 major components: background research and data collection; hydrology & Hydraulics modeling and pollutant loading estimates; and the definition of proposed improvement projects. The background research and data collection effort included topographic survey data collection at nearly 200 storm sewer inlet and manhole locations, as well as the 51 City-maintained storm sewer system outfalls. This information was used in conjunction with the best available public topographic data to update hydrology & hydraulics model input parameters to evaluate existing conditions. The drainage basin characteristics were also used to estimate annual pollutant loadings generated based on published loading rate data for total suspended solids (TSS), total nitrogen (TN), and total phosphorus (TP). Using this information, 13 proposed major projects were identified in addition to several proposed minor projects to improve the City's stormwater system during the planning period.

The proposed major projects identified were generally focused on water quality improvements. Due to the limitations on available right of way, water quality improvements are generally achieved through nutrient separating baffle boxes. The relatively low topography of the City and direct tidal influences of the stormwater systems create ongoing concern to localized street flooding which cannot feasibly be eliminated. The proposed major projects addressed this challenge by increasing capacity and collection efficiency of the storm sewer system to promote drainage of the affected areas when tidally influenced tailwater conditions recede. As a result of the SWMP Update, the City has a clear plan to guide them in the implementation of stormwater system improvements for the next 20-years.





Traffic Study and Street Lighting

Contact Person: James Slaton, City Manager

Location: Lake Wales, FL

Phone: 863-678-4182

Email: jslaton@lakewalesfl.gov

Start / End Dates: 2021/2021

Client Name: Chastain-Skillman

Consultant Cost: \$280,000

Change Orders: None

Const. Changes: None

Project Description:

CivilSurv was a sub-consultant to Chastain Skillman for two streetscapes projects in Lake Wales, Florida.

The streetscaping for Park Avenue that included the intersection of SR 17. In order to perform the proposed streetscaping, this required the elimination of a northbound left turn lane and the conversion of Park Avenue from a one-way westbound street to a two-way street. CivilSurv modeled the intersection along with several intersection on SR 17, both north and south of the SR 17 and Park Avenue intersection and prepared a traffic report of the findings justifying the elimination of the left turn lane. An analysis was also performed to determine if the existing traffic signal at Park Avenue and 1st Street was still justified, would be justified with the conversion of Park Avenue from one-way to two-way, or if a 4-way stop would be justified at the intersection. The analysis concluded that the 4-way stop was justified.

CivilSurv also designed the street lighting design for the project using decorative street lighting.



For the 1st Street streetscape project, CivilSurv prepared a traffic analysis to determine if the traffic signal at the intersection of 1st Street and Central Avenue was warranted or if the intersection could be converted from a traffic signal-controlled intersection to a 4-way stop to better conform with the streetscape project.



Sebring Parkway Phase IIA/B CEI

Contact Person: Clinton Howerton, PE, County Engineer
Location: Sebring, FL
Phone: 863-402-6877
Email: chowerton@highlandsfl.gov
Start / End Dates: 2019/2022

Client Name: Highlands County
Consultant Cost: \$501,160
Change Orders: None
Const. Changes: None

Project Description:

CivilSurv provided full-time construction engineering inspection, along with quality control testing, reviewing the construction of approximately 1 mile of 4 lane divided highway. The project included utility relocation, drainage improvements, and offsite/approach roadway improvements. CivilSurv tracks progress, defined issues where noted, and provided quantity guidance for monthly invoices submitted by the contractor. CivilSurv also attends construction progress meetings with the contractor and the utility companies.





TAB D

WORK PLAN & AVAILABILITY OF RESOURCES



Managing Assigned Projects

CivilSurv uses a proactive and comprehensive approach in managing projects, based on the selection of the organizational structure best suited to meet the requirements and needs of each specific project. This allows us to match the technical and administrative needs of our clients with the skills, talents, and experience of a team specially selected for the project.

Long-term relationships, like the decades of service we have in the area, require a focused commitment. Every project has its challenges, and with dozens of completed utilities projects, we trust that our COMMITMENT to the Town of Dundee is firmly established. Our contract management plan is a proven system that will provide an experienced professional resource capable of delivering multiple projects of varying sizes on time and within budget. Each project creates unique opportunities and we dedicate our efforts to identifying and resolving the opportunities created.

Our organizational structure is focused to provide design services for multiple projects of various sizes in short timeframes. The CivilSurv Team recognizes strong credentials, resources, and the ability to respond quickly and efficiently are not, in and of themselves, sufficient to guarantee successful performance on this contract. A successful project also requires a management plan designed to specifically address the staffing, monitoring, planning, and communication problems inherent in open-ended contracts. It also calls for a management plan that deals with the need for well-documented and understandable procedures so that staff can be efficiently managed. Specifically, our management plan will provide to the Town of Dundee:

- **Efficient management system:** Team will have clearly defined roles and responsibilities for scope, schedule, and budget
- **Primary points-of contact:** A Contract Manager will be the primary point-of-contact for the Town
- **Responsive team:** Quick-turnaround capability, as well as long-term program continuity
- **Schedule and budgets adherence:** Compliance with work order schedules and budgets, and early communication with Town if issues arise
- **Flexibility:** Our Team understands the importance of flexibility if there are changes in priorities, scope and direction
- **QA/QC Optimization:** Quality assurance and quality control throughout phases of the project, looking for budget efficiencies without sacrificing flexibility or quality

As Contract Manager, Mark J. Frederick, PE is responsible for ensuring the availability of resources to provide high quality services, maintain assignment schedules, control costs, perform job cost accounting, and to develop effective and responsive channels of communication with and between the Town and the CivilSurv Team.

For each assignment, Mr. Frederick will:

1. Identify the Town's overall project objective and develop a thorough understanding of the scope;
2. Build project advocacy with the Team by holding internal project meetings to ensure that team members understand the scope, budget and schedule requirements;
3. Initiate project documentation procedures, job cost accounting, and project schedule tracking;
4. Implement QA/QC reviews;
5. Coordinate regularly with each Team Leader and the Town regarding the status of each assigned task;
6. Submit quality deliverables on time and within budget.



Mr. Frederick will maintain a constant direct line of communication with the Town's representatives and will supply written status reports on a regularly agreed upon basis. In this way, CivilSurv strives to become a partner with the Town of Dundee to complete projects both on schedule and within budget limitations.

Communication should and will flow freely between all parties involved; however, our Contract Manager will be kept informed of all communications via telephone, minutes of meetings, etc. and will be responsible in keeping a well updated and organized project file. As soon as a task order is executed, they will develop a project management plan that will include the project schedule, team member assignments and responsibilities, list of contact names and telephone numbers, procedures for documentation of contacts, correspondence, calculations/analysis procedures, Q/A, etc.

The Town's project manager will be kept fully aware of every issue that could impact the project. This information will be compiled and chronicled in a monthly project status report. Our TEAM will coordinate all contact with outside agencies as authorized by the Town's project manager. To maintain control of the project, communication between the CivilSurv Team and the Town will be primarily through our Contract Manager. Documentation of discussions will be made and distributed to the CivilSurv Team and the Town's project manager. We will document all contact with outside parties.

We will maintain excellent communication between the members of the consultant team and ensure that the proper information is provided to those who make decisions. We will implement the following procedures in order to ensure the effective flow of information. First, the assigned project manager will conduct an internal kick-off meeting with all parties assigned to the project. This meeting will ensure that all individuals are aware of their responsibilities within the scope of the project, and everyone understands and accepts the requirements of the project schedule. Second, we will conduct progress meetings on a regular basis to review the status of each activity and quality of the product. Third, we will conduct meetings with Town technical staff to review decisions prior to scheduled submittals.

Finally, our team will schedule formal design reviews and workshops with the Town's project manager to provide a complete understanding of the decision making process. We will prepare minutes of each meeting, which will be forwarded to the Town's project manager within 5 days of the meeting. Upon approval, all members of the team will receive copies.

Staff Availability

CivilSurv Design Group, Inc. has all its 40 staff within 100 miles of the Town of Dundee. We also have extensive relationships with national teammates that offer us the ability to add more staff if necessary. However, this is a Master Services Agreement, typically for small projects with small budgets to be completed in a short time frame. We are perfectly suited for that exact type of contract, and were put together based on providing that service.

Local Commitment and Knowledge of Permitting

We are service oriented and, as mentioned in our statement of understanding, regularly work with regulators from FDOH, FDEP, and SWFWMD – along with having a long relationship with FDOT District 1 and Polk County Transportation. As noted, we recently completed permitting for an ERP within the Green Swamp with zero Requests for Additional Information (RAIs) and recently completed FDEP permitting for an existing wastewater treatment facility with numerous capacity issues with zero RAIs. This is all accomplished through early and frequent communications with the regulators. We were open with our calculations of the issues present and provided a work program that could either be completed or the facility could be derated – at the option of the Owner and FDEP to work out in the future pending meeting the construction goals.



Services Provided by Team

CivilSurv Design Group, Inc. has served as public infrastructure consultants for decades. In that capacity, we have provided general engineering services related to the design, permitting and construction of water distribution systems, reuse systems, wastewater collection systems, transmission systems, water and wastewater master planning, roadway and drainage improvements projects, water quality improvement projects, NPDES permit compliance, and others. Together, our Team has the staff experience needed to address any of your needs.

Team Experience with Master Services Agreements

The team is accustomed to working with Master Services agreements for utilities, especially in the Central Florida area. CivilSurv has performed design and studies for dozens of municipal clients throughout the State, including the following:

Polk County	Florida	
City of Frostproof City of Lakeland City of Lake Wales Polk County City of Haines City City of Polk City Town of Lake Hamilton	City of Sebring Desoto County Highlands County Town of Lake Placid City of Avon Park Hardee County City of Wauchula	City of Port St. Lucie Martin County St. Lucie County Fort Pierce Utility Authority Sebring Airport Authority City of West Melbourne City of Plant City

This experience allows the team to call upon experience within other municipalities. For example, when developing the Lift Station Standards changes for Polk County, the City of Haines City had a configuration similar to the final goal of Polk County with some alterations. The team’s relationship with the City of Haines City allowed us to utilize some of the layout, expediting the deliverable. Additionally, the team evaluated solutions for cutting edge leachate treatment for Hernando County and studied methods for achieving advanced wastewater treatment through RAS fermentation, working with the University of South Florida and national wastewater treatment experts to refine the process methods and research. The results provided benefits for Polk, Hillsborough, and Orange Counties, as they deal with similar treatment issues helping to define sizing methodologies that may be much more cost-effective than typical treatment methods, but utilizing the latest advances in treatment.

Managing Project Team

CivilSurv’s proactive management system, known as “cast-ahead,” is used to detail every projects personnel needs and to also determine each staff person’s availability. By continuously matching project needs with staff availability, our cast-ahead system is a valuable tool for keeping our projects on schedule. The cast-ahead system is accessible by all of our project managers throughout the firm. Updated monthly by the project managers, the cast-ahead system forecasts our workload for the rest of the month and the upcoming six-month period, ensuring that sufficient staff and hours are available to meet project schedules.

Where possible, work imbalances are identified and resolved through internal shifts of personnel between offices. The objective is to balance the workload in a manner that maximizes the use of production staff, while ensuring that all project requirements and client deadlines are met.



Quality Assurance / Quality Control Plan

Our organizational chart in Tab E illustrates the responsibilities of the personnel to be assigned to the project, along with the reporting relationships among them. Our high standards are maintained through a practical and effective Project Management Program. The QA/QC program's objective is to provide Engineering products based on sound principles and practices, reflecting the highest standards, to ensure that work products conform to the scope and project documents and are void of errors and omissions. The program is founded on the following four key principles:

- **Proper Project Approach:** Quality is achieved by adequate planning, coordination, supervision, and technical direction; proper definition of job requirements and procedures; the use of appropriately skilled personnel; and by individuals performing work functions carefully and correctly the first time.
- **Constant Project Supervision:** Quality is controlled through weekly checking, reviewing, and surveillance of the entire team's work activities by designated Supervisors and Managers.
- **Formal Quality Reviews:** Quality is verified by having a manager or designee performing QC functions consisting of surveillance and auditing of the work, and the procedures followed when performing the work prior to submittals.
- **Active Senior Management Oversight:** Quality is assured through independent reviews by qualified staff of the processes, procedures, documentation, supervision, technical directions, and staffing associated with the project development.

Procedures outlined in our standard QA/QC program are intentionally general to afford sufficient flexibility so they can be applied to the wide range of deliverable documents furnished to clients, as well as be tailored to suit the particular needs of various Regulatory Agencies.

The QC Reviewer is provided a complete package of background information with the work product. This QC review package typically includes the work product to be reviewed, the project scope, client directives/changes, project criteria, technical standards/codes/regulations, computations, alternatives analyses, selected alternative justification, and previous review comments. The culmination of the production process prior to any phase submittal will include at least one independent review. This review will be performed prior to submittal by a senior level Professional not directly involved in the day-to-day project production. All relevant comments/recommendations will be addressed prior to the submittal.

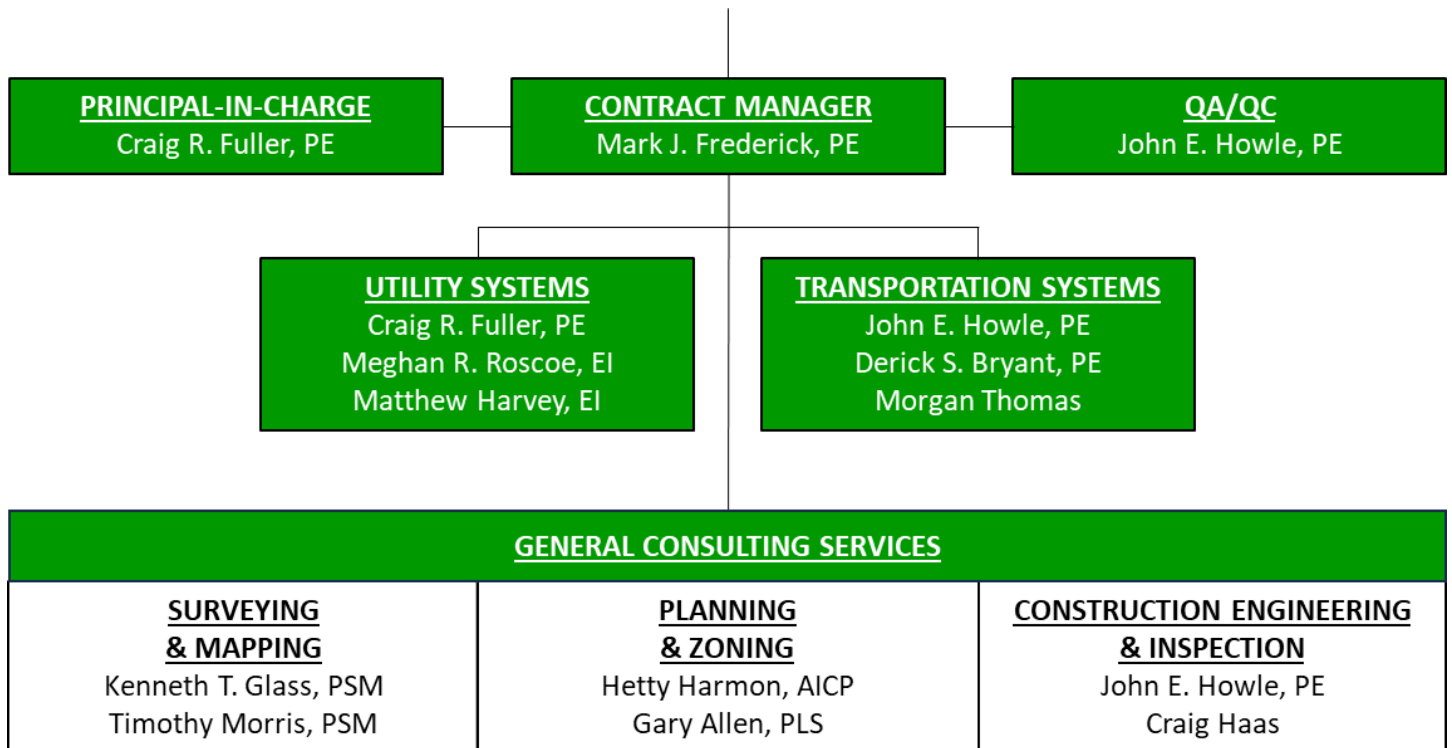


TAB E

TEAM MEMBERS



ORGANIZATIONAL CHART





KEY MEMBERS EXPERIENCE SUMMARIES

Mark J. Frederick, PE, ENV SP, CFM, PMP – Contract Manager - Mr. Frederick's experience includes several utility system design and evaluation projects. Recently, he has been involved in several project involving closed circuit television (CCTV) inspection of gravity sewer systems to identify defects, determine the appropriate rehabilitation method, and prioritize the improvements based on available funding. In addition, he has design miles of linear pressure pipe line facilities for potable water, reclaimed water, and wastewater force main projects. In addition to Mr. Frederick's utility systems experience, he has extensive experience in the area of transportation systems. He is the Engineer of Record for several roadway and drainage improvement projects. Recently he completed a stormwater master plan for the City of Indian Rocks Beach which involved the identification of stormwater improvement needs which was used by the City to develop a capital improvement plan.

UTILITY SYSTEMS

Craig R. Fuller, PE – Principal-in-Charge | Utilities Lead - Mr. Fuller routinely manages and designs water-related projects, including but not limited to water and wastewater systems. Mr. Fuller has over 15 years of engineering and project management experience encompassing hydraulics, hydrology, water and wastewater facilities, reclaimed water planning, design, permitting, and construction services. He previously served as the Southeast Regional Wastewater Line Lead and has written and presented over 10 papers on advanced water and wastewater treatment. Mr. Fuller has managed over 10 General Services Contracts and routinely provides services by listening to the issues from Clients, reviewing staff expertise, and deploying resources to solve the issues presented.

TRANSPORTATION SYSTEMS

John E. Howle, PE – Principal Engineer | Transportation Lead - Mr. Howle's experience has encompassed many phases of Civil Engineering, Transportation Engineering, Land Planning, and Agency Permitting. He provides complete project services from Planning and Design to Permitting and Construction for public infrastructure and government sites. Mr. Howle served as the Engineer of Record for the recently completed Lakeland Park Drive Extension project for the City of Lakeland. This complex project involved several challenges including grading transitions, ecological constraints, and stormwater management. The project was successfully completed and recognized by the American Society of Civil Engineers Ridge Branch as their Project of the Year.

GENERAL CONSULTING SERVICES

Kenneth T. Glass, PSM – Survey Lead - Mr. Glass is a multi-faceted surveying and mapping professional with over 36 years of experience. For the past five years and now as Vice President of Surveying and Mapping Division he has been responsible for managing a team of eight field crews and seven office staff. His expertise includes a wide range of GPS projects with an extensive background in automated Data Collection and Digital Terrain Modeling. Design survey projects have spanned from roadway capacity expansion, trail extension projects, and utility main extensions. He was responsible for coordinating projects for Design and Right-of-Way Mapping and also ensuring FDOT standards were enforced. He has worked on the mapping of mitigation areas and quantity surveys for numerous construction projects.

Timothy A. Morris, PSM – SUE Lead - Mr. Morris has over 20 years of experience surveying, 15 years in responsible charge of accuracy and completeness of boundary surveys, A.L.T.A/A.C.S.M. surveys, topographic surveys, jurisdictional wetland delineation surveys, construction staking/layouts, as-built surveys, record platting, bridge deformation monitoring, Florida Department of Transportation right-of-way control surveys, right-of-way maps, and design surveys. He currently is charged with the operation of our Subsurface Utility Engineering services, including the project planning and production of deliverables.

Mr. Mark Frederick serves as the Vice President of Civil Engineering for CivilSurv. He is experienced in leading multi-disciplinary project teams on a variety of infrastructure projects, including roadway and drainage improvements, stormwater retrofits, water/wastewater utility systems, parks and recreation projects, and site developments for public and private sector clients. Mr. Frederick manages projects at all stages throughout the project life cycle, from master planning and conceptualization to construction completion and permit close-out. Mr. Frederick is familiar with all aspects of the infrastructure project cycle and is able to effectively work with all members of the project team including clients, design professionals, agency reviewers, and construction contractors. Mr. Frederick has designed and permitted numerous stormwater management and water utility systems to serve redeveloped and new construction sites.

Project Experience

Engineer of Record | West Lake Jackson Stormwater Improvements | City of Sebring | Sebring, Florida | 2020 to Present | \$1,673,864: This project involved the evaluation of existing drainage infrastructure at 28 outfall locations, existing sanitary sewer, and pavement along approximately 2.7-miles of SW Lakeview Drive. The existing drainage system was generally found to be substandard and conceptual improvements were proposed. Detailed engineering design as completed based on the recommended conceptual improvements. A significant component of this retrofit project includes the addition of water quality treatment of stormwater prior to discharging to Lake Jackson. The existing wastewater system deficiencies included inflow and infiltration issues that were, in many cases, evident in the pavement surrounding manholes. Designed improvements to the wastewater system and roadway were also included as part of the project. This project involved funding coordination for the State Revolving Fund (SRF) loan through the Florida Department of Environmental Protection (FDEP).

Project Manager & Engineer of Record | Misc. Drainage Improvements | City of Plant City | Plant City, Florida | 2022 | \$101,391: This project involved drainage system analysis at several locations throughout the City. CCTV inspection services were utilized to identify defects in existing storm sewer pipes and recommend appropriate rehabilitation. Other areas reviewed involved various localized street flooding concerns. Findings and recommendations for each of the analyzed locations were summarized in a preliminary engineering report including an Engineer's Opinion of Probable Construction Costs for each location. Responsibilities included project management and preparation of a preliminary engineering report.

Project Manager | NPDES Permit Support Services | Polk City | Polk City, Florida | 2023 to Present | \$14,540: This project involved general support services to the City to assist with annual NPDES requirements. CivilSurv's scope of services included a thorough review of the City's stormwater practices, NPDES reporting assistance, and FDEP audit response assistance.

Project Manager & Engineer of Record | Sunset Street Water Main Improvements | City of Groveland, Florida | 2019 to 2020 | \$90,000: This project involved the design of nearly 3.0-miles of 6-inch and 8-inch potable water main within an established residential neighborhood. As a result of the project, existing asbestos-cement pipe and small diameter galvanized steel pipes were able to be taken out of service, system reliability was improved, and fire protection service was enhanced with the installation of 15 new fire hydrants. Responsibilities included engineering design, permitting, construction administration, and project management.

Project Manager | Miscellaneous Site Development Plan Reviews | City of Frostproof | Frostproof, Florida | 2020 to Present | \$8,000: Mr. Frederick functioned as the City Engineer in the review of site development application packages submitted to the City by various private developers. Applications reviewed included preliminary plats, construction plans, and final plats for residential subdivisions as well as preliminary site plans, construction plans, and final site plans for commercial developments. The applications were reviewed based on City ordinances, City construction standards and specifications, and industry standards. Services included review of engineering aspects of various projects, including stormwater management systems and water utilities.



Expertise

- Stormwater management system design
- Transportation infrastructure design
- Utility system design
- Site development
- Project Management

Education

- BS / Civil Engineering / Purdue University
- MS / Civil Engineering / University of Florida

Licenses /

Certifications

- Professional Engineer in FL #70671
- Certified Floodplain Manager # US-07-03155
- Envision Sustainability Professional
- Certified Project Management Professional

Training

- FDEP Qualified Stormwater Management Inspector #15170
- FDOT Specification Package Preparation
- NASSCO PACP & MACP

Affiliations

- Florida Engineering Society
- American Society of Civil Engineers

Office Location

- Lakeland

Mr. Fuller manages and designs water and wastewater projects including but not limited to water supply, wastewater collection and treatment, reclaimed water reuse, and hydraulic modeling. Mr. Fuller has over 20 years of engineering and project management experience encompassing hydraulics, water and wastewater facilities, reclaimed water planning, design, permitting, and construction services. Typical project experience includes the following projects.

Project Experience

Project Manager & Engineer of Record | Wauchula Hills WTP Phase 8 Improvements | Hardee County | Bowling Green, Florida | 2023 to Present | \$248,920: This project involved the design for improvements to the Wauchula Hills WTP including high service pump station improvements; a new raw water degasifier clear well bypass main; a new backup point of entry to the water distribution system; and degasifier clear well coating. CivilSurV's scope of services included topographic surveying, engineering design, permitting, and construction administration services.

Project Manager & Engineer of Record | Water Treatment Plant #4 Improvements | City of Frostproof | Frostproof, Florida | 2022 to Present | \$49,665: This project involved preliminary design of improvements to the City's WTP #4. Considered improvements included a new well and pump, addition of high service pumps and associated valves, new chlorination building and control room, demolition of obsolete equipment and structures, and miscellaneous site improvements. CivilSurV's scope of services included topographic survey and preliminary design.

Project Manager | Mariposa Force Main | City of Port St. Lucie | Port St. Lucie, Florida | 2022 to Present | \$105,500: This project included the survey, design, permitting, and construction services for a 6-inch replacement force main along Mariposa Blvd for a 1-mile path. The project was designed to be primarily constructed via horizontal directional drill, crossing under existing canal and along a heavily used corridor near an existing elementary school.

Project Manager | Gibson Oaks Water Plant Site Design | Polk County Utilities Division | Polk County, Florida | 2019 to 2020: Responsible for overseeing the review of critical elements including drainage, break lines, and constructability. Project included approximately 3,500 feet of roadway and drainage components, including considerable amounts of conflict resolution due to seasonal high water table issues (within swamp) and proposed pressure piping routes.

Project Manager | Northeast Advanced Wastewater Treatment Evaluation | Polk County Utilities Division | Polk County, Florida | 2018 | \$145,000: Responsible for evaluating headworks, biological treatment, and clarification to determine improvements necessary to enhance treatment to AWT levels. Project included numerous biological models calibrated to real operating conditions, recommendations for RAS fermentation to meet phosphorous levels below 1 mg/l, replacement of screening compactors, and new clarifiers to meet expanded flow rates in the future.

Project Manager | Pretreatment and Influent Wastewater Evaluation | Hernando County Board of County Commissioners | Hernando County, Florida | 2017 to 2018 | \$165,000: Biological treatment calculations and modeling for three differing wastewater treatment facilities within Hernando County. Planning and preliminary design evaluation was performed to allow for additional treatment and enhanced nitrogen removal at the facilities. Benefits will include enhanced reliability and energy optimization for an overall decrease in operations costs. Improvements include for leachate treatment preliminary design, addition of alkalinity preliminary design, septage receiving preliminary design, and nutrient based aeration control system preliminary design.

Project Manager | Standards Development | Polk County Utilities Division | Polk County, Florida | 2014 to Present: Responsible for reviewing products and Lift Station design standards, updating the standards based on comparison to their existing systems, and generating new details and standard products for inclusion in Polk County's standard materials.



Expertise

- Design and Construction of Water and Wastewater Improvements, Process Optimization, Hydraulic Modeling

Education

- BS / Chemical Engineering / Florida Institute of Technology

Licenses / Certifications

- Professional Engineer in FL #65605

Specialized Training

- Hydraulic Modeler – Haestad Methods/Bentley WaterGEMS
- Biological Modeler - BioWin

Affiliations

- Florida Water Environment Association, Wastewater Treatment Process Committee (2011 – Present)
- City of Winter Haven Planning Commission (2011 – Present)
- City of Winter Haven Multimodal Transportation Advisory Commission (2013 – Present)

Office Location

- Lakeland

Since 1975, Mr. Howle's experience has encompassed many phases of Civil Engineering, Transportation Engineering, Land Planning, and Agency Permitting. As a leader in the firm, he provides complete project services from Planning and Design through Permitting and Construction for Transportation Facilities, Utility Infrastructure, and Governmental Sites. Design experience includes Roadway, Drainage, Signalization, and Lighting. As a County Engineer, he was responsible for the implementation and maintenance of Roadway Capital Improvement plans including Budgeting, Design, Right-of-Way Acquisition, Construction, and Resurfacing. As a Principal Engineer, Mr. Howle directs the Planning, Design, and Construction of Transportation and Utility related facilities.

Project Experience

CEI Project Manager | US 92 and County Line Road Intersection | City of Lakeland | Lakeland, Florida | 2021 to Present | \$165,268: This project involved full-time construction engineering and inspection services for improvements to the US 92 and County Line Road intersection. The project consists of turn lane additions, median modifications, railroad crossing upgrade, sidewalk, and traffic signal modifications. The CEI involved daily inspection services, observation of sampling and testing of construction materials, daily reporting, quantity verification, field measurements, payment application review, maintenance of traffic review, and weekly construction progress meetings.

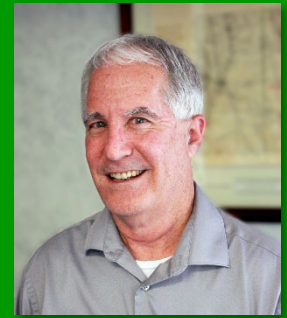
CEI Project Manager | Sebring Parkway – Phase II-A and II-B | Highlands County Board of County Commissioners | Sebring, Florida | 2020 to Present | \$501,160: This project involved full-time construction engineering and inspection services for the approximate 1.5-mile roadway improvements project with a construction value of approximately \$15 million. The project involved the 4-laning of Sebring Parkway from US 27 to Youth Care Lane, a roundabout at South Highlands Avenue, new mast arm traffic signals at US 27 and Desoto Road, and associated drainage improvements. Potable watermain and wastewater force main improvements were also included in the project to accommodate the roadway improvements. The project also involved the construction of a new roundabout at the entrance to a hospital, requiring significant coordination. The project included observation of sampling and testing of construction materials, daily reporting, quantity verification, field measurements, payment application review, maintenance of traffic review, and bi-weekly construction progress meetings.

CEI Project Manager | Cemetery Road | Okeechobee County Board of County Commissioners | Okeechobee, Florida | 2020 to 2021 | \$199,350: Project consisted of full depth reconstruction of 1.7 miles of a 2-lane rural, residential roadway. Project also included new side drains along the length of the project.

CEI Project Manager | CR 68 (MICCO BLUFF) Roadway Improvements | Okeechobee County Board of County Commissioners | Okeechobee, Florida | 2020 to 2021 | \$169,920: CEI services for 2.23 miles of milling, road widening, and resurfacing of CR 68 (Micco Bluff Road) from Kissimmee Cattle Company to Dead End. Project included the removal and replacement of five cross drains. The cross drains had to be replaced one side at a time leaving one lane of the roadway open to traffic.

Project Manager | Webster Turn Drive Reconstruction & Rehabilitation | Sebring Airport Authority | Sebring, Florida | 2021 to Present | \$132,546: This project involved the design for reconstruction and, in certain areas, repair of existing pavement along the 0.7-mile 2-lane rural roadway section within the airport district. Existing stormwater pipes crossing under Webster Turn Drive were evaluated for rehabilitation or replacement needs. Services included utility coordination, SFWMD Environmental Resource Permit modification, and bid phase assistance.

Engineer of Record | Lakeland Park Drive Connector | City of Lakeland | Lakeland, Florida | 2014 to 2022 | \$677,369: New 2-lane connector road between Carpenters Way and Lakeland Park Drive in the City of Lakeland. Project tasks included a study to determine the route for the road, roadway design, drainage design, signing and pavement marking, street lighting, utility coordination, permitting and a Multi-Use Trail. Services also included right-of-way condemnation assistance. This project received recognition as the 2021 ASCE Ridge Branch Project of the Year.



Expertise

- Roadway design
- Traffic & speed studies
- Lighting & signalization
- Site development
- Construction engineering & inspection

Education

- BS / Civil Engineering / The Citadel / Deans List

Licenses / Certifications

- Professional Engineer in FL #27584, NC, VA, KY, and PA
- FDOT Advanced Temporary Traffic Control

Affiliations

- American Society of Civil Engineers
- National Association of County Engineers
- American Public Works Association

Office Location

- Lakeland

Ms. Meghan Roscoe functions as a Project Engineer with CivilSurv. She is experienced in performing technical engineering tasks on a variety of infrastructure projects, including water / wastewater utility systems and stormwater systems. Ms. Roscoe is experienced in the use of AutoCAD Civil3D, ArcGIS, EPANET, and the Microsoft Office suite.

Project Experience

Project Engineer | Crooked Lake Park WWTF & Collection System Upgrades | Polk County Utilities Division | Polk County, Florida | 2022 to Present | \$285,290: This project involved a continuation of CivilSurv's previous effort to prepare a preliminary engineering analysis of the wastewater system within the study area. Based on the findings and recommendations of preliminary engineering analysis, the project was advanced to the engineering design and rehabilitation phases. Specific improvements designed as part of this project included point repairs to gravity main, sealing lateral connections, manhole repairs, manhole replacements, cured in place pipe liners, gravity main cleaning and CCTV inspection, debris removal from gravity mains, right of way restoration, and abandonment of an existing WWTF. In addition, the project included the design for new 8-inch gravity main to replace areas where a 4-inch pipe had served as a gravity main previously. CivilSurv's scope of services included topographic surveying, subsurface utility engineering, engineering design, permitting, bid phase support services, and construction phase support services.

Project Engineer | US 17 Wastewater Improvements | City of Wauchula | Wauchula, Florida | 2023 to Present | \$80,536: This project involved the evaluation of a deteriorated sanitary sewer main in the vicinity of a crossing under US 17. Three alternatives were evaluated for the proposed replacement of the sanitary sewer and the selected alternative was advanced to engineering design. CivilSurv's scope of services for this project included topographic surveying, subsurface utility exploration, CCTV inspection, geotechnical investigation, preliminary engineering evaluation, engineering design, permitting, bid phase assistance, and construction phase assistance.

Project Engineer | Potable Water System Support Services | Polk City | Polk City, Florida | 2022 to Present | \$102,900: This project involved an update to the City's potable water system hydraulic model as well as design for improvements to an existing intra-system interconnect. The hydraulic model updates included review of available data sources to update water main size and connectivity. The hydraulic model updates also included coordination with the City for fire hydrant flow test data to calibrate the model. The updated model was evaluated and used to assist in identifying conceptual improvements such as the addition of ground storage reservoirs and high service pumps. The intra-system interconnect improvements included design for a new pressure-reducing valve to allow all water production facilities within the City's system to operate together. This portion of the project involved topographic survey, SUE, engineering design, permitting, and construction phase support services.

Project Engineer | Morgan Combee Road Force Main Extension | Polk County Public Schools | Lakeland, Florida | 2022 to Present | \$199,975: This project involves the design of a wastewater pump station and nearly 1-mile of sanitary force main. The wastewater pump station was designed to facilitate the abandonment of an aging wastewater treatment facility on the Combee Elementary School campus. CivilSurv's scope of services for this project include topographic survey, subsurface utility engineering, engineering design, permitting, and construction administration.

Engineering Intern | SWRWWTF Scum Removal System Improvements | Polk County Utilities Division | Mulberry, Florida | 2021 to 2022 | \$30,000: This project involved the design of modifications to the discharge line of the scum removal system for Clarifiers 3 & 4 at the County's Southwest Regional WWTF. The purpose of this modification was to direct the scum line into the gravity sewer collection system and remove the connection to the Waste Activated Sludge (WAS) line. These improvements were designed to improve the overall process efficiency by removing scum discharges from the WAS line, allowing for better measurement of solids removal. CivilSurv performed topographic survey data collection as well as subsurface utility engineering services to identify potential conflicts prior to initiating design.



Expertise

- Utility system design and analysis
- Stormwater management system design and analysis
- CADD & GIS

Education

- BS / Environmental & Mechanical Engineering / Florida Polytechnic University

Licenses / Certifications

- Engineering Intern in FL #1100025880
- NASSCO Pipeline, Manhole & Lateral Assessment Certifications

Training

- Autodesk Storm & Sanitary Analysis Software
- BMP Trains Software

Affiliations

- Florida Engineering Society

Office Location

- Lakeland

Mr. Matthew Harvey functions as a Project Engineer with CivilSurv. He is experienced in performing technical engineering tasks on a variety of infrastructure projects, including water/wastewater utility systems and stormwater systems. Mr. Harvey is experienced in the use of AutoCAD Civil3D and the Microsoft Office suite.

Project Experience

Project Engineer | Wauchula Hills WTP Phase 8 Improvements | Hardee County | Bowling Green, Florida | 2023 to Present | \$248,920: This project involved the design for improvements to the Wauchula Hills WTP including high service pump station improvements; a new raw water degasifier clear well bypass main; a new backup point of entry to the water distribution system; and degasifier clear well coating. CivilSurv's scope of services included topographic surveying, engineering design, permitting, and construction administration services.

Project Engineer | Lakeshore Mobile Home Park Wastewater System Improvements | Lakeshore Sebring MHP, LLC | Sebring, Florida | 2022 to Present | \$49,930: This project involved the design of a new low pressure force main system within an existing mobile home park facility. Onsite Sewage Treatment and Disposal Systems (OSTDSs) were previously used at the site to manage wastewater. However, continued maintenance and rehabilitation to the OSTDSs was no longer an option that FDEP would permit. The new low pressure force main system was designed to replace each of the 14 OSTDSs with grinder pump package stations and a discharge connection to the City of Sebring's public system. CivilSurv's scope of services included topographic surveying, engineering design and permitting.

Project Engineer | Low Pressure Force Main System | Ft. Pierce Utility Authority | Ft. Pierce, Florida | 2022 to Present | \$394,750: This project involved the expansion of water and sewer services within 4 developed areas, known as Mariah Circle South, San Lucie Area, Orange Blossom Estates, and the White City Area. These areas include approximately 665 homes. The expansion of sewer services was designed as a low-pressure system. CivilSurv's scope of services for this project included topographic survey, geotechnical engineering, utility coordination, engineering design, and permitting.

Project Engineer | Morgan Combee Road Force Main Extension | Polk County Public Schools | Lakeland, Florida | 2022 to Present | \$199,975: This project involves the design of a wastewater pump station and nearly 1-mile of sanitary force main. The wastewater pump station was designed to facilitate the abandonment of an aging wastewater treatment facility on the Combee Elementary School campus. CivilSurv's scope of services for this project include topographic survey, subsurface utility engineering, engineering design, permitting, and construction administration.

Project Engineer | Water Treatment Plant #4 Improvements | City of Frostproof | Frostproof, Florida | 2022 to Present | \$49,665: This project involved preliminary design of improvements to the City's WTP #4. Considered improvements included a new well and pump, addition of high service pumps and associated valves, new chlorination building and control room, demolition of obsolete equipment and structures, and miscellaneous site improvements. CivilSurv's scope of services included topographic survey and preliminary design.

Project Engineer | West Lake Jackson Stormwater Improvements | City of Sebring | Sebring, Florida | 2022 to Present | \$1,673,864: This project involved the evaluation of existing drainage infrastructure at 28 outfall locations, existing sanitary sewer, and pavement along approximately 2.7-miles of SW Lakeview Drive. The existing drainage system was generally found to be substandard and conceptual improvements were proposed. Detailed engineering design as completed based on the recommended conceptual improvements. A significant component of this retrofit project includes the addition of water quality treatment of stormwater prior to discharging to Lake Jackson. The existing wastewater system deficiencies included inflow and infiltration issues that were, in many cases, evident in the pavement surrounding manholes.



Expertise

- Utility system design and analysis
- Stormwater management system design and analysis

Education

- BS / Chemical Engineering / Florida Institute of Technology

Licenses / Certifications

- Engineering Intern in FL #1100026033

Training

- Autodesk Storm & Sanitary Analysis Software

Office Location

- Lakeland

Mr. Derick Bryant functions as a Senior Design Engineer with CivilSurV. He is experienced in performing technical engineering tasks on a variety of infrastructure projects, including roadway and drainage improvements, water / wastewater utility systems, and site development. Mr. Bryant is a problem solver and innovator. He uses practical approaches to find cost-effective solutions to complex engineering challenges.

Project Experience

Senior Engineer | West Lake Jackson Stormwater Improvements | City of Sebring | Sebring, Florida | 2022 to Present | \$1,673,864: This project involved the evaluation of existing drainage infrastructure at 28 outfall locations, existing sanitary sewer, and pavement along approximately 2.7-miles of SW Lakeview Drive. The existing drainage system was generally found to be substandard and conceptual improvements were proposed. Detailed engineering design as completed based on the recommended conceptual improvements. A significant component of this retrofit project includes the addition of water quality treatment of stormwater prior to discharging to Lake Jackson. The existing wastewater system deficiencies included inflow and infiltration issues that were, in many cases, evident in the pavement surrounding manholes. Designed improvements to the wastewater system and roadway were also included as part of the project. This project involved funding coordination for the State Revolving Fund (SRF) loan through the Florida Department of Environmental Protection (FDEP). Due to the size of the project, a phased approach was implemented.

Senior Engineer | Webster Turn Drive Reconstruction & Rehabilitation | Sebring Airport Authority | Sebring, Florida | 2022 to Present | \$132,546: This project involves the design for reconstruction and, in certain areas, repair of existing pavement along the 0.7-mile 2-lane rural roadway section within the airport district. Existing stormwater pipes crossing under Webster Turn Drive were evaluated for rehabilitation or replacement needs. Services include utility coordination, SWFWMD Environmental Resource Permit modification, and bid phase assistance.

Technical Designer | Kristina Court Drainage Improvements | Polk County Roads & Drainage Division | Auburndale, Florida | 2020 to 2021: This project involved the review of historic drainage patterns, preparation of a hydrologic / hydraulic model, and design of proposed drainage system improvements to alleviate recurring nuisance flooding at the western end of Kristina Court. Proposed improvements involved an inlet to collect runoff from the end of the cul-de-sac and to route it to a new wet detention pond. Responsibilities included assisting in the preparation of construction plans, quantities, and permitting support.

Senior Engineer | Philip O'Brien Elementary School Parking Lot Addition | Polk County Public Schools | Lakeland, Florida | 2021 to Present | \$24,140: This project involved the design of parking lot expansions to provide nearly 36 new parking spaces. These new parking spaces were added in 3 separate locations on the school's 12.8-acre campus. The SWFWMD permit for the site's existing 3 stormwater management areas was modified to account for the increased impervious area. Responsibilities included construction plan preparation, drainage calculations, and permitting coordination.

Technical Designer | SJRWMD Apopka Service Center | St. Johns River Water Management District | Apopka, Florida | 2021: This project included the design of the new SJRWMD Service Center site located in Apopka. The project involved turn lane additions for the east-bound and west-bound lanes and the access road from Binion Road. The site improvement design included grading & drainage, connections to potable water, sewer from a new on-site lift station, reclaimed water, and gas main. Responsibilities included layout of building, design and location of on-site and utility connections, grading of surface flow to multiple stormwater ponds, roof drains, outfall structures, and construction plan production.



Expertise

- Stormwater management system design and analysis
- Transportation infrastructure design
- Site development
- Utility system design and analysis
- CADD

Education

- BS / Civil Engineering / University of South Florida

Licenses /

Certifications

- Professional Engineer in FL #67369
- Autodesk Certified User (multiple)

Training

- Civil3D
- Autodesk Storm & Sanitary Analysis Software
- FDOT Advanced Maintenance of Traffic
- FDEP Qualified Stormwater Management Inspector

Affiliations

- American Society of Civil Engineers

Office Location

- Lakeland

Mr. Morgan Thomas functions as a Project Engineer with CivilSurv. He is experienced in the use of AutoCAD Civil3D, EPANet, and the Microsoft Office suite. During his employment with CivilSurv he has performed various engineering and design tasks associated with water utilities, roads and drainage, and site development projects. He is familiar with various permitting review agencies and their requirements, including the Southwest Florida Water Management District, the South Florida Water Management District, the Florida Department of Environmental Protection, and several local governments.

Project Experience

Project Engineer | Memorial Drive Multi-Use Trail | Highlands County Board of County Commissioners | Sebring, Florida | 2020 to Present | \$150,000: This project involved the design of 1.4 miles of a new 8-foot-wide multi-use trail within the existing Memorial Drive right of way. The multi-use trail connects with an existing multi-use trail at Pompano Drive and existing sidewalk at Sebring Parkway. The project was performed under a Local Agency Program (LAP) project agreement between FDOT and Highlands County. Responsibilities included engineering design and construction document preparation.

Project Engineer | West Lake Jackson Stormwater Improvements | City of Sebring | Sebring, Florida | 2020 to Present | \$1,673,864: This project involved the evaluation of existing drainage infrastructure at 28 outfall locations, existing sanitary sewer, and pavement along approximately 2.7-miles of SW Lakeview Drive. The existing drainage system was generally found to be substandard and conceptual improvements were proposed. Detailed engineering design as completed based on the recommended conceptual improvements. A significant component of this retrofit project includes the addition of water quality treatment of stormwater prior to discharging to Lake Jackson. The existing wastewater system deficiencies included inflow and infiltration issues that were, in many cases, evident in the pavement surrounding manholes. Designed improvements to the wastewater system and roadway were also included as part of the project. This project involved funding coordination for the State Revolving Fund (SRF) loan through the Florida Department of Environmental Protection (FDEP).

Project Engineer | Webster Turn Drive Reconstruction & Rehabilitation | Sebring Airport Authority | Sebring, Florida | 2021 to Present | \$132,546: This project involved the design for reconstruction and, in certain areas, repair of existing pavement along the 0.7-mile 2-lane rural roadway section within the airport district. Existing stormwater pipes crossing under Webster Turn Drive were evaluated for rehabilitation or replacement needs. Services included utility coordination, SFWMD Environmental Resource Permit modification, and bid phase assistance.

Project Engineer | Keystone Heights Substation Slope Stabilization | Seminole Electric Cooperative Inc. | Keystone Heights, Florida | 2021 to 2022 | \$40,000: This project involved the evaluation of existing slope and erosion issues at the Keystone Heights Substation. Slopes were previously stabilized with a geocell cellular confinement system that had since heaved above the gravel infill and become exposed. The project also involved review of erosion of a grassed slope immediately adjacent to the substation. CivilSurv performed a terrestrial LiDAR scan of the project area to construct a 3D model of the existing conditions. In addition, ground penetrating radar technology was used to locate potential underground improvements that may be disturbed during the slope stabilization construction. Responsibilities included engineering design support.

Project Engineer | Midway Road Culvert Replacement at Canal 92 and Canal 84 | St. Lucie County Public Works Department | Port St. Lucie, Florida | 2018 to 2020 | \$80,000: This project involved the replacement of large cross drain culverts under Midway Road at Canals 92 and 84. The existing culverts were 72-inch and 48-inch corrugated metal pipe culverts with soil-cement headwalls. The replacement culverts were designed as reinforced concrete pipe culverts with reinforced concrete MES and end walls, designed in accordance with FDOT specifications. The project included the evaluation of replacement alternatives, rerouting multiple drainage pipes into a common structure, adding roadside safety improvements, maintenance of traffic design, and stabilizing sloping.



Expertise

- Transportation infrastructure design
- Utility system design and analysis
- Site development
- CADD

Education

- BS / Civil Engineering / Florida Institute of Technology

Training

- FDEP Qualified Stormwater Management Inspector #38093
- FDOT Concrete Field Inspector
- FDOT Concrete Lab Technician
- FDOT Earthwork Construction Inspection Level 1
- FDOT Quality Control Manager
- FDOT Equal Opportunity Compliance
- FDOT Tier 1 Illicit Discharge Detection and Elimination

Office Location

- Vero Beach

Mr. Glass is a multi-faceted surveying and mapping professional with over 40 years of experience. For the past sixteen years as Vice President of Surveying and Mapping Division he has been responsible for managing a team of eight field crews and seven office staff. His expertise includes providing all aspects of survey services required for a wide range of transportation projects. He has been responsible for the production of Florida Department of Transportation Design and Right-of-Way Mapping Surveys for minor design projects such as sidewalk and trails to major interstate design projects. Mr. Glass has experience producing survey products required for multiple types of municipal projects for utility infrastructure expansion, roadway, drainage and building design. His team provides subsurface utility exploration services and uses the latest equipment and techniques including terrestrial LiDAR, UAS Mapping to efficiently complete survey and mapping projects.

Project Experience

Project Manager | District Wide Survey and Right of Way Mapping | FDOT District One | 1993 to Present | \$1.5 million: Mr. Glass was a project manager for these contracts for the seven years and has been the client liaison and overall project manager for this task work order contract. He has prepared scopes, negotiated project budgets, scheduled sub-consultant activities and has been responsible for QA/QC of both design and right of way surveys.

Surveyor of Record | Old Northeast Infrastructure | City of St. Petersburg | St. Petersburg, Florida | 2021 to Present | \$340,360: This project is for the design and upgrading of the water service and improving the drainage system in the area. Much of the existing infrastructure in this area dates back to the early 1900s. Due to its age and other considerations, the existing infrastructure is antiquated and in need of replacement. CivilSurf established the horizontal and vertical control, collected topographic and storm sewer information, and recovered the existing right of way. The survey will be used as the basis for design of infrastructure improvements.

Surveyor of Record | Five Points Roundabout | City of Lakeland | Lakeland, Florida | 2022 to Present | \$21,556: This project involved the design of a new roundabout at the intersection of Lake Beulah Drive, Sloan Avenue, and West Main Street in Lakeland, Florida. The project will serve as a gateway to the City's Downtown West area and improve access to Bonnet Springs Park. CivilSurf's responsibilities for the project included SUE Level A utility locates.

Surveyor of Record | Memorial Drive Multi-Use Trail | Highlands County Board of County Commissioners | Sebring, Florida | 2020 to Present | \$150,000: This project involved the design of 1.4-miles of a new 8-foot-wide multi-use trail within the existing Memorial Drive right of way. The multi-use trail connects with an existing multi-use trail at Pompano Drive and existing sidewalk at Sebring Parkway. The drainage system design concept for the project involved the utilization of existing drainage infrastructure, where possible. This innovative approach required the use of multiple typical cross sections throughout the project and resulted in significant reductions to the overall project costs. The project was performed under a Local Agency Program (LAP) project agreement between FDOT and Highlands County. Responsibilities included topographic survey.

Surveyor of Record | West Lake Jackson Stormwater Improvements, Phase I | City of Sebring | Sebring, Florida | 2020 to Present | \$200,000: The initial phase of the project involved the evaluation of existing drainage infrastructure at 28 outfall locations, existing sanitary sewer, and pavement along approximately 2.7-miles of SW Lakeview Drive. The existing drainage system was generally found to be substandard and conceptual improvements were proposed. These conceptual improvements addressed water quality improvements prior to discharging to Lake Jackson. The existing wastewater system deficiencies included inflow and infiltration issues that were, in many cases, evident in the pavement surrounding manholes. Conceptual improvements to the wastewater system and roadway were also proposed as part of the study. This project involved funding application support services for a State Revolving Fund (SRF) loan from the Florida Department of Environmental Protection (FDEP). Responsibilities included topographic survey.



Expertise

- Surveying & Mapping
- Project Management

Education

- BS / Surveying & Mapping / University of Florida / With Honors

Licenses / Certifications

- Professional Surveyor & Mapper FL# LS5713

Affiliations

- FL Surveying & Mapping Society (President, 2012-2013, President Elect 2011-2012, Treasurer 2008-2010)
- Ridge Chapter of the Florida Surveying & Mapping Society (President, 2001-2002, Vice President 2000-2001)
- Former member of the FDOT Survey Technical Advisory Committee

Office Location

- Lakeland

Mr. Morris has over 23 years of experience surveying, 20 years in responsible charge of accuracy and completeness of boundary surveys, A.L.T.A./A.C.S.M. surveys, topographic surveys, jurisdictional wetland delineation surveys, construction staking / layouts, as-built surveys, record platting, bridge deformation monitoring, Florida Department of Transportation right of way control surveys, right of way maps, and design surveys. He currently is charged with the operation of our Subsurface Utility Services, and Unmanned Aerial Systems mapping including the project planning and production of deliverables.

Project Experience

Project Manager | West Lake Jackson Stormwater Improvements | City of Sebring | Sebring, Florida | 2020 to Present | \$1,673,864: This project involved the evaluation of existing drainage infrastructure at 28 outfall locations, existing sanitary sewer, and pavement along approximately 2.7-miles of SW Lakeview Drive. Responsibilities included topographic survey project using an unmanned aerial system (drone) with photogrammetry. Project entailed establishing primary vertical control as well as alignment recovery & right of way determination, confirming accuracy of photogrammetry. A point cloud, 3-D break lines, and features were extracted from the dataset using TopoDOT in MicroStation Open Roads Designer & converted to AutoCAD Civil 3D.

Project Manager | SR 600 (US 92) | FDOT District One | Polk County, Florida | 2022 | \$93,790: This project generally involved resurfacing, cross slope analysis, & drainage improvements along State Road 600. Responsible for 2-mile design/ topographic survey project using terrestrial LiDAR on State Road 600 from Schalamar Creek Drive to West of SR 570. Project entailed establishing vertical control as well as alignment recovery & right of way determination for this resurfacing project.

Project Surveyor | Misc. Drainage Improvements | City of Plant City | Plant City, Florida | 2022 | \$101,391: This project involved drainage system analysis at several locations throughout the City. Oversaw the establishment of control at multiple sites & performed topographic mapping in support of the engineering analysis.

Project Manager | Five Points Roundabout | City of Lakeland | Polk County, Florida | 2021 | \$22,600: Purpose of project was for the design of a roundabout at the intersection of lake Beulah Drive & Sloan Avenue including various drainage improvements, signing & pavement marking. Responsibilities included providing 28 Level A Subsurface Utility Investigations and designation of utilities along select areas of the corridor. Verified horizontal & vertical locations of utilities along with respective survey data.

Project Manager | SR 655 from Coleman Road to CR 542 | FDOT District One | Polk County, Florida | 2021 | \$40,300: Purpose of project was for pavement resurfacing, installation of signal strain poles, various drainage improvements, signing & pavement marking. Responsibilities included providing 55 Level A Subsurface Utility Investigations and designation of utilities along select areas of the corridor. Verified horizontal & vertical locations of utilities along with respective survey data.

Project Manager | Wildwood Subdivision Drainage Improvements | Polk County Board of County Commissioners | Polk County, Florida | 2021 | \$20,000: Purpose of project was for the re-design drainage to alleviate existing drainage problems inside Wildwood Subdivision. Responsibilities included providing 26 Level A Subsurface Utility Investigations. Verified horizontal & vertical locations of utilities along with respective survey data.

Project Manager | West Pipkin Road Widening from Dorman Road to State Road 37 | Polk County Board of County Commissioners | Polk County, Florida | 2021 | \$13,000: This project was for the widening of West Pipkin Road. Responsibilities included providing 19 Level A Subsurface Utility Investigations. Verified horizontal & vertical locations of utilities along with respective survey data.



Expertise

- LiDAR
- Subsurface Utility Engineering
- Mapping with Unmanned Aerial Systems
- Project Management

Education

- BS / Geomatics / University of Florida / With Honors
- AA / Engineering / Hillsborough Community College / With Honors

Licenses / Certifications

- Professional Surveyor & Mapper FL# LS7261 Issued: 9/25/2019
- Mapping with Small Unmanned Aerial Systems Certificate University of Florida
- FAA Remote Pilot #4223793

Affiliations

- Florida Surveying and Mapping Society
- Ridge Chapter of the Florida Surveying & Mapping Society Vice President 2023

Office Location

- Lakeland

Ms. Hetty Harmon serves as the Senior Planner for CivilSurv. She is experienced in planning and land development gained from her work with governmental agencies and developers. This experience includes planning, land development, construction management and permitting. Additional experience includes development review, land use analysis, engineering reviews, GIS, implementation and enforcement of development codes and ordinances, neighborhood revitalization plans, utility coordination, public/private partnerships, streetscape plans, historic/architectural guidelines, corridor studies, capital improvement plans and served as a Planning Commissioner for Summit County, Colorado. Other duties have included coordination for developers of planning, engineering, marketing, financing and construction management of numerous residential and commercial developments.

Project Experience

Senior Planner | Consultant City Planning Services | City of Indian Rocks Beach | Indian Rocks Beach, Florida | 2006 to Present | \$70,000/yr: Planning Consultant for the City, handle day to day planning questions and all development reviews, prepared the EAR based comprehensive plan amendments. Updated the comprehensive plan data and analysis required for the EAR based amendments. Updated the City's Land Development regulations based on the approved EAR amendments. Reviewed site plans for consistency with the Comprehensive Plan and with the Land Development Regulations. Performed on-site inspections to determine consistency with the approved development plans. Updated the flood plain ordinance for FEMA approval. Prepare staff reports and attend meetings for Board of Adjustments and Planning and Zoning Board.

Senior Planner | Consultant City Planning Services | City of St. Pete Beach | St. Pete Beach, Florida | 2022 to 2023: Planning Consultant for the City, assisted in development reviews from boat docks to major mixed use site developments. Trained new staff on zoning reviews and prepared zoning matrix for quick reference. Project reviews were handled thru the City's online permitting system.

Senior Planner | Consultant City Planning Services | City of Eagle Lake | Eagle Lake, Florida | 2023 to Present: Planning Consultant for the City, assisted in development reviews for various site developments.

Senior Planner | LDR Updates, Comprehensive Plan Updates and Planning Website Changes | City of Haines City | Haines City, Florida | 2022 to Present | \$60,415: Prepared Land Use Change staff reports, ordinances, impact statements and associated maps for numerous parcels in the City that had been recently annexed. Updated the Land Development Regulations and the Planning Website.

Senior Planner | Due Diligence Site Assessment – Multiple Sites | Hillsborough County Public Schools | Hillsborough County, Florida | 2021 to Present | \$50,000: This project involved the assessment of multiple sites for potential development as public elementary, middle, or high school facilities. Due Diligence Site Assessments were initiated as preliminary reviews and advanced to subsequent stages based on the findings of the review and recommendations. Preliminary Site Assessments involved a review of the general site characteristics, planning & zoning, historic features, availability of public facilities, availability of public services, physical characteristics, and drainage & stormwater. Responsibilities included data gathering, analysis, map preparation, and assisting in the report preparation.

Senior Planner | SWFWMD Grant Funding Applications | City of Indian Rocks Beach | Indian Rocks Beach, Florida | 2009 to Present | \$60,000: Prepared numerous SWFWMD grant applications for various storm water improvements in Indian Rocks Beach. The City received \$100,000 for the implementation of the project located at Harbor Drive North and South, \$77,928 for the 6th Avenue Stormwater Quality Improvements and most recently \$90,000 for the Harbor Dr and La Hacienda project.

Project Coordinator | Update Land Use and Zoning Maps | City of Lake Wales | Lake Wales, Florida | 2018 to 2020 | \$2,000: Updated the zoning and land use maps utilizing ArcGIS.



Expertise

- Urban Planning
- Utility Coordination
- Permitting
- Grant Funding Coordination

Education

- MS / Urban and Regional Planning / University of Colorado
- Urban Design and Architecture Courses / University of Wisconsin-Milwaukee
- BS / Design / University of Wisconsin-Madison

Licenses / Certifications

- AICP Certified Planner No. 019199

Training

- GIS

Affiliations

- American Institute of Certified Planners
- American Planning Association, Heart of Florida Section
Treasurer 2009-2011 & 2019-2021
Secretary 2011-2013
Vice Chair 2013-2014
Chair 2014-2017

Office Location

- Lakeland



TAB F LICENSURE



State of Florida Department of State

I certify from the records of this office that CIVILSURV DESIGN GROUP, INC. is a corporation organized under the laws of the State of Florida, filed on February 1, 2010.


The document number of this corporation is P10000009487.

I further certify that said corporation has paid all fees due this office through December 31, 2023, that its most recent annual report/uniform business report was filed on February 22, 2023, and that its status is active.

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

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Twenty-second day of
February, 2023*




Secretary of State

Tracking Number: 4771679818CC

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

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



The screenshot shows the Florida Department of Business and Professional Regulation (DBPR) Online Services interface. The page title is 'DBPR ONLINE SERVICES' and the user is logged in as 'Home'. The date and time are 8:00:38 AM 7/15/2017. The main content area displays 'Licensee Details' for 'CIVILSURV DESIGN GROUP, INC (Primary Name)'. The details include:

- Licensee Information:**
 - Name: CIVILSURV DESIGN GROUP, INC (Primary Name)
 - Main Address: 2525 DRANE FIELD RD. STE 7, LAKELAND Florida 33811
 - County: POLK
 - License Mailing:
 - License Location:
- License Information:**
 - License Type: Registry
 - Rank: Registry
 - License Number: 28988
 - Status: Current
 - Licensure Date: 02/16/2010
 - Expires:
- Special Qualifications:** Qualification Effective
- Alternate Names:**
- [View Related License Information](#)
- [View License Complaint](#)

At the bottom of the page, the address '2601 Blair Stone Road, Tallahassee FL 32399' and email 'Customer Contact Center' are listed, along with the phone number '850-487-1395'.



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

License No.: **LB7805**
 Expiration Date February 28, 2025

Professional Surveyor and Mapper Business License

Under the provisions of Chapter 472, Florida Statutes

CIVILSURV DESIGN GROUP, INC.
 2525 DRANE FIELD RD STE 7
 LAKELAND, FL 33811-1360

NICOLE "NIKKI" FRIED
 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.





TAB G REFERENCES



REFERENCES

POLK COUNTY UTILITIES

Ryan Bengsch, Engineer III
863-298-4193 | ryanbensch@polk-county.net

CivilSurv has performed dozens of water and wastewater design and planning projects for Polk County Utilities continuously for over 20 years. Current CivilSurv staff has provided such varied projects as water treatment plant designs for over 5 water plants and wastewater treatment plant design for each of the three regional wastewater treatment facilities. CivilSurv has also designed many distribution and collection system projects, such as recent inflow and infiltration reduction projects. Additional pumping projects included the largest wastewater pump stations and standardized designs for pump stations.

CITY OF LAKELAND

Greg James, Assistant Public Works Director
863-834-6040 | greg.james@lakelandgov.net

We have been serving the City of Lakeland's various departments as general municipal engineering and surveying consultants for three decades. We have provided roadway design, route/right-of-way surveys, stormwater management systems design and permitting, topographic and boundary surveys, site planning and design, construction surveys, utility relocation and expansions, and construction management services.

CITY OF SEBRING

Scott Noethlich, City Administrator
863-471-5100 | scottnoethlich@mysebring.com

We have been serving the City of Sebring as general municipal engineering and surveying consultants for three decades. We are proud of our role in expanding the City's infrastructure, including planning of utilities, wastewater treatment facility expansion, water and wastewater system expansion, project funding support, and numerous pump station and collection system projects.

CITY OF INDIAN ROCKS BEACH

Dean Scharmen, Public Works Director
727-595-6889 | dscharmen@irbcity.com

CivilSurv has served as the professional engineering consultant for the City of Indian Rocks Beach since 1998. In this capacity, CivilSurv has been assigned a wide variety of municipal projects including drainage, water quality, sanitary collection and transmission systems, roadway improvements, pedestrian safety projects, and surveying projects.

POLK CITY

Patricia Jackson, City Manager
863-984-1375 x237 | patricia.jackson@mypolkcity.org

CivilSurv has performed various water and wastewater and general engineering consultant tasks for Polk City. Current CivilSurv staff has provided such projects as potable water main extensions, development review, and NPDES permit compliance services for the City.

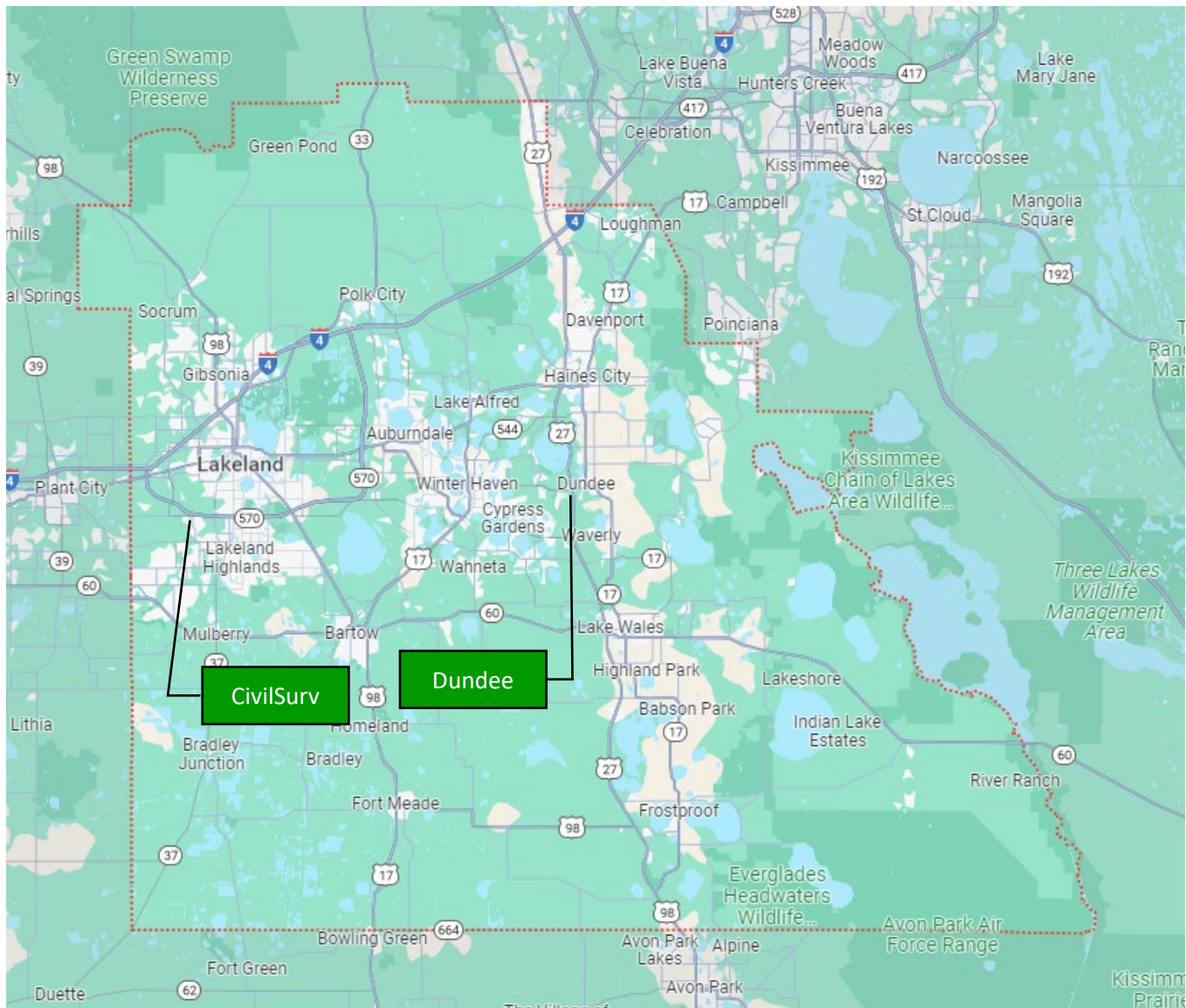


MINORITY BUSINESS-OWNED / WOMAN-OWNED / DISABLED VETERAN / VETERAN-OWNED ENTERPRISES

CivilSurv does not hold any of these designations. We anticipate subconsultants may be utilized depending on the nature of the specific assignments under this contract. We have a network of local teaming partners that we can engage based on the needs of the Town. Several of our local subconsultant teaming partners are minority owned and / or woman-owned businesses.

PRIMARY OFFICE LOCATION

The primary office location for this contract will be our corporate headquarters location at 2525 Drane Field Road, Suite 7, Lakeland, Florida 33811.





TAB H

ATTACHMENTS A THROUGH F

- e) The provisions of this Article are severable and if, for any reason, any one or more of the provisions contained in the Article shall be held by a court of competent jurisdiction to be invalid, illegal, against public policy or unenforceable in any respect, the invalidity, illegality, being against public policy or unenforceability shall not affect any other provision of this Article which shall remain in effect and be construed as if the invalid, illegal, against public policy or unenforceable provision had never been contained in the Article.

8.19 LIENS:

- a) No liens of any type shall be allowed, including labor, materials, rentals, or services furnished.

8.20 CONSTRUCTION AND CONSULTING EVALUATION:

- a) The award of contracts by the Town of Dundee for construction and/or consulting services is based on the lowest responsive/responsible bid (for construction) or in accordance with the guidelines and requirements of FS 287.055 – Consultants Competitive Negotiation Act-CCNA (for applicable consulting services). In addition, the Town will consider the previous performance of any bidder who may have completed work for the Town of Dundee or other entity.
- b) The Construction and Consulting Evaluation Form shall be completed by the department head or his designee responsible for the project. The form shall be filled in upon the completion of the project and submitted to Procurement for retention.
- c) This form will be completed on all firms performing construction and/or consulting work for the Town of Dundee. Furthermore, the Town may, at its discretion, provide this form to other entities for whom the noted firm has completed work.

9.0 STANDARD FORMS

THE FORMS LISTED BELOW ARE TO BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL, AND ARE ATTACHED HEREWITH:

- 9.1 RFQ 23-01 SUBMITTAL COVER PAGE, Attachment A
- 9.2 ADDENDUM PAGE, Attachment B
- 9.3 LOBBYING CERTIFICATION FORM, Attachment C
- 9.4 NONCOLLUSION AFFIDAVIT OF PRIME BIDDER, Attachment D
- 9.5 AFFIDAVIT CERTIFICATION-IMMIGRATION LAWS, Attachment E
- 9.6 CERTIFICATION OF DRUG-FREE WORKPLACE, Attachment F

NOTE: PLEASE ENSURE THAT ALL OF THESE DOCUMENTS ARE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL.

FAILURE TO DO SO MAY RESULT IN YOUR PROPOSAL NOT BEING CONSIDERED FOR AWARD.

9.1 ATTACHMENT A

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

9/13/2023

Date

CivilSurv Design Group, Inc.

Name

of Company



Authorized

Signature

Mark Frederick

Vice President of Civil Engineering

Printed Name

Title/Position

2525 Drane Field Road, Suite 7

Physical

Address

Lakeland

FL

33811

Town

State

Zip

mfrederick@civilsurv.com

Email

address

863-646-4771

Telephone

Number / Fax Number

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

Subconsultants will be selected based on the specific needs of the Town for each Task Assignment.

Key Team members and addresses of principal office:

Mark J. Frederick, PE - 2525 Drane Field Road, Suite 7, Lakeland, FL 33811

Craig R. Fuller, PE - 2525 Drane Field Road, Suite 7, Lakeland, FL 33811

Kenneth T. Glass, PSM - 2525 Drane Field Road, Suite 7, Lakeland, FL 33811

Timothy A. Morris, PSM - 2525 Drane Field Road, Suite 7, Lakeland, FL 33811

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: CivilSurv Design Group, Inc.

BY: 
SIGNATURE

NAME & TITLE, TYPED OR PRINTED: Mark Frederick - Vice 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, CivilSurv Design Group, Inc., 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.


Mark Frederick - Vice President
9/13/2023

Signature of Proposer's Authorized Official
Name and Title of Proposer's Authorized Official Date

9.4 ATTACHMENT D

NONCOLLUSION AFFIDAVIT OF PRIME BIDDER

State of Florida

County of Polk

Mark Frederick, being first duly sworn, deposes and says that:
Name

(1) He is Vice President of CivilSurv Design Group, Inc., 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.

Mark Frederick Mark Frederick
Name
Vice President
Title

Subscribed and sworn to before me this 13 day of September, 2023

Melisha D. Mock Notary
Signature

Melisha D. Mock
Notary Name
My commission expires 2/16/2024



9.5 ATTACHMENT E

AFFIDAVIT CERTIFICATION
IMMIGRATION LAWS

TOWN OF DUNDEE WILL NOT INTENTIONALLY AWARD TOWN CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) {SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT ("INA").

TOWN OF DUNDEE MAY CONSIDER THE EMPLOYMENT BY ANY CONTRACTOR OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(e) OF THE INA. **SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A(e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY TOWN OF DUNDEE.**

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: CivilSurv Deisgn Group, Inc.

Mark Frederick Vice President 9/13/2023
Signature Title Date

STATE OF: Florida
COUNTY OF: Polk

The foregoing instrument was signed and acknowledged before me this 13 day of September 2023

September, 2023, by Mark Frederick who has produced (Print
or Type Name)

Personally known as identification.
(Type of Identification and Number)

Melisha D. Mock Notary
Public Signature

Melisha D. Mock Printed
Name of Notary Public

CG957633 2/16/2024
Notary Commission Number/Expiration

9.6 Attachment F



Melisha D. Mock
Comm. #GG957633
Expires: Feb. 16, 2024
Bonded Thru Aaron Notary

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.

9/13/2023

DATE

863-464-4771

TELEPHONE NUMBER

[Handwritten Signature]

VENDOR'S SIGNATURE

CivilSurv Design Group, Inc.

NAME OF FIRM

2525 Drane Field Road, Suite 7

STREET ADDRESS

Lakeland

FL

33811

TOWN

STATE

ZIP



2525 Drane Field Road, Suite 7 | Lakeland, Florida 33811
Telephone: (863) 646-4771 | Fax: (863) 646-3378 | Toll-Free (866) 397-4771
www.civilsurv.com