

# RFQ-23-01

## Continuing Professional Consulting Services Contracts

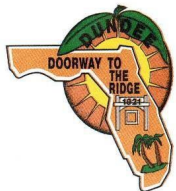
September 13<sup>th</sup>, 2023



Providing high-quality,  
solution-oriented  
engineering services



*Town of Dundee*





**Solicitation:** RFQ 23-01  
Continuing Professional Consulting Services Contracts

**Submittal Date:** September 13<sup>th</sup>, 2023

**Name of Company:** Carter and Kaye Engineering, LLC

**Authorized Signature:** 

**Printed Name/Contact Person:** Kriss Y. Kaye, Managing Member

**Address:** 137 Fifth Street N.W.  
Winter Haven, FL 33881

**Telephone:** (863) 294-6965 (off) and (863) 698-3327 (c)

**Email:** [kriss@carterkaye.com](mailto:kriss@carterkaye.com)

**Small Firm Services** – General Civil engineering/consulting services. The RFQ requests various professional disciplines, including general civil engineering consulting. As a small firm, we are applying for this opportunity and have included subconsultants like surveyors on our team. While the RFQ restricts the use of subconsultants for large firms, it does not explicitly prohibit the use of subconsultants for small firms like us; therefore, we have included them as a part of our team.

### Professional Subconsultants/Key Team Members and Addresses:

Catalyst Design Group LLC

- Services: Master Planning, Landscape Architecture
- Principal: Bruce Hall, ASLA
- Address: 941 W. Morse Blvd, Suite 100, Winter Park, FL 32789

Hale Innovation Services: Grant Writing and Assistance

- Owner: Lee Hale, PE
- Address: 2015 Michael Tiago Circle, Maitland, FL 32751

LTG Engineering & Planning Services: Transportation Planning

- Principal: George Galan, P.E
- Address: 1450 West Granada Blvd., Suite 2, Ormond Beach, FL 32174

Applied Technology and Management Services: Water Resources Design

- Principal: Peter Peterson, P.E.
- Address: 2201 NW 40th Terrace, Gainesville, FL 32605

C&K Architects /Interiors Services: Architecture and Structural, MEP

- President: Brian L. Karsky, AIA
- Address: 4221 W Boy Scout Blvd, Suite 150, Tampa, FL 33607

30 South

- President: John Clyatt
- Address: 425 South 1st Avenue, Bartow, Florida 33830

Universal Engineering Sciences Services: Industrial Hygiene and Geotechnical Engineering

- Officer: Ricardo Kiriakidis, PhD, P.E.
- Address: 3532 Maggie Blvd, Orlando, FL 32174

Traffic Planning and Design

- Officer: Turgut Dervish, P.E.
- Address: 535 Versailles Drive, Maitland, Florida, 32751,



September 13<sup>th</sup>, 2023

**ATTN: Mr. Trevor Douthat, Town Clerk**

Town of Dundee  
202 East Main Street  
PO BOX 1000  
Dundee, FL 33838

## SUSTAINABLE PROJECT MANAGEMENT

providing high-quality solution-oriented services.

*Recipient of the ACEC-FL Engineering  
Excellence Award*

**RE: RFQ 23-01 – Continuing Professional Consulting Services Contracts**

Dear Mr. Trevor Douthat and Selection Committee Members:

CarterKaye presents its qualifications to Dundee for Continuing Contracts in Project Consulting Services. We're honored to have served Dundee with high-quality services over the years. We understand the town's request for various professional consulting services, includes general consulting services, surveying, architecture, transportation, solid waste, parks and recreation, and utility systems. Our firm has delivered professional consulting services including planning, design, engineering, project management, permitting, grant assistance, and pre/post-construction. Our team has delivered professional consulting services in Florida with project costs exceeding \$500 million. We commit to providing these services consistently and promptly. CarterKaye's collective qualifications surpass thousands of infrastructure projects. We believe we're the best choice for sustainable professional services in Dundee for the following reasons:

**1. Intimate Knowledge of the Town and Relevant Experience.** Our team brings extensive experience and local knowledge gained from years of working in Central Florida. We've handled diverse projects such as parks, roads, buildings, and public safety facilities, along with water, sewer, and stormwater improvements. We've collaborated closely with town representatives, managing oversight, public relations, stormwater design, permitting, and construction services. Our recent work includes assisting Dundee with the Lake Marie drawdown and NPDES stormwater management. We're eager to offer sustainable Project Consulting Services, leveraging a diverse and experienced team. With our deep local roots, understanding of infrastructure, regulatory compliance, and proximity to Dundee Town Hall (just 15 minutes away in downtown Winter Haven), we're well-prepared to support the Town's needs.

**2. Creative, Resilient, Sustainable Designs.** As creative thinkers, CarterKaye has and always will aim to incorporate environmentally friendly and sustainable high-value solutions to its projects. An inherent component to our project approach is to reduce negative impacts of projects on the environment. Our designs have always been prepared to improve water quality and the environment.

**3. Commitment to Collaborate and Effectively Manage the Schedule and Budget Requirements.** As demonstrated on our previous projects, Carter and Kaye's team members are passionate and are committed to the Town. This commitment has resulted in projects that have been effectively managed to meet schedule and budget requirements. Our firm believes the teams' depth of knowledge, experience, and proven ability to be responsive will allow the team to benefit the Town in a Project Consulting role.

We hope you agree that our team is best-qualified for this role, and that you will allow us the opportunity to serve the Town of Dundee. As always, thank you for your time and consideration in this matter.

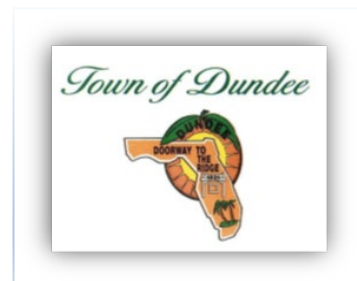
Sincerely,



**Kriss Y. Kaye**, PE, ENV SP, CFM,  
Managing Member, Project Manager  
**Carter and Kaye Engineering, LLC**  
863) 294-6965 (office phone)



**David C. Carter**, PE,  
Principal Engineer  
863) 294-6965 (office phone)



# TABLE OF CONTENTS



	<u>Page</u>
<b>Title Page</b>	
<b>0.0 Cover Letter</b>	<b>1</b>
<b>1.0 Executive Summary and Company Information</b>	
1.01 - General Description of Team & Overview	2
1.02 - Legal Organization/Structure	2
1.03 - General /Specific Capabilities, Experience	3
1.04 - Professional Licenses	4
1.05 - Organizational Resources	5
<b>2.0 Statement of Understanding</b>	
2.01 - Narrative on Town’s Goals and Projects	6
2.02 - Experience, Similar Work & Knowledge	6
<b>3.0 Similar Project, Experience and Qualifications</b>	
3.01 – Similar Project Experience & Qualifications	7-14
3.02 - Similar Projects -for References	
3.03 - CCNA Compliance	
<b>4.0 Work Plan &amp; Availability of Resources</b>	
4.01 - Understanding, Approach Planning Design, Permitting	15
4.02 - Management/Organization Planning, Scheduling, Estimating and Budget Requirements	16-17
4.03 - Pragmatic to Minimize Disruptions	18
4.04 - Quality Control	19
4.05 - Dispute Resolution	20
4.06 - Stakeholder Engagement	20
4.07 - Workloads of Staff	21-22
<b>5.0 Team Members</b>	
5.01 - Key Personnel Assigned to The Town	23
5.02 - Coordination with Agencies	24
5.03 - Woman Owned Business	25
5.04 - Site Visit	25
5.05 - Intent to Affect the Local Economy	25
<b>6.01 Licensure</b>	<b>26</b>
<b>6.02 References</b>	<b>27</b>
<b>7.0 Woman Owned Business</b>	<b>28</b>
<b>8.0 Primary Office Location</b>	<b>29</b>

## **Attachments / Appendices**

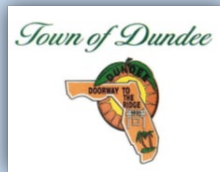
- Attachment A - RFQ-23-01 Submittal Cover Page
- Attachment B – Addendum Page (RFQ 23-01)
- Attachment C – Lobbying Certification Form
- Attachment D – Non-collusion Affidavit of Prime Bidder
- Attachment E – Affidavit Certification Immigration Laws
- Attachment F – Certification of Drug Free Workplace
- Attachment G – W-9 Tax Identification Form
- Attachment H – Consultant/Contractor Provided Insurance



# 1.0

## EXECUTIVE SUMMARY

- General Description of Firm/Team
- Legal Organization/Structure
- General/Specific Capabilities
- List of Florida Licenses
- Organizational Resources





**1.01 - General Description of Team and Overview:**

In 2020, Carter and Kaye Engineering, LLC (CarterKaye) formed in 2020 after acquiring Carter Engineering, boasts decades of experience in professional consulting, engineering, and project management in Polk County. Our combined experience spans hundreds of infrastructure projects, with budgets surpassing \$500 million.

Our Team Includes but is not limited to:

- Catalyst Design Group – Landscape Architects*
- Hale Innovation – Grant Leadership*
- LTG Engineering & Planning – Transportation Engineers*
- Applied Technology and Management – Shoreline and Water Resources*
- C&K Architects, Interiors - Architects*
- 30 South - Surveyors*
- TPD Traffic Planning and Design - Traffic Engineering*
- Universal Engineering Sciences – Geotechnical Engineers*

CarterKaye's team collectively holds extensive professional and project management experience, spanning thousands of infrastructure projects in Polk County and Central Florida. We've provided high-quality project management services, including planning, design, construction administration, and grant writing. CarterKaye and its team have had the great privilege and opportunity to provide high-quality solution-oriented project management related services (including planning, design, construction administrative, grant writing, etc). Our firm and its team members have received numerous leadership and project innovation awards regionally and statewide, such as the Florida ACEC Engineering Excellence Award for the Bok Tower Gardens Expansion in Lake Wales Florida. Carter and Kaye's team of professional and project management experience and public involvement is extensive, and our portfolio includes a diverse range of projects like S. Lake Silver Drive, 7<sup>th</sup> Street Improvements, Fire Station No. 3, Lake Howard Park, Lake Conine Wetland, Lake Maude Recreation Site, MLK Jr. Park, and Winter Haven Recreational and Cultural Center.

**1.02 - Legal Organization/Structure:**

CarterKaye's legal structure is an S Corporation and will be a Prime Consultant over its team members as Subconsultants.



**1000s of  
Projects**

---

**500+**

YEARS OF  
COMBINED  
EXPERIENCE

**\$500 MILLION**  
IN COMPLETED  
INFRASTRUCTURE  
PROJECTS BUDGETS

**NAME:**  
Carter and Kaye Engineering, LLC

- PRINCIPAL LEADERSHIP**
- Kriss Y. Kaye, PE, ENV SP, Managing Member
  - David C. Carter, PE, Principal Engineer

**HEADQUARTERS LOCATION**

- 137 Fifth Street NW, Winter Haven, FL. 33881

**LEGAL STRUCTURE**

- S Corporation, Prime Consultant

**CONTACT INFORMATION**

- T: 863.294.6965
- C: 863.698.3327
- E: [kriss@carterkaye.com](mailto:kriss@carterkaye.com)



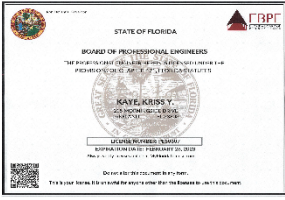
ARCHITECT, INTERIOR DESIGNLANDSCAPE ARCHITECTTRAFFIC AND TRANSPORTATIONGRANT ASSISTANCEGEOTECH INDUSTRIAL HYGIENEWATER RESOURCESSURVEYINGCIVIL/ENVIRONMENTAL ENGINEER

**1.03 General and Specific Capabilities, and Experience:** Our team's qualifications and expertise are comprehensive, extensive and extend beyond the list below. We are focused first on the Client, listening first to develop creative, practical, efficient, sustainable solutions which have resulted in acquiring skills that qualify us for the related project management services:

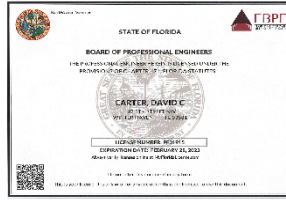
- PROJECT MANAGEMENT
- GRANT ASSISTANCE
- LAP PROJECTS AND FDOT DESIGN SERVICES
- CIVIL AND ENVIRONMENTAL ENGINEERING
- MASTER SITE PLANNING & ANALYSIS
- PARKS AND RECREATION
- ORDINANCE WRITING
- PROJECT OUTREACH & STAKEHOLDER PRESENTATIONS
- CLIENT-AGENCY LIASON AND PERMITTING EXPERTS
- ROADWAY AND PEDESTRIAN CORRIDOR DESIGN
- SUSTAINABILITY AND RESILIENCY PLANNING AND DESIGN
- LANDSCAPE AND IRRIGATION DESIGN
- MANMADE LAKE DESIGN, ARTIFICIAL WETLAND DESIGN
- PLANNING AND ZONING REVISIONS
- RENDERINGS & CONCEPT LAYOUTS
- UTILITY DESIGN AND COORDINATION
- WATER RESOURCES
- LAND DEVELOPMENT
- POTABLE WATER SYSTEMS
- SPATIAL FEASIBILITY STUDIES
- SANITARY SEWER SYSTEMS
- SUSTAINABLE DESIGN
- GRADING AND DRAINAGE, STORMWATER MANAGEMENT
- ADA ACCESSIBILITY DESIGNS AND RETROFITS
- COST ESTIMATING & VALUE ENGINEERING
- PERMITTING REVIEWS
- BIDDING & NEGOTIATION ASSISTANCE
- CONSTRUCTION CONTRACT/PROJECT DELIVERY REVIEWS
- PEER REVIEW, EXPERT WITNESS AND EMINENT DOMAIN SERVICES
- TRAFFIC CONTROL PLANNING AND PEDESTRIAN STUDIES
- WATERFRONT ENHANCEMENT ENGINEERING AND PLANNING
- COASTAL/OCEAN ENGINEERING
- LANDSCAPE ARCHITECTURE
- BUILDING ARCHITECTURE
- TRANSPORTATION ENGINEERING & TRAFFIC ANALYSIS
- GEOTECHNICAL ENGINEERING
- MECHANICAL ENGINEERING & PLUMBING DESIGN
- ELECTRICAL ENGINEERING & LIGHTING DESIGN
- ECOLOGICAL AND BIOLOGICAL EVALUATIONS
- ARCHEOLOGICAL AND CULTURAL RESOURCES EVALUATIONS
- FIRE PROTECTION ENGINEERING
- STRUCTURAL ENGINEERING & THRESHOLD INSPECTIONS
- CONTAMINATION ASSESSMENTS & REMEDIATION
- FLOODPLAIN MANAGEMENT
- CONSTRUCTION OBSERVATIONS PHASE SERVICES
- CONSTRUCTION CONTRACT ADMINISTRATION
- Shop Drawing Review & Approvals*
- Change Directives & Change Order Reviews*
- Pay Application Reviews*
- Development Of As-built / Record Drawings*
- On-site Project Observation*



CARTER AND KAYE ENGINEERING, LLC (CarterKaye)

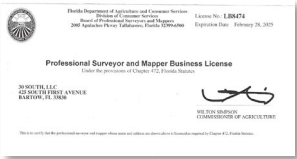


Kriss Kaye, #PE50607

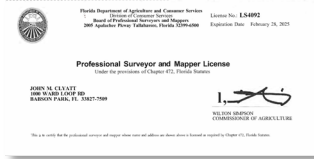


David Carter, #PE31915

30 SOUTH SURVEYING AND MAPPING, LLC

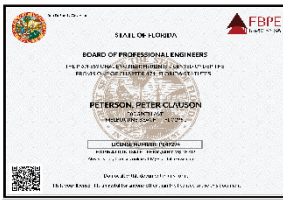


30 SOUTH, LLC,  
#LB8474

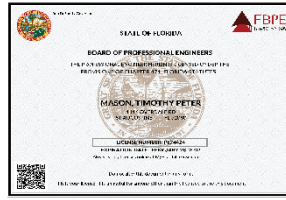


John M. Clyatt  
#LS4092

APPLIED TECHNOLOGY & MANAGEMENT, INC (ATM)

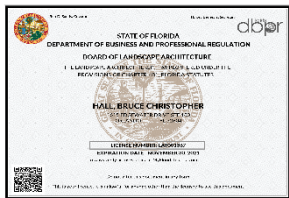


Peter Clauson Peterson,  
#PE49294

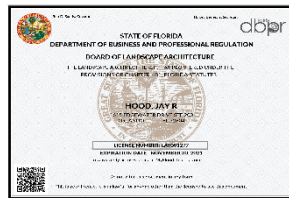


Timothy Peter Mason,  
#PE74424

CATALYST

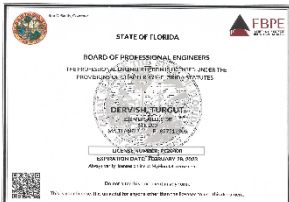


Bruce Christopher Hall,  
#LA0001367



Jay R Hood, #LA0001277

TRAFFIC PLANNING AND DESIGN, INC (TPD)



Turgut Dervish,  
#PE20400

C&K ARCHITECTS, INTERIORS, INC.



Bryan L. Karsky  
AR0013046

C&K Architects, Interiors, Inc.  
K09881



List of Professional Licenses

Individual Licenses

Professional Engineers:

- Kriss Y. Kaye
- Dave C. Carter
- Timothy Mason
- Turgut Dervish
- Peter Peterson
- Lee Hale
- Ricardo Karakidos
- LTE

Architects:

- Bryan Karsky, AIA

Landscape Architects:

- Bruce Hall
- Jay Hood

Firm Licenses:

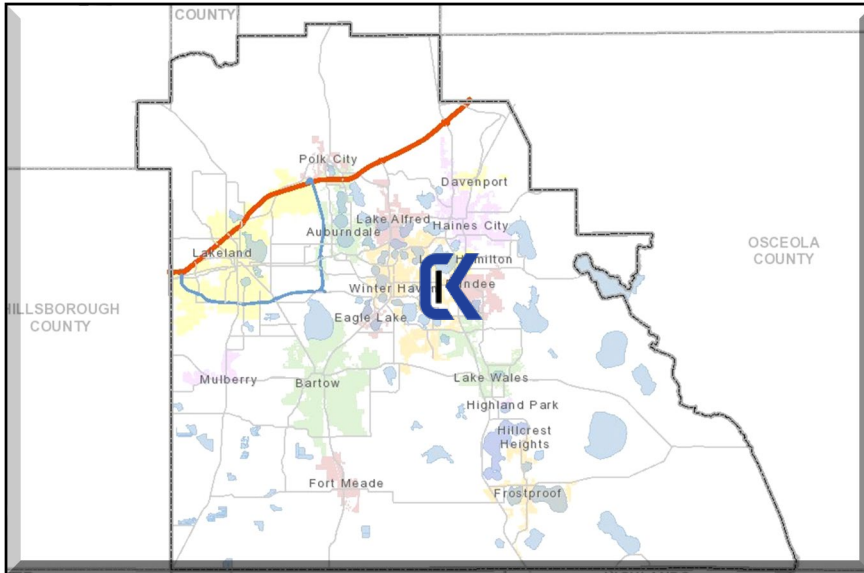
- Catalyst Landscape Architects
- 30 South Surveyors

Note: Engineering Firms Licenses are now under Firm Principal's name/license





**LOCATION – 137 5<sup>th</sup> Street NW, Winter Haven Florida**



**1.05 Organizational Resources:**

Organizational resources include both tangible and intangible assets like office space, equipment, and intellectual property, human resources (employees), and financial assets (cash, investments). The strength of your organizational resources have and will continue to allow our company to operate efficiently and achieve its goals for many years. We have a diverse range of resources including business associates such as a legal team, accountants, and IT companies that provide flexibility and resilience in times of change or challenges.



**Operational Stability:** CarterKaye conducts its day-to-day activities smoothly and consistently. Its processes are reliable, and disruptions are minimal. Factors that have contribute to CarterKaye’s operational stability include efficient workflows, well-trained employees, reliable suppliers, and effective management practices. We understand operational stability is crucial for meeting customer expectations and maintaining a competitive edge and therefore this is a high priority for our company.

**Corporate Financial Resources:** CarterKaye’s financial resources encompass healthy financial assets and capital at our disposal. This includes cash reserves, investments, retained earnings, and lines of credit.. The absence of debt means that your company does not owe money to external creditors, which provides financial stability. Not having debt has also lead to lower interest expenses and greater financial flexibility.

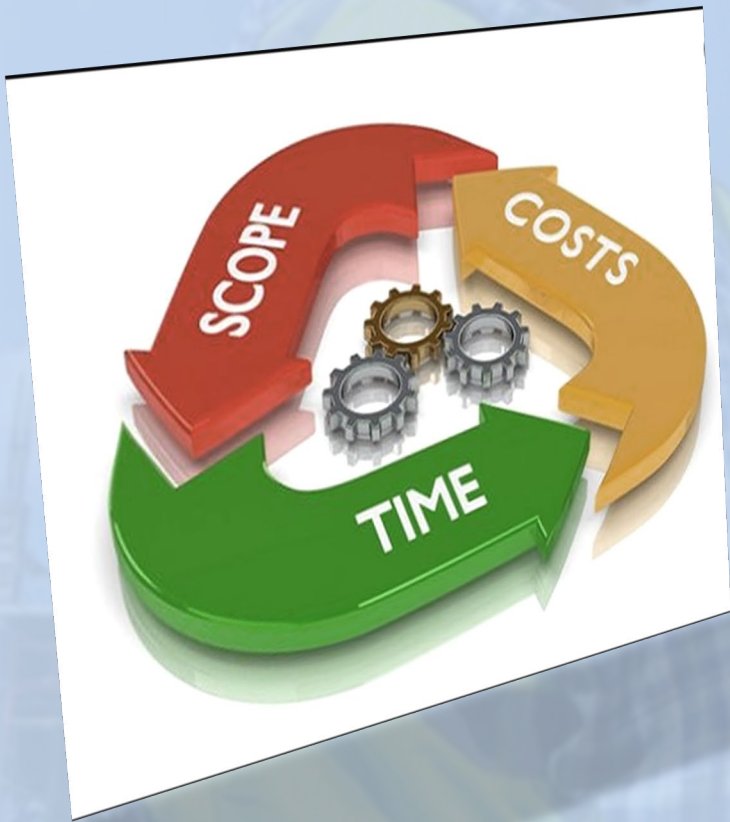
**Insurance Limits:** No Contract termination in 5 Years and Insurance Limits of \$2,000,000 per Occurrence, \$4,000,000 Aggregate. CarterKaye has not been in any contract litigation or arbitration and carries the required insurance.

**Summary:** CarterKaye is in a financially stable position with substantial organizational resources, operational stability, and no outstanding debt. Additionally, your insurance coverage of \$2,000,000 per occurrence and \$4,000,000 aggregate provides a safety net in case of unexpected events or liabilities. This combination of financial strength and insurance protection should give you confidence that we can manage risks and maintain the stability and continuity of our operations.



# 2.0

## STATEMENT OF UNDERSTANDING



### REACH THE TOWN'S GOALS:

By the use of intelligent design, engineering, partnering with our Town to produce high-quality engineering solutions



*“Helping the town achieve its goals with the use of planning, design and collaborative efforts to deliver high-quality engineering solutions” Kriss Kaye*

## Statement of Understanding

**2.01 Narrative** - CarterKaye understand the Town's goals for hiring Consultants to provide architectural, engineering, planning, and various professional consulting services for municipal needs. The RFQ outlines specific subject areas where consulting services are required. We believe our experience and expertise align closely with the Town's needs as specified in the RFQ, particularly in the following areas:

### 2.2.1 Services Related to Utility Systems:

Potable Water Treatment, Transmission, and Distribution, Sanitary Sewer Treatment, Transmission, and Collection, Reclaimed Water Treatment, Transmission, and Distribution, Route Surveys for Utility Projects, Surveying for Wastewater Treatment Plant (WWTP) Projects, Surveying for Water Treatment Plant (WTP) Projects, Green Infrastructure Systems

### 2.2.2 Services Related to Transportation Systems:

Roads and Drainage, Urban Transportation, Traffic Signage, Traffic Studies, Traffic Signals, Trails and Greenways

### 2.2.4 Services Related to Parks and Recreation:

Architecture Services Related to Parks and Facilities Design, Landscape Architecture

### 2.2.5 Services Related to General Consulting Services:

Architectural Services to a Project (including Landscaping), Boundary and Topographic Surveying, Legal Descriptions and As-built Surveys, Asset Management in Conjunction with Mapping and Inventory, Mapping of Municipal Boundaries, Geotechnical – Soils Analysis and Testing, Environmental – Wetland and Endangered Species, Floodplain Management, Hydrologic Investigations, Stormwater Planning and Modeling, Land Use Planning, Policy Analysis, Project Outreach and Communication, Development of Artistic Renderings and Conceptual Layouts

### 2.6.2 Design Services:

We commit to performing engineering and architectural design services for infrastructure systems, roadways, pedestrian enhancements, traffic management, lighting, environmental restoration, parks, and buildings. We will provide all necessary documents, permits, deeds, and easements. Our team will actively engage in public meetings, prepare bid documents, evaluate bids, and offer subject matter expertise.

### 2.6.3 Construction Services:

We are prepared to assist Town staff with construction administration, including pre-construction conferences, contract administration, shop drawing and submittal review, change order assistance, pay application review, site inspections, sample and test result reviews, equipment suitability assessments, final construction certification, and as-built drawings preparation.

**2.02 – Experience, Similar Work and Knowledge** – CarterKaye is a certified civil engineering company that has provided its services to Polk County for over a century, boasting a cumulative personnel experience exceeding 160 years. We are commitment to delivering high-quality services aligns with the Town's goals and project requirements. We look forward to the opportunity to collaborate and contribute our expertise to the successful execution of the Town's projects.

**Contact:**

**Kriss Y. Kaye**, PE, ENV SP, CFM,  
Managing Member/Project Manager  
**Carter and Kaye Engineering, LLC**  
863) 294-6965 (office phone)



# 3.0

## SIMILAR PROJECTS EXPERIENCE, AND QUALIFICATIONS



## 3.01 - EXPERIENCE AND QUALIFICATIONS

Our team possess extensive expertise in infrastructure projects, particularly in project management, which is highly relevant to the Town's needs. Our team's experience is rooted in a deep understanding of the Town's infrastructure, codes, standards, and community relationships, enabling us to contribute to the efficient and effective delivery of the Town's projects.

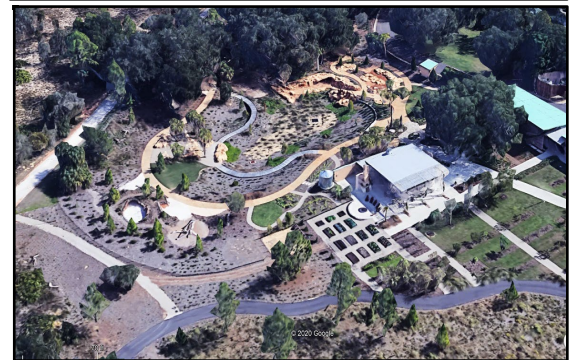
Carter and Kaye's team boasts a rich history of professional project management experience and active public engagement. Our portfolio includes a diverse range of projects, including but not limited to: S. Lake Silver Drive, 7<sup>th</sup> Street Improvements, Fire Station No. 3, Lake Howard Park, Lake Conine Wetland, Lake Maude Recreation Site, MLK Jr. Park, and Winter Haven Recreational and Cultural Center.

Furthermore, our track record extends beyond the Town, encompassing numerous successful projects undertaken for other municipalities and Winter Haven itself, as highlighted in the brief list below. The subsequent pages provide detailed accounts of recent projects, describing how we've transformed sites into highly functional and vibrant public access areas for individuals of all ages, including users, residents, and visitors. These projects serve as tangible evidence of the outcomes achieved through our team's unwavering dedication, extensive experience, and collaborative approach to project delivery and management.

## 3.02 - SIMILAR PROJECTS (SEE MORE IN FOLLOWING PAGES)

Lake Marie Drawdown Project	Dundee
Town Hall Design	Dundee
Dundee NPDES	Dundee
Winter Haven Recreational and Cultural Center*	Winter Haven
Westgate Central Trail	Lakeland
Barnett Family Park	Lakeland
5J Eco Youth Camp & Recreational Facilities	Polk County
Central Station Downtown	Orlando
Maitland City Centre	Maitland
Tenoroc Trail Segment 1	Lakeland
Fort Frasier Trail Extension Design	Polk County
Dundee EMS Facility	Dundee
Municipal Waterfront Park Shoreline Improvement	Sebastian FL
Waterfront Redevelopment Plan	Cocoa FL
Post Street Floating Water Taxi and Day Dock	Niceville
Bok Towers Garden Expansion, Artificial Wetland, Children's Garden	Lake Wales
Niceville Historic Downtown Waterfront	Niceville
Gefen park Kayak Launch and Shoreline Protection	Lakeland
Master Plan Lake Conine Wetland Area	Winter Haven
Victory Field	Lakeland
Auburndale Rails to Trails Design	Auburndale
Master Plan, Engineering Lake Maude Recreation Site	Winter Haven
Se7en Wetlands Welcome and Education Center	Lakeland
Lake Crago Outdoor Recreation Center	Lakeland
Half Moon Island Boat Ramp and Shoreline Stabilization	Jacksonville
Master Plan of the Lake Myrtle Sports Complex	Auburndale
Sertoma Park	Winter Haven
Lake Agnes City Dock and Park	Polk City
7 <sup>th</sup> Street Project Management and Soils Remediation	Winter Haven
Lake Eva Park	Haines City

**3.03 - CCNA COMPLIANCE** – Our following projects collectively underscore our team's proficiency in delivering exceptional results, in alignment with the Florida CCNA compliance requirements and the Town's specific project needs.



**PROJECT DETAILS**

Owner: City of Winter Haven  
 Dates: 2012 and 2019-2020  
 Original Construction Budget: \$3.17 million  
 Final Cost: \$3.2 million  
 Role of Firm/Individual(s):  
 Dave Carter, PE, Project Management

**CLIENT CONTACT**

**Mr. T. Michael Stavres CPM, CPRP**  
 City of Winter Haven  
 451 Third Street NW  
 Winter Haven, Florida 33881

(P): 863.291.5600  
[E: mstavres@mywinterhaven.com](mailto:mstavres@mywinterhaven.com)

**Winter Haven Fire Station No. 3**



Project Manager for this 267-parking stall, 3-story parking facility is located at 3<sup>rd</sup> Street NW and Avenue A NW in Winter Haven Florida. CarterKaye’s experience included the civil and environmental engineering, coordination with the architect and City to site the building and resolution of challenges with respect to access and stormwater management. The site was spatially constrained and had limited right-of-way and available land. The stormwater management system was handled in an on-line dry retention system. Engineering included permitting and various designs, i.e., entrances, parking, fire water, site stormwater management, which was permitted in the City and the Southwest Florida Water Management District. In 2019 and 2020 CarterKaye was also recently involved in a feasibility evaluation of this site for the City .

**PROJECT DETAILS**

Owner: City of Winter Haven  
 Completion Date: 2021  
 Original Construction Budget: \$1.72 million  
 Final Cost: \$1.66 million  
 Role of Firm/Individual(s):  
 Dave Carter, PE, Project Management

**CLIENT CONTACT**

**Mr. Michael Carnevale**  
 City of Winter Haven  
 451 Third Street NW  
 Winter Haven, Florida 33881

(P): 863.229.-6341  
[E: mcarnevale@mywinterhaven.com](mailto:mcarnevale@mywinterhaven.com)

**Lake Conine Wetland Modification**



Project Management for This 26+/- acre wetland modification project is located on Lake Conine in Winter Haven Florida. This project is a BMP project designed with 2 stormwater ponds functioning as wet detention systems with permanent pools and littoral zones to treat the majority of stormwater from a developed area before it enters the restored wetland areas. There are three separate cells proposed for stormwater to cascade through before entering the lake. CarterKaye provided project management and construction administration assistance in 2020/2021.

**PROJECT DETAILS**

Dates: 2019  
 Original Construction Budget: \$4.3+/- million  
 Cost: \$4.7 +/- million  
 Role of Firm/Individual(s):  
 Kriss Kaye, PE, EOR  
 Dave Carter, PE, Project Management

**CLIENT CONTACT**

**Mr. Andy Palmer**  
 Parks and Recreation  
 City of Winter Haven  
 451 Third Street NW  
 Winter Haven, Florida 33881 (P):  
 863.327.5931  
[E: apalmer@mywinterhaven.com](mailto:apalmer@mywinterhaven.com)

**Lake Maude Recreation Park**



Engineer for Phase this project consisted of the master planning, surveying, design and coordination for the development of 26 acres of recreational improvements. This project included the construction of all of Phase I and related foreseeable and overlapping supporting infrastructure for Phase II. This work included the completion of a stadium field, concession and restroom building (for local football practice and games), playground, picnic areas/pavilions, and trail system that interconnects with the Lake Maude Nature Park Trail. To confirm the community’s desires a publicly vetted programming and master planning process was conducted by our team members. .



LTG offers transportation engineering and planning services with the expertise and experience required to successfully deliver routine to complex projects. LTG’s commitment to excellence is proven through the quality, safety, technology, innovation and cost of savings demonstrated in our work.

**Staff Registrations and Certification examples:**

- Registered Professional Engineers
- Qualified Engineer Interns
- FDOT Advanced TTC Certifications
- IMSAs Traffic Signals Level II Technician
- American Institute of Certified Planners

**Implemented Software Applications:**

SYNCHRO 10	HIGHPLAN	AGI2	GIS
HCS	MicroStation	ICPR	CUBE
ARTPLAN	CIVIL 3D	ETAP	FDOT SPS

**T: (386) 453-6320**

**W: [www.ltg-inc.us](http://www.ltg-inc.us)**

**Innovative Signal Design at Kennedy Space Center**

LTG designed the first movable arm traffic signal within the Kennedy Space Center. The arm was designed to allow signalization of the new entrance to the visitor complex while accommodating Blue Origin transporters.



**Intersection Safety Study**

LTG performed an evaluation to determine the cause of the high volume of serious crashes and developed countermeasures and mitigation plans. LTG prepared concept plans for short and long-term applications with cost estimates.

---

## Palm Coast Traffic Engineering (CSC)

### Palm Coast, Florida

LTG was retained by the City of Palm Coast to perform traffic engineering services on an as-needed basis. Under this contract, LTG works as an extension of staff to provide support in the areas of traffic engineering such as Traffic Operations Studies, Safety Studies, Capacity Analysis, Signalization, Lighting Design, and other similar assignments.

**CLIENT**

City of Palm Coast  
**Michael Grunewald**  
160 Lake Ave  
Palm Coast, FL 32164

**P: 386-986-3740**

**E: [MGrunewald@palmcoastgov.com](mailto:MGrunewald@palmcoastgov.com)**

**Streetlight Design – Ravenwood Drive**

**Streetlight Design – Belle Terre Boulevard - Phase 1**

**Streetlight Design – Seminole Woods Boulevard**

**Streetlight Design Update – Belle Terre Boulevard – Phase 2**

---

## Engineering Services Continuing Contract

### DeLand, Florida

LTG’s services include representation on behalf of the City on the Technical Coordinating Committee (TCC) of the River-to-Sea Transportation Planning Organization (R2CTPO), hourly services to provide advice and assistance on transportation-related issues on an as-needed basis, and providing neighborhood studies (from small, local streets to larger neighborhood streets, to City-maintained arterials) focusing on traffic calming.

**CLIENT**

City of DeLand  
**Keith Riger, PE**  
1102 South Garfield Avenue  
DeLand, Florida 32724

**P: 386-626-7196**

**E: [RigerK@DeLand.org](mailto:RigerK@DeLand.org)**

**Downtown Wayfinding Signs FDOT Permitting (2021)**

**Preliminary Traffic Calming Analysis(2020)**

**Beresford Springs – Traffic Impact Analysis (TIA) Independent Review (2020)**

**Banner Poles Replacement Permitting (2020)**



**Catalyst Design Group (Catalyst)** is an innovative, interdisciplinary firm with combined expertise in Landscape Architecture, Urban Design, Civil Engineering, and Planning. Our project approach equally blends these disciplines, resulting in our ability to deliver creative solutions to complex development challenges in a context-sensitive design manner. Catalyst’s 40 team members include 19 licensed professionals.

Catalyst opened its doors in **August 2017**, when our founding principles built upon a shared vision: a better approach to design collaboration. We believe each project should be approached with passion, commitment, open communication, and responsiveness. From initial due diligence through the final construction punch list, our mission is to understand each of our client’s needs and develop creative solutions that achieve their goals.

Headquartered in **Nashville, Tennessee**, the **Orlando** office provides planning and design services throughout the state of Florida.

Our Orlando (Winter Park) team specifically proposed for this project brings more than 33 years of experience designing and developing:

- Complete Streets
- Active and Passive Recreational Facilities
- Low Impact Design (LID)
- Municipal, Civic and Cultural Facilities
- Urban Planning and Infill
- 3D Modeling and Fly-thru Visualizations

Catalyst’s Landscape Architects are familiar with the various roles found in the scope of services for municipal project management, and our staff have provided many of these services.

Our 5D Project Approach and experience in planning, design, permitting and construction phase services for public realm development has been a significant part of our careers and over that time, we have become trusted advisors to the communities in which we work. Our role ranges from design lead on complex design projects to being a resource to our Clients for quick brainstorming sessions and “what if” phone calls or emails. We have provided services similar to those outlined in this RFP to a number of neighboring communities, including **Winter Haven, Haines City, Lake Wales, Auburndale, and Lakeland**. Services have included streetscape, complete street, and LID design on Auburndale’s award-winning PK Avenue and on Lake Wales’s Park Avenue First Street and Market Plaza projects. Our team has also developed active and passive recreational facilities such as Winter Haven’s Martin Luther King, Jr. Waterfront Park on Lake Silver, and multiple sports complexes in Haines City, Auburndale and Lakeland.

### **Lake Wales First St. Complete St. Design; Park Avenue Complete St. Design; Market Plaza Design; Lincoln Avenue Mixed-Use Development; Park Avenue Connector Trail**

Key Catalyst staff developed the design documents for each of these projects, which established the character and details necessary for project success. After the design phase, we provided milestone design reviews for the City, and have (or will) provided contractor bid reviews as a resource to the City during the construction phases. For the *Lincoln Avenue Mixed-Use Study*, we were engaged to provide a series of sketches for the redevelopment of the site, which was privately owned combined with a City-owned property. The sketches allowed the City to present ideas to the developer and lead to a cohesive streetscape-focused project.

#### **Contact:**

James Slayton, City Manager, City of Lake Wales  
[jslaton@lakewalesfl.org](mailto:jslaton@lakewalesfl.org)

863.678.4182



### **Haines City Parks**

Catalyst staff have provided preliminary planning to the City for the study of redevelopment sites downtown or along the City’s trail/railroad alignment. Projects have included the *City Hall Annex and Mixed-Use building, Ember Dog Park, Larry Parrish Park, 7-acre Park, 5-Acre Park, Langston Avenue Park, Myers & Riley Field and four municipal rain garden sites*. Each of these projects have or will be used as the design basis for RFQ’s or the submittal of proposals from continuing services professionals. In several cases, they have also been used to seek grant funding.

#### **Contact:**

Terrell Griffin, Parks & Recreation Director, City of Haines City  
[tgriffin@hainescity.com](mailto:tgriffin@hainescity.com)  
863.421.3700





C&K Architects | Interiors, Inc. is a full service architectural and interior design firm providing professional design services on single story facilities through high rise multi-story commercial and residential facilities valued at several millions of dollars. Our professional services include Owner representation, architectural and interior design, building envelope, waterproofing/roof replacement, bidding services, design/build, construction management, and construction administration.



C&K Architects | Interiors, Inc. has more than 55 years of history providing extensive service experience including governmental, institutional, medical, financial, residential, and public clients. Our firm began in 1961 in Clearwater as Fasnacht & Schultz Architects and became Fasnacht, Schultz and Collman Architects in 1982. In 1985 the firm became Schultz & Collman Architects, in 1998 changed its name to Collman & Karsky Architects and has now evolved into C&K Architects | Interiors, Inc..

C&K has the unique ability to truly understand each client’s needs. Our ability to combine function, cost, and schedule into a single project vision allows C&K to guide each client through the complex process of design and construction with complete confidence and success. At C&K, we approach each project as if it is our only project, giving each client the exact attention, they deserve. Through the years, our clients have come to trust us as the guiding force for their projects. We continue our strong growth while staying true to our deeply held principles of client service. C&K knows that success is built one project at a time.



## Community Center City of Dunedin, FL

Description: Provided Architecture and Interior Design of LEED the LEED Silver Community Center. The center functions as a community gathering place for cultural events, art shows, education, meetings, and recreational activities. The Silver LEED Certification was the first public facility in Pinellas County to receive this honor.

<b>Project Owner</b> City of Dunedin, FL	<b>Role of Firm</b> Architect of Record
<b>Reference Information</b> Doug Hutchens Deputy City Manager dhutchens@dunedinfl.net (727) 298.3006 (727) 298.3006	<b>Final Construction Cost</b> \$ 9,200,000.00 <b>Completion Date</b> 2006

## Regional Public Library City of Largo, FL

Description: Provided Architecture and Interior Design Services for the new state of the art 90,000 SF Regional Public Library. Deemed “Pavilion in the Park”, located with in Largo Central Park. Designed as “The Community Living Room” the Library is not only home to books, but the Library also contains a Children’s Learning Center, Teen Lounge, Public Meeting Rooms, Café, Book Store and a Café.

<b>Project Owner</b> City of Largo, FL	<b>Role of Firm</b> Architect of Record
<b>Reference Information</b> Henry Schubert City Manager hschubert@largo.com (727) 587-6744 (727) 587-6744	<b>Final Construction Cost</b> \$ 19,815,000.00 <b>Completion Date</b> 2004



Maitland, Florida (304) 767-5165 [www.haleinnovation.com](http://www.haleinnovation.com)

## HALE INNOVATION

### Services

Grant Strategy  
Grant Writing  
Engineering Design  
Project Management

### Location

Maitland, FL

### Date Opened

July 1, 2021

### Memberships

Design Build Institute of America (DBIA)  
Florida Section American Water Works Association (FSAWWA)  
Ridge League of Cities

### Fast Facts

Carbon Neutral Company  
FDOT Small Business



Hale Innovation, LLC, was founded on the principal of providing services to municipal clients in a unique manner. Municipalities typically have engineering consultants and grant writing consultants under separate contracts and management structures. Hale Innovation has combined the two to aid frequently short-staffed municipalities with grant support that traditional grant writing companies can not. By understanding the engineering design and construction process, Hale Innovation can assist a municipality from concept through construction with pursuing, obtaining, and completing a project funded by grant awards.

Lee Hale has worked on projects ranging from an 11,000-acre camping and high adventure facility built through a design-build process, costing over \$450 million to a simple grant application process with his clients throughout the years. During this broad range of experience, Lee saw a gap between the engineering consultants that municipalities were hiring and the grant writing teams that they were using. While this system has been utilized for years, during the Great Resignation of 2021, he saw that this process caused a lot of hours and effort by city staff from determining which grants to pursue to having to coordinate between multiple engineering firms, key stakeholders, and grant writers.

Hale Innovation has been able to fill this void by understanding the engineering process and being able to limit the valuable time of clients by providing this support. While tracking grant awards and program goals, Hale Innovation is able to speak with municipalities, review capital improvement plans, and advise clients on how to best position themselves through project modification and simple phasing techniques. To date, Hale Innovation is providing clients with \$52 of grant funding awarded per every \$1 of fee charged, providing great value.

Hale Innovation is more than just a grant writing firm. On the administration side of things, Lee has provided clients with public meeting notice writing, RFQ writing assistance, public meeting presentations, language access plan creation, and opinion of probable construction cost services, among other items that pop-up.

Lee also provides civil engineering services. While primarily specializing in utility and site development, Lee also has experience in the transportation, utility modeling, master planning, capital improvement planning, parks and recreation design, and various other areas of civil engineering design.



**PROJECT DETAILS**

Dates: 2014-2015  
 Consultant Cost: \$19+/- k

**CLIENT CONTACT**

US Capital Group Alliance, LLC  
 c/o Mr. Greg Davis Ms. Kimberly Buck, P.E.  
 880 Airport Road, Suite 113  
 Ormond Beach, Florida 32174  
 386-673-7640  
[E:gdavis@prmont.com](mailto:E:gdavis@prmont.com)

**Major Traffic Study/ Chain of Lakes Complex**

Winter Haven, Florida



A major traffic study was conducted in 2018 for the proposed expansion of the existing Chain of Lakes Complex in Winter Haven, Florida. Located at the intersection of US 17 and SR 540 (Cypress Gardens Boulevard), the proposed expansion would add 85,000 square feet to the existing 35,000 square foot field house. The expansion would also include additional basketball courts, indoor track, training facility, locker rooms, office and four new soccer fields.

The impact of the additional trips to be generated by the proposed expansion was evaluated on the surrounding roadway segments of US 17, SR 540, 1<sup>st</sup> Street and 6<sup>th</sup> Street along with six intersections and existing/proposed access driveways. The roadway segments were analyzed for the P.M. peak hour in accordance with City/FDOT LOS Standards and the intersections with the use of Synchro software in the weekday P.M. peak and Saturday peak hours.

At the intersection of US 17 and SR 540 where extremely high northbound right turns and westbound left turn exist, signal timing and phasing alternatives with different lane configurations were evaluated since no geometric improvements were practical due to restricted right-of-way. At the site access driveways, turn lane needs were evaluated with respect to location and geometry, including the lane lengths.

**PROJECT DETAILS**

Dates: 2021  
 Consultant Cost: \$19k+/-

**CLIENT CONTACT**

Amec Foster Wheeler  
 Mr. David Butcher, PE  
 2000 East Edgewood Dr, Suite 215  
 Lakeland, Florida 32801  
[E:David.butcher@woodplc.com](mailto:E:David.butcher@woodplc.com)

**Hunter’s Ridge Mixed Use Project**

Flagler/Volusia County



A DRI project consisting of over 2,000 units of residential development and 450,000 square feet of commercial and office uses in Flagler/Volusia County. It consisted of a three-phase analysis of traffic impacts within an approximate 5-mile study area. All classified roadways and major intersections were included in the analysis. The roadways were analyzed utilizing the standard FDOT Generalized LOS Standards and the intersections utilizing HCS and Synchro software. The FDOT District Five CFRPM Model (v6.1) was used in the traffic projections. The analysis was prepared in support of proportionate share calculation based upon the anticipated impacts of the DRI project to satisfy FDOT requirements.





Founded in 1984, **ATM** has been a leading provider of coastal, waterfront and water resources engineering services throughout the southeastern U.S. and internationally for 37 years. ATM maintains full-service offices in Gainesville (our corporate office), West Palm Beach and St. Augustine, Florida; Mount Pleasant, South Carolina; and Dubai, United Arab Emirates. With a presence in Florida for more than 37 years, ATM is an internationally recognized industry leader in the field of waterfront engineering. Since 1990, we have provided services on more than 200 municipal waterfront projects and more than 1,700 public and private waterfront projects, domestic and international.

**Waterfront Expertise** The additional complexity of waterfront projects typically involves hydrodynamic loading (waves, current, tides, etc.), state and federal resource permitting, potential ecological impacts, sovereign submerged lands authorization, and construction limitations due to wetlands, critical resources, etc. ATM’s 37 years of working in and around the marine environment provides our team with valuable insight and experience throughout project planning, design and construction. Further, ATM team members (15) possess advanced degrees in coastal/ocean engineering, each with a distinct understanding of the environmental forces (wind, water levels, currents, and waves) that affect marine structures and their longevity. ATM’s engineers and supporting technical professionals provide practical experience in construction oversight of waterfront infrastructure projects. ATM has been involved in the construction phases of waterfront projects valued at nearly \$400 million. ATM has also secured 47 federal grants for waterfront projects worth more than \$30.8 million for projects in 10 states and territories. We are recognized as an international leader in the development and design of marina structures. Our waterfront engineering capabilities include shoreline stabilization (seawalls, revetments, breakwaters, and bulkheads); planning, design, permitting and construction phase services of marinas, fixed and floating docks, boat ramps and fishing piers; and inspection of waterfront and coastal facilities, including boardwalks, dune walkovers, overlooks, trails, and mooring facilities.

**Public Waterfront Projects Expertise**

**Municipal Parks and Waterfront Structures**

**Jacksonville, Florida**

We have served the City of Jacksonville (COJ) as waterfront engineering experts since 2001 when we initially completed a citywide boat ramp master plan. Through 34 task orders valued at more than \$1.75 million, ATM has provided technical assistance on inland and waterfront projects to the COJ since 2001, either as the prime consultant or as a subconsultant. As the prime consultant, we have provided services on 19 recreational projects that range from preparation of a boat ramp management master plan that addressed 23 city-owned boat ramps to individual park master plans, waterfront facility improvements (boat ramps, docks), and our current scope of providing inspection and design of docks impacted by Hurricane Irma (2018).

**CLIENT CONTACT**

City of Jacksonville  
 Bob Scott, Project Manager  
 Engineering & Construction  
 Management Division  
 14 N. Hogan Street, 10<sup>th</sup> Floor  
 Jacksonville, FL 32202  
 (P): 904.255.8910  
 (E): [scott@coj.net](mailto:scott@coj.net)

**Municipal Waterfront Shoreline Improvements**  
**Sabastian, Florida**

ATM is provided waterfront planning and design services associated with the reconstruction of the shoreline adjacent to a waterfront park and commercial fisheries landing. Services included initial site visit, review of existing survey data, conceptual design, preparation of cost estimate, permitting, construction plans and technical specifications, bid documents, and construction phase services. ATM also supported the City in applying for grant funding with the Florida Inland Navigation District (FIND). The project is currently under construction and will be completed in Spring 2021.

**CLIENT CONTACT**

City of Sabastian  
 Lisa Leger Frazier  
 Community Development Director  
 City of Sebastian, FL.  
 1225 Main Street  
 Sebastian, FL 32958  
 (P): 772.388.82286  
 (E): [LFrazier@CityofSebastian.org](mailto:LFrazier@CityofSebastian.org)





# 4.0

**WORK PLAN &  
AVAILABILITY  
OF RESOURCES**

**PROJECT AND  
APPROACH**



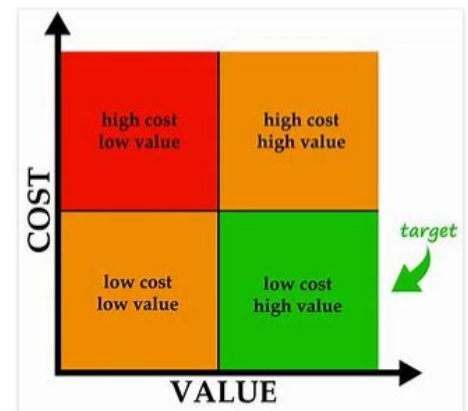
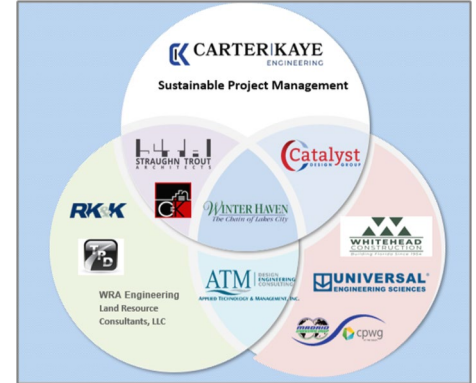
# 4.0 Work Plan & Availability of Resources - Project Approach

4.01 – 4.02

## 4.01 - UNDERSTANDING PROJECT AND APPROACH, PLANNING, DESIGN AND PERMITTING

CarterKaye's team is an experienced and comprehensive engineering and architectural group with a strong track record of successful project delivery. Our approach is that we have consistently operated in key prime project management organization role, ensuring the successful completion of high-quality projects. With our employees and our team, when needed, offers a wide range of services, including overseeing and managing the entire project delivery process to support the project. This encompasses handling the RFQ process, consultant selection, RFPs, invitations to bid, project design and permitting, project evaluations, preconstruction services, construction administrative oversight, and project closeout. In addition to these core services, our team excels in providing pre-design services, such as charrettes, conceptual plans, and public interactive meetings. We are also well-equipped to handle various project management tasks to ensure the smooth execution of your project such as:

- ASSISTANCE WITH RFQS
- REVIEW AND PREPARATION OF INVITATIONS FOR BID
- PREDESIGN SERVICES SUCH AS PLAN REVIEWS
- PROJECT PLAN REVIEWS
- CAD DRAWING REVIEW AND FEEDBACK
- VALUE ENGINEERING SERVICES
- CONSTRUCTION DOCUMENT REVIEW SERVICES
- QA/QC REVIEW SERVICES
- COST AND SCHEDULE PROJECTION SERVICES
- CONSTRUCTION MANAGEMENT SERVICES
- PROJECT CLOSEOUT
- CERTIFICATION SERVICES



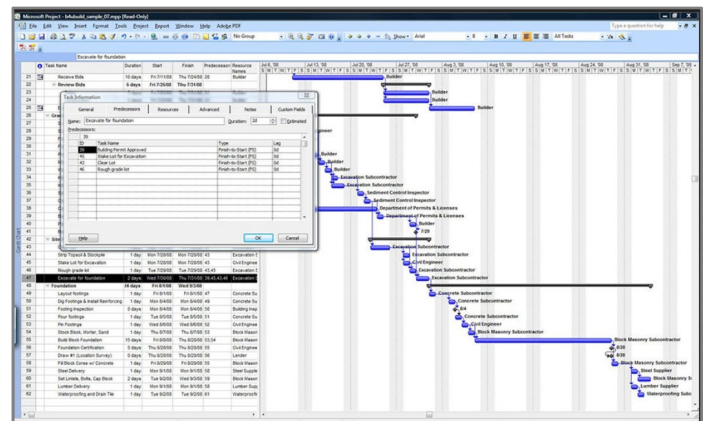
Carter and Kaye Engineering believes in an innovative, multidisciplinary project management approach. Our carefully selected consultant specialists offer expertise in various areas, including project inception, planning, design, construction, grant writing, and agency interaction. This approach ensures competence, experience, and resources for the Town's Project Consulting needs. We favor this contingent-firm team approach for sustainability, as it broadens expertise and reduces disruptions compared to relying on a single firm (e.g., employee turn over).



## 4.02 - MANAGEMENT AND ORGANIZATION – Planning, Scheduling, estimating, Budget Requirements

Our firm employs cutting-edge technology, including tools like Civil3D, Core, and Bluebeam, integrated into our platform for efficient project management. These platforms facilitate real-time collaboration among our staff on plans, project budgets, schedules, and design documents. CarterKaye and its team possess extensive experience and a history of successful interactions with the City, making us well-prepared to start projects promptly.

Our local presence enhances our ability to hit the ground running, adding value to the Town's Project Consulting needs. We are dedicated to helping The Town of Dundee complete its projects swiftly, cost-effectively, and with a strong emphasis on quality.

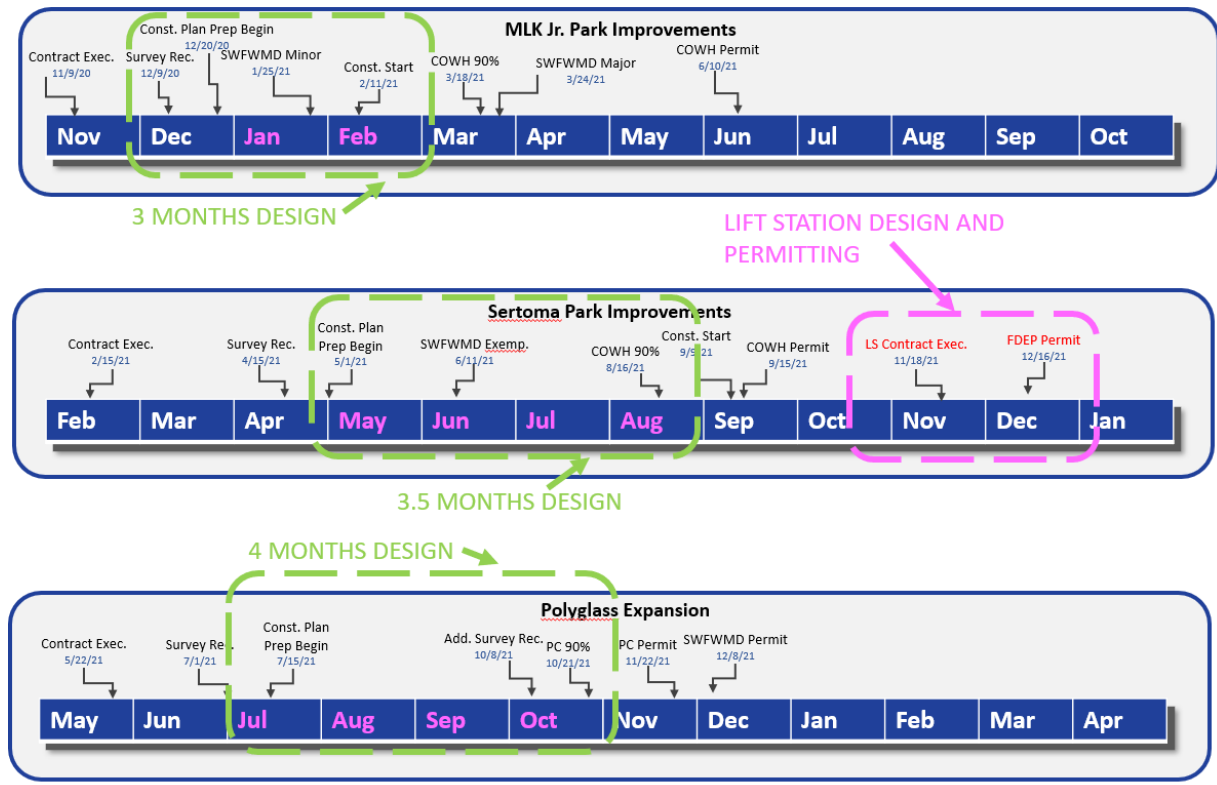


## 4.02 - PROJECTS' SCHEDULES AND BUDGET REQUIREMENTS

**Commitment** - Our team has an outstanding track record for administering projects that meet budgetary and time requirements. CarterKaye’s team, with its familiarity of the Town’s infrastructure, personnel, standards, polices, procedures, and our local knowledge will work closely with the Town, and the community stakeholders to guide projects to a successful conclusion within the budgetary and time requirements. We are committed from the outset to build into our process and schedules contingencies and alternatives which we believe will be integral to an effective and successful management of time and resources on your projects.

**Managing Schedule** – Use of advanced scheduling technology such as Monday and Core help us manage project progress and delivery through real-time collaborative scheduling, tracking and effective project planning. We create schedules with workflow requirements, individuals’ tasks, task duration, timelines, key insights, milestone dates, and status in one collaborative space. Prior to committing to a task order, a schedule will be carefully developed at our office to ensure our team resources are available to work on concurrent task orders. After review of the project with the Town, CarterKaye will review the requirements of the project and schedule with the task manager and key staff members. The task manager will update the schedule concurrently with the project ‘s progress and will adjust the assigned staff as required to meet the established completion dates. Schedule updates for each major active tasks will occur regularly.

CarterKaye successfully managed project schedules and budgets, ensuring timely project completion. Notable projects completed include Sertoma Ballfield Renovation, MLK Jr. Park Improvements, and Polyglass Industrial Site Expansion. Despite unexpected changes, like integrating a new lift station into Sertoma Park/Ball Field, we acted swiftly. Within 1.4 weeks of the Town's request, we submitted a detailed task order, began work, and collaborated with stakeholders to order equipment. After task order approval, our design was completed in 1.5 weeks, gaining project approval and staying under budget. This showcases our ability to efficiently deliver projects on time.



## SCHEDULING, ESTIMATING, BUDGET REQUIREMENTS

Our team is committed and well-prepared to oversee projects that align with budget and time constraints. As part of our long-term strategic planning, there is a commitment from relevant entities to support the renovation of certain facilities. We are aware of the funding allocated and the proposed timeline for project commencement. Leveraging our familiarity with the local infrastructure, personnel, standards, policies, and procedures, along with our knowledge of the site, we will collaborate closely with stakeholders to ensure a successful project outcome.



Our budget methodology emphasizes effective planning, accurate cost estimation, and accountability. Inadequate planning, poor cost assessment, and lack of accountability are common causes of project failures. Specifically, in relation to planning and our service agreement, we prioritize time spent with the team to review their vision and the community's needs, as well as assess costs in alignment with expectations. This process is crucial for setting and adhering to project budgets, with scope and costs determined based on the vision, needs, and work requirements.

CarterKaye's team outlines the project's costs and necessary tasks in a service agreement that serves as a roadmap for project completion. Each task order is detailed and managed by a designated task manager responsible for budget maintenance. To ensure budget adherence, we conduct regular internal team evaluations of resource usage and project timelines. Our firm places a strong emphasis on proactive budget management, with accountability measures in place for each manager and team member to ensure projects stay on budget and on schedule.

Budget controls are maintained through status updates, expenditure summaries, and progress and resource reviews against milestones, all tracked using specialized software. We identify and track all labor and direct costs relative to the budget, promptly addressing any deviations that may occur. Having disciplined, experienced individuals who are accountable and incentivized to meet their commitments is crucial for success.

Our key personnel and task managers will ensure compliance with applicable codes, standards, and project requirements. During the pre-design phase, we identify relevant project codes, gather essential site data (including soil conditions, occupancies, and traffic), and determine infrastructure support systems and building materials for implementation.

As the project progresses into the construction document phase, we will collaborate with local general and specialty contractors to obtain current construction pricing information, ensuring an accurate opinion of probable costs



## 4.03 - A PRAGMATIC APPROACH to achieving the Town's goals and objectives TO MINIMIZING DISRUPTIONS to the town's activities and residents include:

**Comprehensive Planning and Coordination:** Start by conducting a thorough assessment of the Town's goals and objectives. Develop a detailed project plan that outlines all tasks, timelines, and resources required. Coordinate closely with various Town departments to ensure alignment and prevent conflicts. Establish clear lines of communication and designate key personnel responsible for project oversight.

**Community Engagement and Communication:** Involve the community early in the planning process through public meetings and forums to gather input and address concerns. Maintain transparent and regular communication with residents, keeping them informed about project updates and potential disruptions. Use multiple communication channels, such as town meetings, newsletters, and social media, to reach a wider audience. Consider offering support services to residents affected by construction, such as assistance with transportation or access to essential facilities. Collaborate with local businesses to mitigate economic impacts and support their operations during construction.

**Phased Implementation:** Break down larger projects into smaller, manageable phases to minimize disruptions. Prioritize projects based on their impact on residents and the Town's objectives. Implement projects in a sequence that minimizes inconvenience, with careful consideration of factors like school schedules, holidays, and peak traffic times. **Flexible Scheduling:** Create project schedules that allow for flexibility to accommodate unexpected challenges or changes in priorities. Maintain open lines of communication with contractors and adjust schedules as needed to minimize disruptions to daily activities.

**Safety Measures:** Prioritize safety for residents and workers by implementing appropriate traffic management plans, detours, and safety signage. Ensure compliance with all safety regulations and guidelines to minimize risks.

**Continuous Monitoring and Adjustments:** Assign dedicated project managers to oversee each project and monitor progress closely. Regularly assess project performance against established benchmarks and make adjustments as necessary to stay on track.

**Community Support Services:** **Environmental Responsibility:** Implement environmentally friendly practices, such as sustainable construction methods and stormwater management, to minimize environmental disruptions.

**Quality Assurance:** Maintain a focus on delivering high-quality work to ensure long-term benefits for the Town and its residents. Conduct regular quality checks and inspections to address any issues promptly. After project completion, solicit feedback from residents and stakeholders to assess the impact and effectiveness.

**Post-Project Evaluation:** s of the approach. Use this feedback to improve future project management strategies and minimize disruptions even further. By following this pragmatic approach, the Town can work towards achieving its goals and objectives while prioritizing the well-being of its residents and minimizing disruptions to their daily lives.



**Use of Alternatives** - The team will approach the project with alternatives when applicable that benefit the timeline, maintain functional and performance requirements, and balance aesthetic expectations. This will include focusing on locally sourced solution-oriented subcontractors and contractors for labor, materials and methods of construction to help expedite the projects. To assist in the schedule our team will be cognizant to limit or eliminate design options that require “designated specialty engineers”, and will promote pre-finished, pre-engineered systems where feasible.

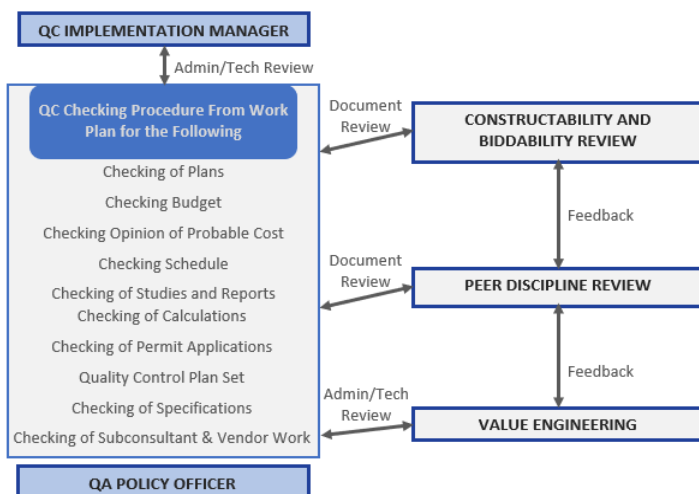
**Proactive Coordination** - It is not unusual for code officials to consume a portion of the project’s timeframe. Our team will take a proactive approach and will reach out to the reviewers before and after reviews to help maintain an expeditious project delivery construction duration.

**Use of Critical Path Method** - Project management requires collaboration to establish tasks via pre-design charrettes, design and permitting requirements, and organizing those tasks in a schedule patterned around the critical path method with milestones. Once the schedule is set, the team can focus on the necessary resources to delivery the essential elements. This approach works to minimize conflicts and unnecessary delays. We use software to separately list each activity and/or task in a logical sequence and assign reasonable durations to start and complete each task creating an efficient path to the project’s goals while allotting time/resources to be spent on tasks proportional to their dependency on other tasks, degree of complexity, lead time and more criticality to the costs. As information is gathered during the planning, design and permitting effort, to streamline the process energy is applied where challenges are identified and where uncertainty exists. Efficiency is maximized through continual evaluation of task deliverables and communicating the next step. Communication occurs with all key participants via progress meetings, regular reviews with updates, experienced assessments, and the monitoring and tracking of manpower. Deliverables that motivate the members of our firm and design team. As we monitor the schedule, we will work to identify time-saving alternatives that do not sacrifice the project’s integrity. One strategy would be to coordinate materials with the construction team early on, in order to eliminate long lead time dependencies, such as waiting on pre-cast structures to be delivered from a vendor.

## 4.04 QUALITY CONTROL

Our team follows a standardized system for design reviews and quality control. We use checklists and draw from previously approved projects to maintain consistent qualification reviews. This includes using established procedures, standards, and project data that have evolved over the years. We incorporate quality assurance measures, such as adhering to standards, to ensure the quality of our work. For example, we require shop drawings for our proposed constructions. Our designs undergo additional reviews and evaluations by third parties before project delivery, reducing the need for significant adjustments later.

Our QA/QC approach involves constant in-house communication, compliance checks on design criteria, regular project updates, and monitoring project approvals, budgets, and schedules. We've found that ongoing review of schedules and budgets is the most effective way to prevent scope and budget changes. To manage project contracts, CarterKaye maintains project schedules, evaluates budgets, and provides regular updates to the Client. These schedules include major deliverables, milestones, and expected submission dates. Other aspects of our QA/QC Program encompass general review items and processes.



- ❑ Independent Plan Reviews
- ❑ Technical Competence/Checking of Calculations
- ❑ Scheduling Reviews
- ❑ Budget Evaluations/Cost Estimates
- ❑ Communications/Loop or Feedback
- ❑ Project Planning
- ❑ Administrative Procedures reviews
- ❑ Final Quality Review



## 4.05 - DISPUTE RESOLUTION

Our team is committed to delivering our services with the utmost professionalism, precision, and care, in alignment with both the City's expectations and industry standards. Our approach to dispute resolution is rooted in proactive measures aimed at preventing issues before they arise. We achieve this by diligently adhering to the expectations of all parties involved and consistently striving to exceed those expectations through exceptional service delivery.

Our longstanding focus on client satisfaction has allowed us to establish, share, and consistently meet our clients' expectations, starting from the initial services contract to project completion. We take great pride in our track record of surpassing expectations, which is evidenced by the trust our valued clients continue to place in us.

Maintaining open lines of communication is a cornerstone of our approach. In situations where the designated lead is unavailable, we ensure that other team members involved in the project are readily accessible to answer questions or provide clarifications. CarterKaye is committed to being available to the City for issue resolution, even outside regular business hours and on weekends, via cell phone. Throughout the normal course of project delivery, we advocate for the appointment of a single lead communicator by each involved party. This 'one source' best practice minimizes misinterpretations and enhances the efficiency and effectiveness of project communication.

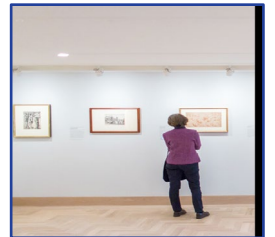
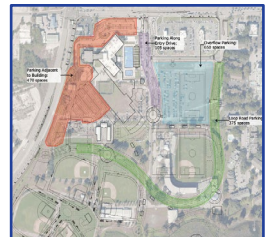
Our designs, often three-dimensional in nature but presented on two-dimensional plans, can be subject to interpretation. Therefore, we place great emphasis on developing high-quality plans that adhere to industry standards and are readily available to clarify our design intentions. Our commitment to quality assurance and quality control (QA/QC) processes, which involve early collaboration with specialist subcontractors and constructors, helps mitigate ambiguities before construction commencement.

While disputes are infrequent, we believe in swift and proactive resolution as a best practice. Our philosophy is that it's not the mistake or concern itself that's problematic; rather, it's how we address it that truly matters. This philosophy underscores our commitment to maintaining open lines of communication and providing assistance regardless of the issue's origin. Our experience has shown that disputes are typically resolved when we, as a project team member, prioritize communication, fostering coordination, collaboration, and closure.

## 4.06 - STAKEHOLDER ENGAGEMENT

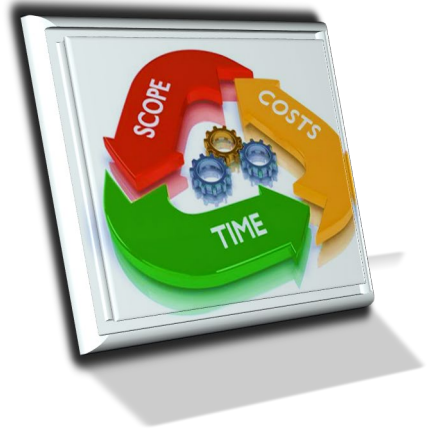
At CarterKaye, we view project stakeholders as integral members of our extended project team. We firmly believe that achieving a successful project hinges on a holistic stakeholder engagement approach, one that places communication at the forefront among the various individuals, groups, committees, and organizations involved. When engaging with our community stakeholders, we tailor our approach to meet the unique needs of each program. Our strategy combines the use of digital tools, traditional surveys, public engagement workshops and sessions, as well as grassroots efforts. This comprehensive approach ensures that we effectively engage and collaborate with the community stakeholders.

Drawing inspiration from recent collaborations, which included successful design charrettes and community workshops, we propose a similar approach for your project. Our planning experts recommend this approach to engage the community, user groups, and stakeholders effectively. Following the workshop and engagement sessions, our team, in collaboration with City staff, will conduct on-site tours to further explore opportunities and constraints based on the valuable input received. Subsequently, our experts, working closely with estimators, will embark on the development of project concepts and designs. This collaborative effort will guide the project toward a balanced alignment of vision and budget. Our commitment to stakeholder engagement is underpinned by our belief that the best outcomes are achieved through inclusive and transparent communication, collaborative efforts, and a shared dedication to the project's success.



## APPROACH TO MANAGING PROJECTS' SCHEDULES AND BUDGET REQUIREMENTS

**Budget Approach via Experienced and Comprehensive Planning** Our budget approach is a methodology which requires good planning, cost estimating and accountability. Insufficient planning, inadequate cost assessments, and lack of accountability are major reasons why projects fail, and budgets suffer. With experience and comprehensive planning, we know time spent with the Town reviewing the Town's vision, the community's needs, planning and assessing the scope and team's costs (relative to the Town's expectations), are major determinants relative to aligning a budget with the project needs and keeping within that budget. CarterKaye's team will concurrently assess the team's costs to complete the project's work and will develop a service agreement with tasks for same. This will act as a road map to complete the work. The project will also have a list of prioritized elements and costs will be developed for each so that the Town can decide which tasks and elements should be completed. A task manager will be responsible for maintaining the budget for each project.



**Evaluations to Ensure Budget Control** - To control budget, frequent internal team milestone evaluations and status updates of the project's resources and expenditures and accountability measures are used. Our project budget tracking with Core is used to monitor progress and costs. All labor, direct and indirect costs are tracked relative to the budget. The team's project managers will identify deviations, if any, from the budget, and the team will make the necessary corrective actions to ensure the tasks and budget are completed and maintained.



**Dedicated People to Ensure Budget Control** – We employ disciplined, seasoned, comprehensive, educated, experienced and caring people who are accountable and we provide assistance and incentives to help our people meet what they commit to do.



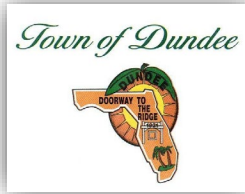
## 4.07 – WORKLOADS OF STAFF

The team's current workload is at a level which is flexible and is at a capacity which enables us to begin working for the Town upon task Authorization. Many of our projects are governed by milestones which are distributed, often flexible and depending on when awarded can be assessed and adjusted to enable us to assist the Town upon award of a task order. Because projects often require a variety of decisions and input from others, schedules adjust often, which enable us to adjust priorities and dedicate the resources to successfully deliver our services in a timely manner.

In lieu of relying on a single firm approach, we believe a contingent-firm team approach is a more sustainable project management approach. It not only provides depth and breadth of expertise it results in more availability and minimizes disruptions such as employee turn over. All principals, key staff and individuals within the team will have capacity and will be available to assist in their area of expertise to provide project management services to successfully assist the Town. Once a task order is approved, it is anticipated the team's project management role will require a portion of the team's workforce at any given time to compete the work we commit to.



Per the RFQ instructions, we have provided a graphic illustration of the team's key members current approximate workload and estimated future workload/availability. If needed other members will be tasked to assist.



**Future Workload**  
Key Members

**Current Workload**  
Key Members



**Dave Carter**  
P. E.  
C&K Principal  
Engineer



**Kriss Kaye**  
P.E., ENV SP  
C&K Managing  
Member



**Aaron Orloff**  
C&K Engineer  
Designer



**Michael Hooker**  
C&K Engineer  
Designer III



**Haileigh Houmarid**  
C&K Executive  
Assistant / Project  
Coordinator



**Brian Moss**  
C&K Project  
Manager



**Kimberly McCraine**  
C&K Project  
Manager /  
Engineer III



**Willie Nabong**  
C&K Registered  
Engineer



**Bruce C. Hall**  
PLA, ASLA  
Catalyst  
Principal Master  
Planning



**Jay Hood**  
Catalysts  
Technical  
Principal -  
Landscape  
Architect



**Timothy Mason**  
P.E.  
ATM Principal  
Waterfront  
Engineer



**Peter Peterson**  
P.E.  
ATM Senior  
Waterfront  
Engineer



**George Galan**  
LTG Engineering  
P.E.  
Senior Project  
Manager



**Brian L. Karsky**  
C&K Architects  
B.Arch, B.S.  
Principal Architect



**John Clyatt**  
Surveyor



**Turgut Dervish**  
TPD  
P.E.  
President



**Lawrence "Lee" Hale**  
Hale Innovation  
P.E.  
Senior Waterfront  
Engineer



**Ricardo Kiriakidis**  
Universal Sciences  
M.S., PhD, P.E.  
Senior Geotechnical  
Manager



# 5.0

## TEAM MEMBERS

### QUALIFICATIONS & ORGANIZATION

### MOB/WOB DISABLED VETERAN & VETERAN OWNED BUSINESS UTILIZATION

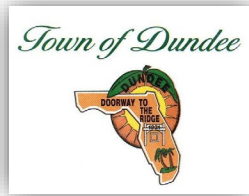
### SITE VISIT TO 1 WATER AND 1 WASTEWATER PLAN


### INTENT TO AFFECT LOCAL ECONOMY




# 5.01 Key Personnel & Team Organization

Resumes are attached in the Appendix






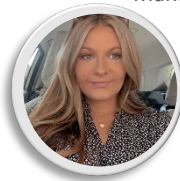
**Dave Carter**  
P. .E  
C&K Principal Engineer, Project Manager – 3 yrs




**Kriss Kaye**  
P.E., ENV SP  
C&K Managing Member, Project Manager – 3 yrs




**Michael Hooker**  
C&K Engineer Designer III  
3 years




**Haileigh Houmard**  
C&K Executive Assistant / Project Coordinator  
3 weeks



**Brian Moss**  
C&K Project Manager  
3 years



**Kimberly McCraine**  
C&K Project Manager / Engineer III  
3 years



**Willie Nabong**  
C&K Registered Engineer  
2 weeks

9 In-House Employees at CarterKaye, C&K. Resumes are attached in the Appendix



**Bruce C. Hall**  
PLA, ASLA  
Catalyst  
Principal Master Planning



**Jay Hood**  
Catalysts  
Technical Principal - Landscape Architect



**Timothy Mason**  
P.E.  
ATM Principal Waterfront Engineer



**Peter Peterson**  
P.E.  
ATM Senior Waterfront Engineer



**George Galan**  
LTG Engineering  
P.E.  
Senior Project Manager



**Brian L. Karsky**  
C&K Architects  
B.Arch, B.S.  
Principal Architect



**John Clyatt**<sup>30</sup>  
30 South  
Surveyor



**Turgut Dervish**  
TPD  
P.E.  
President



**Lawrence "Lee" Hale**  
Hale Innovation  
P.E.  
Senior Waterfront Engineer



**Ricardo Kiriakidis**  
Universal Sciences  
M.S., PhD, P.E.  
Senior Geotechnical Manager



Put simply, interaction with the Town and regulatory staff is as much of a function of our day-to-day activities as it is turning on the lights to our office. Everyone at our office and the principals of subconsultants on this team know that in order to manage our projects and serve the Town, interaction with the Town and regulatory staff is fundamental another requirement of what we do. Notwithstanding we know we must do more than just interact but to succeed in the management of our projects we must listen, be responsive, diligent, comprehensive and provide solution-oriented design, construction and management. Typically, when it comes to project management and working on construction related activities, the stakes are high and the right solutions take a collaborative approach with the Town and regulatory agency staff – we take pride in working with agency staff.



CarterKaye and its team members have a long history and good record of working side by side with Town staff which is exemplified by our track record of successfully completing projects over the years. We believe a key ingredient to successfully completing projects has been in part because of the long-term professional relationships we have maintained with nearly all Department heads and staff. With our extensive knowledge of the Town’s purchasing, legal, risk management, and various planning and engineering departments, we thoroughly understand how to navigate the various complex aspects of projects from their beginning through contract negotiation and approval, to design, and through construction completion.

We have obtained approvals for hundreds of municipal and private projects from numerous entities from the following and other permitting agencies:

- Florida Department of Environmental Protection
- Polk County Health Department
- US Fish and Wildlife Service
- Army Corps of Engineers
- Water Management Districts (SWFWMD, SFWMD, SJRWMD)
- Florida Department of Transportation
- Polk County Land Development

One critical applicable agency CarterKaye has interacted with at multiple levels and different departments, hundreds of times, is the Southwest Florida Water Management District (SWFWMD). We have successfully obtained SWFWMD permit approvals for numerous civil site projects and/or various stormwater, site assessments at all levels including permitting, monitoring, environmental impact assessment, compliance implementation, consent order/non-compliance, and compliance actions. Another critical local agency with which we have decades of experience navigating similar permitting approvals is the Southwest Florida Water Management District (SWFWMD). Applicable SWFWMD permit experience includes Environmental Resource Permits (stormwater management permits, wetland permits, floodplain compensation/modification), water use, water quality. This level of interaction and experience is applicable to nearly all other local permitting agencies for various wildlife, archaeological, historical, endangered species, and environmental impact considerations and associated permits.

We have a successful track record which has allowed us on occasion to obtain necessary permit approvals in record time. When our clients needed to achieve “shovel-ready” status including permitting in order to obtain Federal ARRA stimulus grant funding, we came through for our clients in record time

Resumes are included in the Appendices.





## 5.03 WOMAN-OWNED BUSINESS

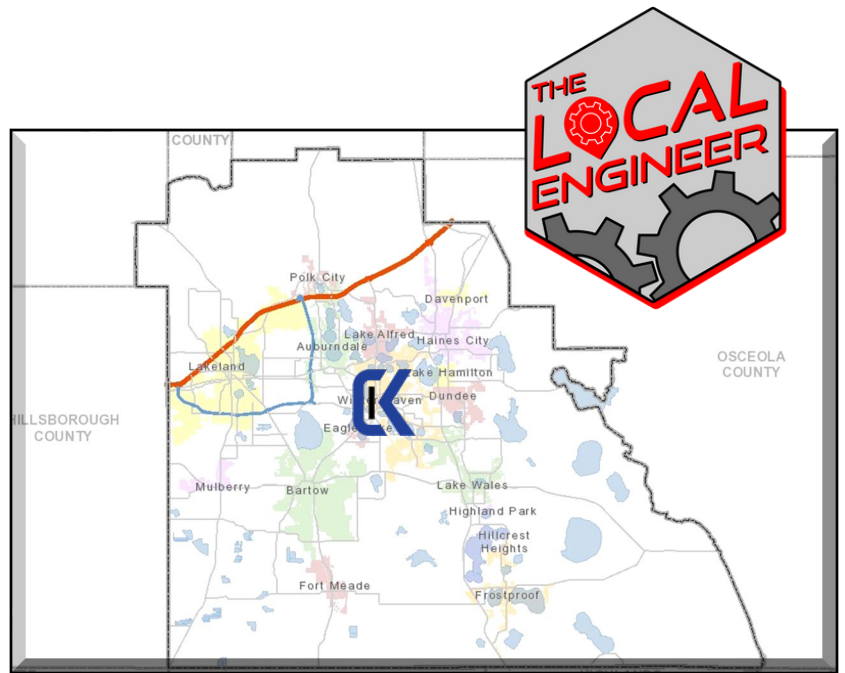
At CarterKaye, we proudly operate as a woman-owned Business (WOB). Our co-owner, Michelle Kaye is involved in the daily operation decisions and handles the business' financial transactions and accounting. Her astute financial insights have guided us through challenges and opportunities, helping us grow and prosper. Our WOB status highlights the valuable role women play in entrepreneurship. Founded by a husband-wife duo, we thrive through the combined skills of both partners, which is integral to our success, contributing expertise and dedication. We actively support initiatives that empower women in business. We invite our clients, partners, and community to acknowledge and support women's contributions to the business world by choosing to work with CarterKaye. CarterKaye proudly stands as a woman-owned business, championing women's roles in entrepreneurship and fostering gender diversity in our industry.

## 5.04 SITE VISIT

CarterKaye has recent visits wastewater treatment facilities and potable water treatment facilities to evaluate the performance of same.

## 5.05 INTENT/CAPACITY TO AFFECT THE LOCAL ECONOMY

CarterKaye Engineering, LLC, located at 137 Fifth Street NW, Winter Haven, Florida 33881, near Town Hall, strongly supports the local economy. Our staff and team members are active community members who work, play, and do business in the Town. We are committed to contributing to the Town of Dundee's economy by using local resources, suppliers, subcontractors, and consultants. Over 90% of our business expenses stay within the Town, and our history, partnerships, and community involvement demonstrate our dedication. Our team, comprising lifelong residents, actively participates in community functions and collaborates with Town staff for community input on projects. We engage in community activities like the Winter Haven Development Industry Roundtable and support Town, Chamber, and Mainstreet Winter Haven events.



**137 5<sup>th</sup> Street NW, Winter Haven Florida**

We sincerely thank the Town of Dundee for prioritizing local procurement. As a business reliant on the local economy, we appreciate the Town's focus on using local resources, professionals, suppliers, and contractors. Supporting local spending leads to economic growth, higher income, and improved quality of life. Retaining income locally creates jobs, supports businesses, and enhances community living standards



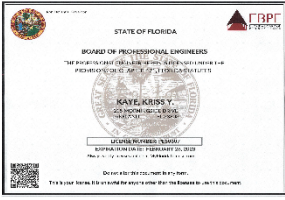
**THE MONEY  
MULTIPLIER**

# 6.0

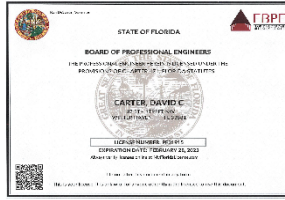
## LICENSURE & REFERENCES



**CARTER AND KAYE ENGINEERING, LLC (CarterKaye)**

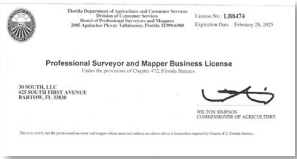


Kriss Kaye, #PE50607

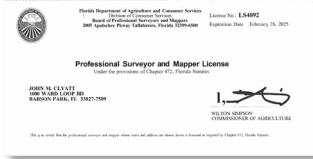


David Carter, #PE31915

**30 SOUTH SURVEYING AND MAPPING, LLC**

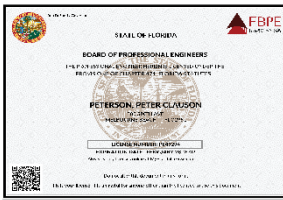


30 SOUTH, LLC,  
#LB8474

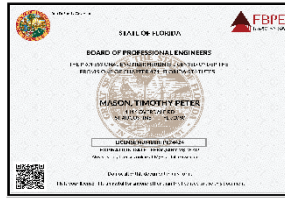


John M. Clyatt  
#LS4092

**APPLIED TECHNOLOGY & MANAGEMENT, INC (ATM)**

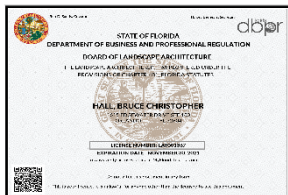


Peter Clauson Peterson,  
#PE49294

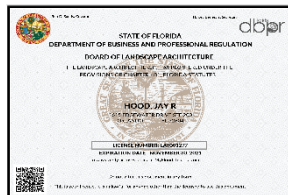


Timothy Peter Mason,  
#PE74424

**CATALYST**

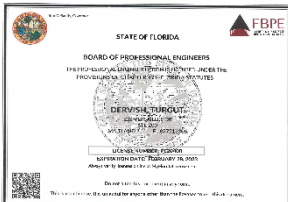


Bruce Christopher Hall,  
#LA0001367



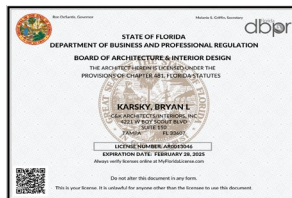
Jay R Hood, #LA0001277

**TRAFFIC PLANNING AND DESIGN, INC (TPD)**



Turgut Dervish,  
#PE20400

**C&K ARCHITECTS, INTERIORS, INC.**



Bryan L. Karsky  
AR0013046

**List of Professional Licenses**

**Individual Licenses**

**Professional Engineers:**

- Kriss Y. Kaye
- Dave C. Carter
- Timothy Mason
- Turgut Dervish
- Peter Peterson
- Lee Hale
- Ricardo Karakidos
- LTE

**Architects:**

- Bryan Karsky, AIA

**Landscape Architects:**

- Bruce Hall
- Jay Hood

**Firm Licenses:**

- Catalyst Landscape Architects
- 30 South Surveyors

*Note: Engineering Firms Licenses are now under Firm Principal's name/license*

C&K Architects, Interiors, Inc.  
K09881



**PROJECT DETAILS**

Owner: City of Winter Haven  
 Dates: 2012 and 2019-2020  
 Original Construction Budget: \$3.17 million  
 Final Cost: \$3.2 million  
 Role of Firm/Individual(s):  
 Dave Carter, PE, Project Management

**CLIENT CONTACT**

**Mr. T. Michael Stavres CPM, CPRP**  
 City of Winter Haven  
 451 Third Street NW  
 Winter Haven, Florida 33881

(P): 863.291.5600  
[E: mstavres@mywinterhaven.com](mailto:mstavres@mywinterhaven.com)

**Winter Haven Fire Station No. 3**

Project Manager for this 267-parking stall, 3-story parking facility is located at 3<sup>rd</sup> Street NW and Avenue A NW in Winter Haven Florida. CarterKaye's experience included the civil and environmental engineering, coordination with the architect and City to site the building and resolution of challenges with respect to access and stormwater management. The site was spatially constrained and had limited right-of-way and available land. The stormwater management system was handled in an on-line dry retention system. Engineering included permitting and various designs, i.e., entrances, parking, fire water, site stormwater management, which was permitted in the City and the Southwest Florida Water Management District. In 2019 and 2020 CarterKaye was also recently involved in a feasibility evaluation of this site for the City.

**PROJECT DETAILS**

Owner: City of Winter Haven  
 Completion Date: 2021  
 Original Construction Budget: \$1.72 million  
 Final Cost: \$1.66 million  
 Role of Firm/Individual(s):  
 Dave Carter, PE, Project Management

**CLIENT CONTACT**

**Mr. Michael Carnevale**  
 City of Winter Haven  
 451 Third Street NW  
 Winter Haven, Florida 33881

(P): 863.291.5656  
[E: mcarnevale@mywinterhaven.com](mailto:mcarnevale@mywinterhaven.com)

**Lake Conine Wetland Modification**

Project Management for This 26+/- acre wetland modification project is located on Lake Conine in Winter Haven Florida. This project is a BMP project designed with 2 stormwater ponds functioning as wet detention systems with permanent pools and littoral zones to treat the majority of stormwater from a developed area before it enters the restored wetland areas. There are three separate cells proposed for stormwater to cascade through before entering the lake. CarterKaye provided project management and construction administration assistance in 2020/2021.

**PROJECT DETAILS**

Dates: 2019  
 Original Construction Budget: \$4.3+/- million  
 Cost: \$4.7 +/- million  
 Role of Firm/Individual(s):  
 Kriss Kaye, PE, EOR  
 Dave Carter, PE, Project Management

**CLIENT CONTACT**

**Mr. Andy Palmer**  
 Parks and Recreation  
 City of Winter Haven  
 451 Third Street NW  
 Winter Haven, Florida 33881 (P):  
 863.291.5656  
[E: tedwards@mywinterhaven.com](mailto:tedwards@mywinterhaven.com)

**Lake Maude Recreation Park**

Engineer for Phase this project consisted of the master planning, surveying, design and coordination for the development of 26 acres of recreational improvements. This project included the construction of all of Phase I and related foreseeable and overlapping supporting infrastructure for Phase II. This work included the completion of a stadium field, concession and restroom building (for local football practice and games), playground, picnic areas/pavilions, and trail system that interconnects with the Lake Maude Nature Park Trail. To confirm the community's desires a publicly vetted programming and master planning process was conducted by our team members.

# 7.0

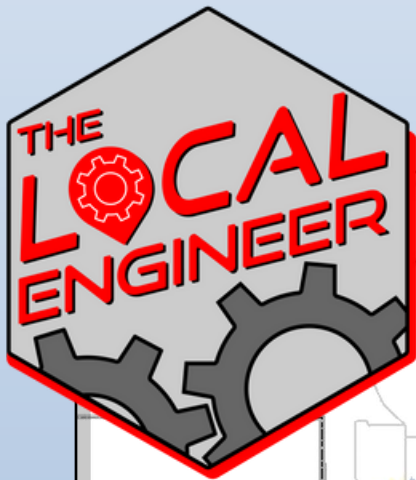
## WOMAN-OWNED BUSINESS

### WOMAN-OWNED BUSINESS

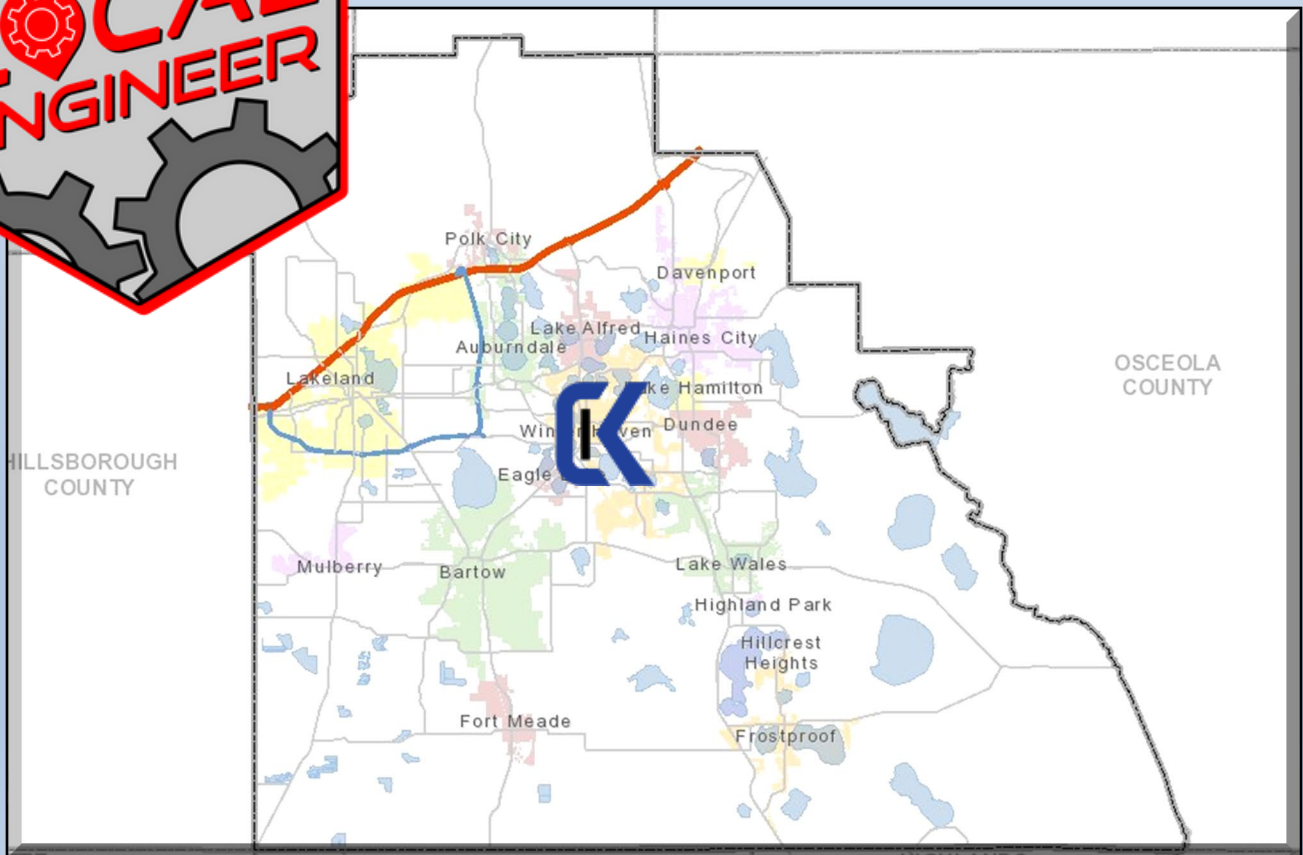
At CarterKaye, we proudly operate as a woman-owned Business (WOB). Our co-owner, Michelle Kaye is involved in the daily operation decisions and handles the business' financial transactions and accounting. Her astute financial insights have guided us through challenges and opportunities, helping us grow and prosper. Our WOB status highlights the valuable role women play in entrepreneurship. Founded by a husband-wife duo, we thrive through the combined skills of both partners, which is integral to our success, contributing expertise and dedication. We actively support initiatives that empower women in business. We invite our clients, partners, and community to acknowledge and support women's contributions to the business world by choosing to work with CarterKaye. CarterKaye proudly stands as a woman-owned business, championing women's roles in entrepreneurship and fostering gender diversity in our industry.

# 8.0

PRIMARY  
OFFICE  
LOCATION



137 5<sup>th</sup> Street NW, Winter Haven Florida





# APPENDIX

## WITH ATTACHMENTS





Recipient of the 2018 ACEC-FL  
Engineering Excellence Award



### EXPERIENCE SUMMARY

Mr. Kaye, Managing Partner at Carter and Kaye Engineering, LLC, has more than 25 years of experience as the lead civil/environmental professional engineer of record for hundreds of public and private land development infrastructure improvement projects and engineering studies throughout central Florida with project budgets totaling more than \$330 million.

**Mr. Kaye's facility experience includes:** Stormwater treatment systems, stormwater master planning; parks/recreation facilities; rain gardens; pollutant load reduction designs; shoreline restoration; baseball and multi-purpose fields; amphitheatres; concession buildings; corridors/trails and plazas; tourism-sport complexes; banks; emergency operation centers; bike/pedestrian automobile dealerships; churches; distribution facilities, FDOT LAP transportation improvements; financial institutions; government facilities (e.g. operations/offices, fire stations, libraries, town and city hall; elections facilities, transit facilities); hotels; independent/assisted leaving facilities; landfill facility closures; institutional and educational facilities (K-12 public schools & charter schools); manufacturing and industrial facilities; medical facilities (clinics)\hospital building expansions); minor highway entrances, turn lanes and road widening; mixed-use commercial/shopping centers; national historic area improvements; outdoor cafés; restaurants; retail facilities; single/multi-family multi-story residential developments; streetscaping/road corridor design; watershed/drainage studies and warehouse facilities.

**Mr. Kaye's supporting infrastructure systems experience includes:** low impact strategies, BMPs techniques (sorption media, volume controls, bio-swales, nutrient controls); master grading and drainage systems; stormwater retention/detention and pumping systems; watershed retrofits; subsurface exfiltration systems; storm sewers; master gravity sanitary sewer collection and transmission systems; master lift stations/force mains; potable water distribution systems; directional and jack & bores; artificial wetland and lake designs; decentralized wastewater treatment and low-pressure dosing drain fields; fire system designs; flood compensation/wetland mitigation systems; groundwater remediation systems; irrigation & landscape design; traffic control and detour systems; reclaimed water systems; and utility relocation designs.

**Mr. Kaye's permitting experience includes:** CDBG Grant/HMGP FEMA Grant Assistance; FEMA flood map amendments; NPDES Construction/MS4 permitting; OSTDS permitting; USFWS ecological mitigation/impact avoidance; DHR clearances; ACOE approvals; FDEP/Health Department permitting; landfill operating and closures; domestic wastewater treatment; potable line permitting; SWFWMD/SJRWMD/SFWMD/FDEP Environmental Resource Permitting (180+ ERPs); and FDOT Drainage/Driveway Connection Permits.

### EDUCATION

MS, Environmental Engineering;  
University of Central Florida (1993)

BS, Environmental Engineering;  
University of Central Florida (1991)

MBA Studies Univ. Lincoln  
Nebraska

### PROFESSIONAL REGISTRATIONS

PE - Professional Engineer: FL  
(50607, exp. 2-28-25)

### CERTIFICATIONS/TRAINING

ENV SP - Envision Environmental  
Sustainability Professional (exp.  
11/2024)

CFM - Certified Floodplain  
Manager, FL (#US0401320, exp. 1-  
31-24)

ICPR 4 Modelling Training,  
Streamlining Technologies, Inc.  
(2021, no exp.)

FDOT Work Groups 3.1, 3.2, 10.1 )

BMPTRAINS Model Training, ERD  
(2017, no exp.)

Complete Streets for All-One Block  
at a Time (2016, no exp.)

Project Management, Pennoni  
(2015, no exp.); 1<sup>st</sup> Place Team  
Competition

Hazardous Communication, ERCS  
(2014, no exp.)

Stormwater Management  
Inspector, FL (#1983, no exp.)

### PROJECT EXPERIENCE

**Winter Lake Stormwater Treatment Train Design** Engineer of Record – Responsible for the reduction of pollutant load stormwater master system design. This system design was required to reduce pollutants to pre-development conditions, reducing the pollutant loads by 98 percent. The system attenuates runoff to an FDOT conveyance system. More than 36 storm events were simulated. This design included a treatment train approach consisting of reducing the DCIA, a development outfall to a pretreatment system of retention, which cascades into a permanent pool design. The permanent pool provides residence time using a wet detention system which outfalls to a side-bank filtration system prior to discharging from the site. The system was permitted through the Southwest Florida Water Management District and Florida Department of Transportation.

Mr Kaye has enabled private developers and municipalities to proceed with improvements, while protecting the state's waters, the environment, public safety, health and welfare.







DAVID C. CARTER, PE



## 43 YEAR EXPERIENCE SUMMARY

Mr. David Carter has served on a number of both statewide and local technical committees that have helped to shape public water policy. He served on the Florida DEP Statewide Stormwater TAC, which coordinated revamping of the state drainage rules. He served and chaired for many years the Department of Health's Research Review and Advisory Committee, which reviews ongoing significant septic tank studies. He served as president of the Florida Home Builders Association, and in that role had the privilege of lobbying the state legislature on issues affecting the industry, and federal agencies on drainage, floodplain and wetlands issues. Many of those issues required public outreach with stakeholders involved in the process. He served on the Florida Impact Fee Review Task Force, which deliberated on ways to equably pay for new infrastructure construction.

### EDUCATION

Penn State University, University Park, PA - B.S. Civil Engineering

### PROFESSIONAL REGISTRATIONS

Professional Engineer: FL (31915, exp. 2-28-2021)

### CONTINUING EDUCATION

- SWFWMD, FEMA drainage analysis
- Wetlands delineation
- Financial management
- Utility design, and engineering ethics
- Low Impact Design for residential sites
- FDOT drainage & MOT
- Lake dredging methods
- Rain Garden Design
- HEC-2/FEMA Analysis
- Tailwater Determinations
- Erosion Control

### PROFESSIONAL AFFILIATIONS

- Polk County Stormwater Technical Advisory Com.- Chairman
- Florida Home Builders Association – Past President
- Florida Home Builders Association Government Affairs - Past Chairman
- Florida Home Builders Association Impact Fee Task Force –Past Chairman
- Florida FDEP Stormwater Technical Advisory Committee
- Florida Impact Fee Review Task Force - Past Member

Locally Carter serves as chair of the Polk County Stormwater TAC, which evaluates both existing and new techniques for implementing the county's NPDES permit requirements. He has served and chaired a committee involved with writing and refining Polk County's Land Development Code. He currently serves as the Consulting Engineer for the Lakes Region Lakes Management District and has extensive knowledge of the design and operation of the many canals and boat ramps throughout the district. He has personally developed residential property and represents a large number of developers in the local area, giving him knowledge of how water resource challenges are handled by the private sector.

### 2020 to Present: Carter and Kaye Engineering, LLC – Principal in Charge

### 1992 to 2019: David C. Carter Consulting Engineers, Inc. - Owner

Responsible for administrative and marketing functions of CarterKaye. Provide consulting assistance to clients regarding site selection, development cost estimates, zoning, comprehensive plan, and permitting decisions. Very familiar with local and state regulations and government staff policies and preferences. Experienced in both negotiations with staff and presentations to elected officials on above subjects. Project experience includes resolution of difficult and complex development issues. Technically proficient, and extensive experience in engineering design of municipal potable water, sanitary sewer, roadway, stormwater management, wetland mitigation, and traffic facilities.

**1983 to 1992: Pickett and Associates, Inc.- President, Director (1986 - 1992)** -Coordinated and oversaw all aspects of the Engineering Department. Administratively responsible for company finances, personnel policies, accounting, computer software and hardware purchases and implementation, for 50+ employee firm.

**1979 to 1983: City of Winter Haven- City Engineer** - for the design and plan preparation of 1.1 mile 21st Street extension project. Design and plan preparation of the 1.5-mile First Street utility replacement project.

- Preliminary design and sizing of city's three million-dollar utility expansion project, coordinated consulting engineers design of a one million dollar lift station and force main system as well as a sewer system evaluation study.
- Developed a lake monitoring and restoration program for Lakes Division.
- Numerous roadway, drainage, traffic, and utility improvements projects including site investigations, recommendations, design and construction supervision and budgeting.



## 27 YEARS EXPERIENCE IN THE CIVIL ENGINEERING FIELD AS FOLLOWS:



### EDUCATION

Polk State College/ USF, FL  
– 1993

Ridge Technical Center -  
Architectural and  
Mechanical Certifications

ICPR Drainage  
Certification

UCF Stormwater  
Management Academy

### Carter Engineering, Project Manager - Winter Haven, FL

#### 2003 to 2013 & 2014 to Present

Design, permitting and management of large scale residential developments, mining and commercial projects. Responsibilities include assistance in Land Use and Zoning amendments, design of potable water, sanitary sewer, storm sewer, and roadway systems. Manage and coordinate permitting with local and state regulatory agencies including SWFWMD, FDEP, Polk County, City of Haines City, and the City of Winter Haven. Responsible for coordination with consultants including Surveyors, Traffic Engineers, Geotechnical and Environmental Scientists. Construction management including as-built certifications, development cost estimates, draw requests, shop drawing review and periodic field inspections. Proficient in Autocad, Civil 3D, Land Desktop, Adobe Photoshop and ICPR drainage modeling software.

### Infinity Engineering, Project Manager – Tampa, FL

#### 2013 to 2014:

Design, permitting and management of mainly commercial developments for Wendys, Fifth Third Bank of America, Wildcat Fuels, Circle K, Chevron, and APEC. Responsibilities include design of potable water, sanitary sewer, storm sewer, and roadway systems. Manage and coordinate permitting with local and state regulatory agencies. Responsible for coordination with consultants including Surveyors, Traffic Engineers, Geotechnical and Environmental Scientists. Construction management including as-built certifications, development cost estimates, draw requests, shop drawing review and periodic field inspections including ADA inspection and redesign.

### Ridge Professional Group, Inc., Project Manager - Lakeland, FL 2000 to 2003:

Responsible for design and permitting of private land development projects. Designs include potable water, sanitary sewer, storm drainage, and roadway designs for both commercial and residential developments. Coordination with consultants including Surveyors, Traffic Engineers, Geotechnical and Environmental Scientists. Responsible for CADD management and workflow distribution.





**KIMBERLEY K. MCCRANIE**



**16 YEARS EXPERIENCE IN THE CIVIL ENGINEERING FIELD AS FOLLOWS:**

**Carter Engineering, Project Manager - Winter Haven, FL**

**2004 to Present**

Completed Floodplain management studies and analysis including map amendments and preparing detailed studies and required FEMA documentation to revise FIRM maps. Designed land development plans for both commercial and residential projects to submit to the necessary agencies for permitting. Performed periodic site inspections during the construction phase for draw requests and to ensure construction is in accordance with the plans along with reviewed shop drawings and prepared cost estimates. Design roadway improvement plans for agency submittals to Polk County and the FDOT. Skilled experience in AutoCAD Civil 3D & Land Desktop, ADICPR, PONDS, Microsoft Suite

## **EDUCATION**

Florida State University,  
Tallahassee, FL— B.S. Civil  
Engineering

## **AFFILIATIONS**

American Society of Civil  
Engineers, Executive  
Board, Secretary, 2003

Florida Engineering  
Society

**Senior Design Project, Tallahassee, Florida -**

**Fall 2003**

Worked with class members on engineering project, designed prestressed beam, bearing pads, piers, and drilled shafts.

**American Society of Civil Engineers. Tallahassee, Florida- Spring 2001**

Supervised Cost Estimation Event. Handled students' questions and concerns



Michael Hooker  
Senior Designer



## EXPERIENCE SUMMARY

Mr. Hooker has more than 20 years of varied experience in civil engineering design and worked with AutoCAD-Civil 3D, and Land Development Desktop. Work experience designing functional and cost-effective storm drain systems, stormwater management facilities. Knowledgeable in applying design criteria to implement creative solutions. Expertise in analyzing given site constraints and parameters to develop well-built design concepts that are refined from conception to construction.

## PROJECT EXPERIENCE

### City of Winter Haven - South Central Park Streetscaping, Roadway, and Park Improvements

– Engineer Designer for grading and drainage, stormwater management, streetscape, and roadway design for the City’s hallmark downtown improvement project which included planters, kiosks, drainage, parking, re-alignment of the Magnolia intersection, and brick paving improvements.

### City of Winter Haven Fire Station No. 3 Neighborhood Park

– Engineering Designer for the new fire station No. 3. The park features a parking area, walking path, playground and restroom building, shade structures, and a dog park with wash station.

### City of Winter Haven - 3<sup>rd</sup> Street SW Streetscape Improvements

– Engineer Designer for this City of Winter Haven LAP project administered by FDOT. This project was a multi-modal streetscape enhancement in harmony with other areas in the central business district of downtown. Included sidewalks and hardscapes. Project elements included beautification features such as hardscape, landscape and LED lighting affecting design of existing signalization, signing/striping and street lighting.

### City of Winter Haven/Fire Safety Complex

– Engineer Designer for the civil site engineering and construction observation and certification services for the Winter Haven Fire Station No. 1. The new 21,000 SF state-of-the-art facility is the City’s first “green” structure as a Silver Level Leadership in Energy and Environmental Design (LEED) certified building. (LEED Silver Certified which included a new vehicle maintenance facility, fire administration building, and fire station apparatus bays, an interconnected walkway and courtyard, handicap accommodations and ADA accessibility features, and vehicle storage and wash-down facilities.

### Polk County Board of County Commissioners – Tourism and Sports Marketing Complex,

**Auburndale, FL** – Engineer Designer for the civil site engineering, permitting, construction observation and certification services for the 17,000-sq. ft. Tourism and Sports Marketing Complex on eight acres at the Lake Myrtle Park Sports Complex.

### City of Winter Haven – Lake Maude Recreation Complex, Winter Haven, FL

– Engineer Designer for the project coordination of sub-consultants, including the ecological scientists, landscape architects, traffic engineers, geotechnical engineers and building architects. Managed site civil design, permitting and bidding for the new 26-acre recreational improvement project, which included the design and permitting of a playground, stadium field, practice/ dual purpose (football/soccer) field, softball and baseball fields, six pavilions, and interconnects with the adjacent Lake Maude Nature Park Trail. Mr. Kaye assisted the City in conducting a publicly vetted programming and master planning process. In addition, multiple well-attended stakeholder meetings and public workshops were held to receive the

## EDUCATION

Winter Haven High School, Winter Haven, Florida 1988

A.S. Degree, Computer Aided Drafting & Design, Florida Technical college, 1998

US Army (1989-1993)

## QUALIFICATIONS

Three Years Engineering Design Experience in Local Government

3D Modeling (applied to projects)

## EXPERIENCE SUMMARY

AutoCAD Civil #D Software

Advanced Terrain Modeling

Site Planning

Site Plan Graphics (color)

Earthwork Calculations

Floodplain Impact and

Compensation Calculations

Storm Sewer Hydraulic Modeling



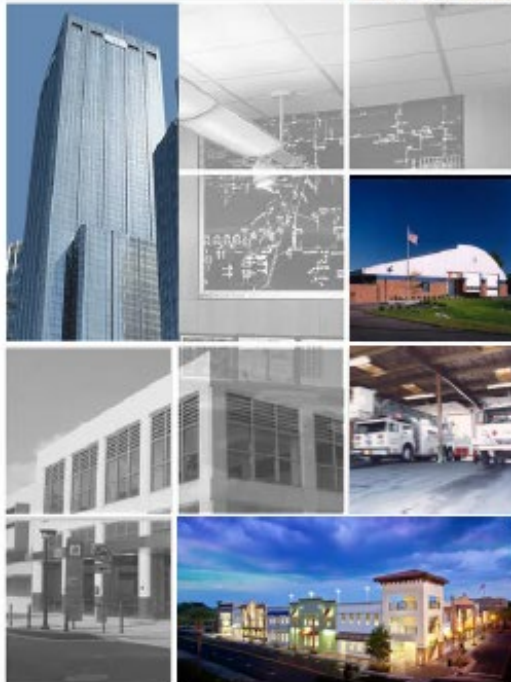


**C&K ARCHITECTS | INTERIORS**  
 architecture • interior design • client services  
 AAC001629

**DESIGN PHILOSOPHY**

"Keep it simple, low maintenance, energy efficient, sustainable design, form follows function."

*Bryan L. Karsky, AIA, LEED AP*



LEADERSHIP

INNOVATION

EXPERTISE

VISION

SUSTAINABILITY

FULL SERVICE

ARCHITECTURE

INTERIOR DESIGN

CLIENT SERVICE

**BRYAN L. KARSKY, AIA, LEED AP**  
 PRESIDENT | PRINCIPAL - ARCHITECTURE

**PERSONAL BIOGRAPHY**

Mr. Karsky's relationship with the firm began in 1983, and evolved into a partnership in 1998. He has an expertise in the design and rehabilitation of existing facilities. He focuses on building long-term relationships based on delivering projects with the highest degree of integrity, quality, and service. Project services range from master planning to the design of new structures, as well as additions and renovations to existing structures.

**EDUCATION**

Bachelor of Architecture  
 North Dakota State University, North Dakota  
 Bachelor of Science in Architecture  
 North Dakota State University, North Dakota

**AFFILIATIONS**

American Institute of Architects (AIA)  
 National & Central Florida Chapter  
 LEED Accredited Leaders in Energy and Environmental Design  
 U.S. Green Building Council  
 Winter Haven Chamber of Commerce  
 Winter Haven Economic Development Council  
 Tampa Chamber of Commerce  
 Tampa Bay Professional Alliance  
 International Facility Management Association (IFMA)  
 Verizon Strategic Alliance Council (SAC)

**PROFESSIONAL LICENSES**

Registered Architect – State of Florida  
 NCARB Certification

**SELECTED PROJECT LISTING**

City of Dunedin Fire Station No. 60 – Addition, Dunedin, FL  
 City of Dunedin New Fire Station No. 62, Dunedin, FL  
 City of Dunedin Fire Station No. 61 – Renovation, Dunedin, FL  
 Citrus County Fire Station No. 31, Lecanto, FL  
 Hillsborough County Fire Station No. 22, Wimauma, FL  
 Zephyrhills Fire Station No. 2, Zephyrhills, FL  
 Apollo Beach Fire Station No. 29, Apollo Beach, FL  
 Hillsborough County Fire Station No.32, Tampa, FL  
 St. Petersburg Police Station Headquarters – Alterations, St. Petersburg, FL  
 City of Tampa Police Headquarters – Alterations, Tampa, FL  
 City of Dunedin Emergency Operations Center, Dunedin, FL  
 City of Winter Haven Parking Garage, Winter Haven, FL  
 Chain of Lakes Nature Center, City of Winter Haven, FL  
 Bond Clinic Women's Center, Endocrinology, MRI, Heartland Community Church, Winter Haven, FL  
 Twisted Tea Pot, Winter Haven, FL  
 PaddyWagon Cypress Gardens, Winter Haven, FL  
 PaddyWagon Downtown, Winter Haven, FL  
 Beymer Office Building, Winter Haven, FL  
 Arabella's Italian Restaurant, Winter Haven, FL  
 347 Office Building Downtown Winter Haven, FL  
 273 Retail Building Downtown Winter Haven, FL  
 Temple Terrace Community Arts Education Center, Temple Terrace, FL  
 Dunedin Fine Arts Center, Dunedin, FL  
 Tampa Bay Performing Arts Center Renovation, Tampa, FL  
 Tampa Bay Water; Lab & Admin Offices, Land O' Lakes, FL  
 Tampa Bay Water Infrastructure & Emergency Management Building, Land O' Lakes, FL  
 Dunedin Community Center, Dunedin, FL

4301 Anchor Plaza Pkwy, Ste 100  
 Tampa, FL 33634-7525  
 Voice: 813-884-2000

280 West Central Avenue  
 Winter Haven, FL 33880  
 Voice: 863-577-2054





## BRUCE HALL, PLA, ASLA

### Principal Landscape Architect

Bruce has over 33 years of experience with site design and landscape architecture. Areas of specialty include residential and mixed-use community master planning and design, streetscape design; active and passive recreation; and multipurpose pedestrian and bicycle facilities.

#### EXPERIENCE

33 years

#### EDUCATION

Bachelor of Landscape Architecture  
University of Florida,  
1988

#### REGISTRATIONS

Registered Landscape Architect: FL

#### CERTIFICATIONS

American Society of Landscape Architects;  
Florida Recreation and Park Association

#### Lake Conine Stormwater Park, Winter Haven, FL\*

Bruce served as the Principal Landscape Architect for Winter Haven's 34-acre stormwater treatment facility. Through a design charrette process, the team integrated various elements into the site (which included open water and wooded areas) to deliver a recreational and educational amenity for the surrounding neighborhoods. Elements included: paved and unpaved trails, interpretive facilities, restrooms, a playground, canoe/kayak landings, boardwalks and a parking area. The design was vetted through a public workshop and was ranked for grant funding.

#### Lake Howard Nature Park, Winter Haven, FL\*

Bruce served as Principal Landscape Architect for the master planning of the 28-acre stormwater treatment nature park on Lake Howard's south shore. The project combines the existing site, including: 1,000 feet of boardwalks on the 600-acre lake (and over stormwater treatment basins); a walking path; interpretive exhibits; and a restroom building with newly acquired property. The additional land enabled the master plan to add a wetland marsh stormwater treatment basin to provide flexibility in the overall system through the use of additional settlements ponds and diverter structures. The plan also includes additional walking paths, improved public access parking areas, renovation of an existing building into an indoor and outdoor classroom, additional street network, traffic calming through the use of on-street parking and a roundabout, a bat house, exercise stations, a lake maintenance dock for City staff and improved boardwalks with picnic pavilions on Lake Howard's southern shore.

#### Se7en Wetlands Park & Trail Master Plan, Lakeland, FL\*

Bruce served as Project Manager and Principal Landscape Architect for the original master planning and three phases of master plan implementation over the last eight+ years. The 1,600-acre wastewater treatment facility features seven basins to treat wastewater prior to its outflow to the Alafia River or to TECO's nearby powerplant. On the wetland's levees; three perimeter trailheads access the 22-miles of trails, interpretive facilities, restroom buildings, shade structures, boardwalks and wayfinding system have been positioned to take advantage of the wetlands, open waters and views of the abundant wildlife.

#### Lake Maude Park, Winter Haven, FL\*

Bruce served as the Senior Landscape Architect and Project Manager for the master planning of Lake Maude Park in the City of Winter Haven. The design team led the public

\*Denotes individual experience





## JAY HOOD, PLA, ASLA

### Principal Landscape Architect

With 34 years of experience, Jay (alongside Bruce Hall) leads Catalyst's team of landscape architects in the Florida market. His experience includes a special focus on site design and landscape architecture for streetscapes and public spaces. Jay has worked on a wide range of projects ranging in scope from regional master plans to design details. He also serves as a guest lecturer at various universities, sharing his knowledge of Complete Street design and the benefits of strategic infrastructure investment.

#### EXPERIENCE

34 years

#### EDUCATION

Bachelor of Science in  
Landscape Architecture  
Purdue University, 1987

#### REGISTRATIONS

Registered Landscape  
Architect: FL, CO, OH

#### CERTIFICATIONS

Council of Landscape  
Architectural  
Registration Boards  
(CLARB); American  
Society of Landscape  
Architects; Florida  
Recreation and Park  
Association; Purdue  
Landscape Architecture  
Professional Advisory  
Council, Board Member

#### Lake Conine Stormwater Park, Winter Haven, FL\*

Jay served as the Technical Principal for Winter Haven's 34-acre stormwater treatment facility. Through a design charrette process, the team integrated various elements into the site (which included open water and wooded areas) to deliver a recreational and educational amenity for the surrounding neighborhoods. Elements included: paved and unpaved trails, interpretive facilities, restrooms, a playground, canoe/kayak landings, boardwalks and a parking area. The design was vetted through a public workshop and was ranked for grant funding.

#### Lake Howard Stormwater Park, Winter Haven, FL\*

Jay was the Principal Landscape Architect for the expansion of the existing Lake Howard stormwater treatment pond. The effort examined 28 acres of the existing and adjacent lands in order to provide a backup/secondary stormwater treatment system, expand upon the existing trail system, and to add additional interpretive opportunities for the community. The completed master plan (developed with multiple city departments) included more than 1,000 feet of boardwalks, creation of a wetland marsh, settlement ponds, and diverter structures. The master plan also included indoor and outdoor classrooms, a bat house, expanded parking, a roundabout, lake overlook, picnic pavilions, exercise stations and a dock on Lake Howard for lake maintenance staff.

#### South Central Park, Streetscape and Trail, Winter Haven, FL \*

Jay served as the Principal Designer for the downtown, multi-purpose civic park, adjacent streetscape, and trail. The project encompassed a full city block and included two flexible plaza areas, designed to serve as parking during the day and venues for concerts and events during the evenings and weekends. The project also included an extension of the Chain of Lakes Trail into the downtown environment which provided links to the multiple parks on the north end of downtown. *Project of the Year Award, Florida Engineering Society (FES), Ridge Chapter, 2019.*

#### Brittany Bay Park, Miami Beach, FL\*

Jay served as Principal Designer for the master plan and landscape architectural construction documents for the City of Miami's Brittany Bay Park. The park, situated along 1,000 feet of the Biscayne Bay waterway, was designed to meet the City of Miami Beach's desire to



## Peter C. Peterson, PE Senior Waterfront Engineer



### PROFESSIONAL EXPERIENCE

Total Years: 32  
Years with ATM: 25

### AREAS OF SPECIALIZATION

- Coastal and Nearshore Structures
- Marina and Boat Ramp Facility Planning, Design and Permitting
- Dredging Support
- Port and Harbor Design
- Marine Environmental Impact Assessments
- Ocean Engineering

### EDUCATION

- MS, Ocean Engineering, Florida Institute of Technology, 1991
- BS, Mechanical Engineering, West Virginia University, 1986

### PROFESSIONAL REGISTRATIONS

- Prof. Engineer, FL, No. 49294, 1995
- Prof. Engineer, WI, No. 31639, 1996
- Prof. Engineer, VA, No. 0402 037891, 2002
- Prof. Engineer, TX, No. 98-182, 2006
- Prof. Engineer, NC, No. 044830

### PROFESSIONAL AFFILIATIONS

- American Society of Civil Engineers
- States Organization for Boating Access
- Marine Technology Society
- Searle Consortium - Worldwide Maritime Consultancy
- Member of Bahamas Society of Engineers

### SUMMARY OF QUALIFICATIONS

Mr. Peterson has an extensive background in oceanographic and water-related activities from construction and environmental perspectives. He serves as the engineer-of-record for marine and waterfront projects throughout the U.S., Central America and the Caribbean. He is responsible for all facets of marine projects, including planning, design, permitting, and construction. His experience includes large marine construction projects involving commercial docks, piers, revetments, jetties, dredging, and mooring facilities.

### PROJECT EXPERIENCE

Municipal Sea Plane Base and Marina, Tavares, FL: Project manager and engineer responsible for all water side components of a new municipal seaplane base and marina. Project includes new boat docks, seaplane docks, wave attenuators, fueling facilities, and sea plane ramp.

Municipal Shoreline Improvements, Brevard County, FL: Project engineer responsible for shoreline stabilization design and implementation of post-storm damage projects at several sites. Services included design of revetments and seawall components at public facilities.

Municipal Waterfront Park Shoreline Improvements, Sebastian, FL: Project manager on waterfront park improvement project that includes shoreline protection enhancement, parking improvements and landscaping.

Waterfront Redevelopment Plan, Cocoa, FL: Project engineer for the waterfront portion of the overall master plan redevelopment, including mooring field layout and planning, dock layouts and design and evaluation, and boardwalk structural elements. Evaluated the potential future needs of the City's waterfront district and associated amenities.

Mayport Boat Ramp Dock Improvements, Jacksonville, FL: Engineer responsible for the planning, permitting, development of construction and bid documents, preparation of opinion of costs, and bidding assistance/shop drawing review for additional floating docks and replacement of existing floating docks and hardware. Also performed wind/wave analysis study for the dock design.

Vilano Dock Plan, St. Johns County, FL: Project manager/engineer for design and permitting of a floating dock to connect to the existing Vilano pier. The project was funded through a Florida Inland Navigation District's (FIND) grant and provides water connectivity between downtown St. Augustine, the Vilano Town Center, and St. Augustine Lighthouse. Also provided construction management services.





## Timothy P. Mason, PE Principal Waterfront Engineer



### PROFESSIONAL EXPERIENCE

Total Years: 28  
Years with ATM: 27

### AREAS OF SPECIALIZATION

- Marina and Coastal Engineering
- Waterfront Project Master Planning and Feasibility
- Environmental Siting Studies
- Technical Requirements and Specifications for Fixed/ Floating Docks and Marina Utilities
- Shoreline Protection and Restoration
- Design and Construction Documents
- Construction Contract Administration
- Environmental Impact Evaluation
- Monitoring and Mitigation Plans

### EDUCATION

- ME, Coastal and Oceanographic Engineering, University of Florida, 1993
- BS, Ocean Engineering, Florida Atlantic University, 1991

### PROFESSIONAL REGISTRATIONS

- Prof. Engineer, FL, No. 74424, 2012
- Prof. Engineer, SC, No. 18341, 1997
- Prof. Engineer, DE, No. 12271, 2001
- Prof. Engineer, NC, No. 29747, 2004
- Prof. Engineer, NJ, No. 24GE05079100, 2013
- Prof. Engineer, U.S. Virgin Islands, No. 0-13896-1B, 2002

### PROFESSIONAL AFFILIATIONS

- American Society of Civil Engineers
- Marinas 2020 Task Committee Member
- States Organization for Boating Access

### SUMMARY OF QUALIFICATIONS

Mr. Mason has extensive experience in coastal and waterfront engineering projects, focusing on feasibility evaluation, engineering, and environmental assessment. His experience includes all phases of project implementation: planning and feasibility, permitting, design, plans and specifications, tendering/bidding, construction, monitoring, and mitigation planning.

*Mr. Mason is currently serving as the City of Jacksonville's prime waterfront engineer for post-Hurricane Irma dock inspections and design for the Dames Point Fishing Pier, Ringhaver Park Floating Kayak Dock, and St. Johns Marina Boat Landing Riverwalk Pier. As a subconsultant to the City, Mr. Mason has also provided engineering services on more than 10 waterfront park docking and boat access facilities.*

### PROJECT EXPERIENCE

Gefen Park Improvements, Jacksonville, FL: Principal engineer for site investigations, development of concept plans, permit applications, preliminary design, and cost estimates for redevelopment of a public waterfront park and relocation of the North Bank Riverwalk on the St. Johns River. Specific elements included rip-rap shoreline stabilization and an accessible kayak launch.

Joe Carlucci Park, Jacksonville, FL: Principal engineer for replacement and expansion of floating staging docks and gangways at a popular boat ramp on Sisters Creek. Work included site investigations, marine exposure evaluation, development of concept plans and alternatives, and state and federal permit applications for the improvements.

Charles Reese Park Fishing Pier, Jacksonville, FL: Principal engineer for site investigations, development of concept plans, permit applications, design, and cost estimates for redevelopment of a public waterfront park on the Ribault River. Specific elements included a timber fishing pier, rip-rap shoreline stabilization to replace a failing bulkhead, and an accessible kayak launch.

Half Moon Park Boat Ramp/Fishing Pier, Jacksonville, FL: Principal engineer for site investigations, development of concept plans, cost estimates, and permit applications for a new public waterfront park off U.S. Highway 17 on the Nassau River. Specific elements included a timber fishing pier, new one-lane boat ramp, floating staging docks, and rip-rap shoreline stabilization along an eroding shoreline.





## Education

PHD, Civil Engineering, West Virginia University

MS, Civil Engineering, West Virginia University

BS, Civil Engineering, West Virginia University

## Years of Experience

20

## Licenses & Certifications

- Professional Engineer, FL
- State of Florida Neutral Evaluator

## Ricardo C. Kiriakidis L., MS, PhD, PE

Geotechnical Department Manager / Senior Geotechnical Engineer

Ricardo Kiriakidis has two decades of experience encompassing all areas of geotechnical engineering, during which time he has had technical responsibility for more than 400 design projects, over 2,500 forensic exploration projects, and 500 subsurface remediation projects throughout Florida. He has been routinely engaged in such activities as selecting soil boring locations, evaluating soil types, interpreting Standard Penetration Tests (SPT), static Cone Penetrometer Tests (CPT), Dynamic Cone Penetrometer (DCP) and hand-auger data, and performing limited literature review of site conditions. He has also managed hundreds of geotechnical design projects, including residential subdivisions, commercial and retail developments, multi-story office buildings, hotels, school buildings, religious buildings, parking garages, and stormwater management areas. As part of the design team, he has provided engineering recommendations for the design of pavements (flexible and rigid), stormwater management areas (including recovery/drawdown analysis), foundation recommendations (shallow and deep foundations), retaining wall design (including stability analysis), dewatering permit applications, and responses to water management district's RAI, amongst others. In addition, his most recent experience has included forensic geotechnical analysis of subsidence damage and soil stabilization design recommendations such as compaction grouting, chemical grouting, helical piles, micro piles, and flowable fill.

## PROJECT EXPERIENCE

### Geotechnical Exploration and Sinkhole Evaluation, Plantation Water Treatment Plants

City of Leesburg, Lake County, FL

Mr. Kiriakidis completed a geotechnical exploration for sinkhole evaluation of a proposed tank location at the southern portion of an existing Water Treatment Plant located on Plantation View Drive. The project involved a small depression, approximately 12 feet in diameter, that was noted in the ditch area located about 30 feet to the south of the proposed 39-foot diameter above-ground storage water tank. Due to concerns arising from the surface-developed depression, a geotechnical exploration was requested to evaluate the potential for sinkhole development within the proposed storage tank footprint. Mr. Kiriakidis was responsible for the exploration of the deep geologic formation with regard to sinkhole activity. He interpreted and reviewed the subsurface conditions with respect to sinkhole activity and the development of the ground surface

depression located south of the site and provided preliminary recommendations for sinkhole risk mitigation.

### Geotechnical Exploration for Proposed Storm Water Management Areas, Legacy Park Phase III

Seminole County, FL

Mr. Kiriakidis was the Project Engineer responsible for completing a limited geotechnical exploration for the proposed storm water management areas at the Legacy Phase III development located at 2000 Seminola Boulevard in Casselberry, Seminole County, Florida. He reviewed the subsurface conditions found in the soil borings performed at the pond areas. He also provided geotechnical engineering recommendations for groundwater considerations, retention pond design parameters, suitability of site soils for re-use as fill material, drawdown analysis, and site preparation for pond areas.





## Education

BS, Earth Science,  
Northeastern Illinois  
University

## Years of Experience

41

## Licenses & Certifications

- Professional Geologist, FL
- Professional Geologist, AR
- Professional Geologist, NC
- Employee Development Course in Hazardous Materials and Site Investigations
- Trained in Hazardous Waste Cleanup and Disposal Techniques
- Short Course, Ground Water Modeling, NWWA
- Short Course, RCRA Rules and Regulations, Government Institutes

## Affiliations

- FPMA (Florida Petroleum Marketers Association)

## Michael J. Geden, PG

Senior Project Geologist

Mike Geden has 41 years of professional experience in conducting and managing multiple groundwater investigations, site assessments, risk assessments, feasibility studies and site remedial actions. Project components have included literature and record searches, design and implementation of field assessment programs including installation and sampling of soil borings and groundwater monitor wells, geophysical investigations, single and multiple well aquifer testing, groundwater modeling and report preparation. Sites involved include those on the National Priorities List (NPL), RCRA, industrial, residential and open land. Clients have included the federal government, state, county and municipal governments and private industrial concerns.

## PROJECT EXPERIENCE

### Program Manager, Petroleum Restoration Program

Central District, Florida

Provides overall management of all sites in the Central District assigned to Universal under the State of Florida Petroleum Restoration Program (PRP). Tasks include review of initial PRP offer, assignment of task to a project manager in one of six UES offices in the Central District, allocation of company resources and review of all project deliverables.

### Project Manager/Project Geologist, Retail Property

Seminole County, FL

Former UST site had been redeveloped as a retail outlet. Petroleum contamination spread from the former tank location under an adjacent busy highway. Implemented approved remedial action consisting of in-situ chemical oxidation of high concentration source area. This action was followed by repopulation of the microbial community through the injection of Petrox. Finally, an oxygen release compound was injected into the surficial aquifer to aid in the biodegradation of the remaining contamination. Natural groundwater flow is expected to carry the microbes and nutrients to the impacted areas under the roadway.

### Project Manager/Project Geologist, Commercial Warehouse

St. Cloud, FL

Completed expedited site remediation in support of a warehouse facility sale. Assessed soil and groundwater impacts associated with an abandoned UST at the site. Negotiated with the FDEP for a soil and groundwater removal action in the vicinity of the tank. Following removal and clean soil determination, demonstrated two consecutive quarters of clean groundwater sampling which lead the State to issue a determination of No Further Action for the property. Property could then be sold for full worth with no environmental restrictions.

### Project Manager/Project Geologist – Multiple Sites

Seminole County, Orange County, Osceola County, Volusia County and Polk County, FL

Projects involved assessment, remedial design and implementation and long term monitoring under the FDEP Petroleum Cleanup Program which was the predecessor to the current PRP. Many sites had been redeveloped as retail facilities requiring that all work be completed with minimal disruption to retail operations.



Maitland, Florida (304) 767-5165 www.haleinnovation.com



**Project Roles**  
 Grant Strategist  
 Grant Writer  
 Grant Administration  
 Project Management

**Location**  
 Maitland, FL

**Education**  
 MS Engineering, Marshall University, 2015  
 BS Civil Engineering, West Virginia University Institute of Technology

**Years of Experience**  
 11 years

**Registrations**  
 PE, FL #83465  
 PE, WV #21116  
 Assoc. DBIA

**Professional Memberships**  
 Design Build Institute of America (DBIA)  
 Florida Section American Water Works Association (FSAWWA)

**Lawrence "Lee" Hale, Assoc. DBIA, PE  
 President**

Lee has over a decade of design and grant funding experience across the parks and recreation, transportation, and utility engineering practices. Before founding Hale Innovation in 2021, he served primarily as a traditional consulting engineer, while pursuing grants for clients to assist them in funding capital improvement projects regularly. In 2021, his focus shifted more and more to providing grant funding strategy and writing services. Since founding Hale Innovation, every \$1 in grant pursuit fees have resulted in clients receiving approximately \$53. These results are the product of his engineering experience, understanding how to modify project designs and phasing to make the projects more appealing to grant review agencies.

**Grant Writing Program Experience**

Lee has provided grant strategy and written successful applications for the following programs:

- SWFWMD Cooperative Funding Program
- FDEP FRDAP
- FDEO CDBG-MIT Program (includes hardening, planning, and general infrastructure grant pursuits)
- FDEP Recreational Trails Program
- USEPA Section 319(h) Program
- FDEO CDBG-CV Program (Pending)

**Example Recent Pursuits**

**FRDAP (Haines City, FL) 2021—\$169,000**

Haines City wanted to renovate restrooms at the Myers and Wiley Field location. This project is not eligible through the FRDAP program by itself. After discussions and strategizing with Haines City Parks and Recreation staff, the grant application pursued resodding the football/soccer field, adding picnic areas, and renovating the restrooms. This project has currently been recommended for funding.

**FDEO CDBG-CV (Monroe County) 2021—\$3,000,000 (Pending)**

Lee was the grant strategist and writer for an FDEO CDBG-CV pursuit to obtain funds to construct Phase III of the Rowell's Waterfront Park project. Funding is not yet officially announced. As part of this project, Hale Innovation provided public notice writing services, language access plan creation, public meeting presentation reviews, and various other services to ease the burden on local staff.

**SWFWMD Cooperative Funding (Haines City, FL) 2021—\$2.7 Million**

Lee was the grant strategist and writer for a successful SWFWMD cooperative funding pursuit for design and construction of a Rapid Infiltration Basin (RIB) to be constructed near Lake Eva. Services include providing preliminary engineering design, opinion of probable construction cost services, application writing, and writing the RFQ for procurement.





## **TURGUT DERVISH, P.E.** President

### **Education**

B.S.C.E.  
Istanbul Technical University,  
1962

M.S.C.E.  
Georgia Institute of Technology,  
1966

### **Certifications**

Registered Professional Engineer:  
Florida PE #20400

### **Key Expertise**

- Transportation Planning
- Long Range Planning
- Traffic Engineering/Operations
- Traffic Impact Studies
- Signalization Plans
- Impact Fess
- Development Review

### **Memberships**

Institute of Transportation  
Engineers

American Society of Civil  
Engineers

National Society of Professional  
Engineers

Florida Engineering Society

Florida Planning & Zoning  
Association

**Turgut Dervish, PE**, Mr. Dervish has 50+ years of diversified work experience in all areas of traffic/transportation planning and engineering. As consultant to public agencies and private organizations, he has been involved in the development of major transportation improvement plans, including urban/regional transportation planning and modeling, growth management studies, TSM projects, transportation impact fee / assessment studies, traffic operations, signalization design, and roadway design plans.

### **Relevant Project Experience**

**Parking Demand Analysis for Summer House Apartments** – A parking study was conducted at Marden Ridge Apartments in Apopka, Florida to determine the existing parking usage or demand for use in determining a parking ratio (spaces per unit) for the Summer House Apartments. The study consisted of a survey of parking occupancy for three days from 10:00 P.M. to 5:00 P.M. It produced a parking ratio of 1.5 spaces per unit (less than 2.00 spaces per unit required by the City) which was approved for use in determining the required parking spaces for Summer House Apartments.

**Orlando Science School** – Traffic and parking study for a three-story building with a projected enrollment of 1200 students. The study included the evaluation of the surrounding roadways and major signalized intersection, site access, geometry and turn lanes, internal drop-off/pick-up areas and parking configuration including queuing analysis. Additionally, a signal warrant analysis was conducted for the school major entrances.

**Maitland City Centre** – A traffic analysis was performed to assess the traffic impact of the proposed Maitland City Centre, a mixed-use development within a one-block area in Downtown Maitland. The development consisted of 220 apartments, 30 live-in/live-work units and 42,000 square feet of retail stores/shops and restaurants. The analysis which was conducted as per requirements included the evaluation of the downtown street system and major intersections. The site's access needs, traffic and pedestrian connectivity, internal circulation and parking needs were analyzed.

**Central Station Downtown Orlando** – Conducted a traffic operations analysis for Central Station, a proposed mixed-use Transit Oriented Development (TOD) in Downtown Orlando. The study included the estimation of the A.M and P.M. peak hour trips to be generated and evaluation of the impact on the Downtown Street System. As a part of the study, the City's street system, bus routes, pedestrian facilities were evaluated. A traffic simulation model was developed to demonstrate the entering/exiting of vehicles to and from the project site.



**Gil Ramirez, PE**  
Vice President



## RELEVANT EXPERIENCE

**Statewide Arterial Management Plan Continuing Service Contract, Project Manager, FDOT Central Office:** Mr. Ramirez was LTG's Project Manager and Principal-in-Charge of the Statewide Arterial Management Plan (STAMP) Continuing Service Contract for the FDOT. LTG served as subconsultant to another firm and assisted with the following Task Work Orders (TWO):

- **TWO 2: Traffic Signal Maintenance and Compensation Agreements (TSMCA)** – LTG assisted in the application of a systems engineering approach to the current TSMCAs for the purpose of amending the local agency traffic signal maintenance agreements to identify needs and objectives and apply performance measures to achieve those needs and objectives.

- **TWO 4: Active Arterial Management (AAM) Assistance** – LTG assisted the team in meeting with FDOT Districts 2, 3, and 5 and local agencies within those districts to assess the any planned or ongoing AAM efforts. Assist in development of a report which summarized the current state of the practice and provided recommendations on future deployments.

- **TWO 8: Capability and Maturity Matrix (CMM)** – Mr. Ramirez is leading the teams in collection of data and meeting with each FDOT District and local agencies within those districts to assess the current capabilities within each District in each of the statewide TSM&O program areas, including the maturity of each ITS network and the capability to deploy Connected and Automated Vehicle (CAV) technologies. The data collected will be summarized in the CMM and a summary report will be presented to the FDOT Central Office.

- **TWO 10: STAMP 2020 Update** – Mr. Ramirez is leading the teams in collection of information from each of the FDOT Districts to rewrite and update the current statewide STAMP Action Plan. The TWO includes assisting FDOT Central Office in development of the statewide CAV guidance and training modules, and development of statewide guidance and training on Automated Traffic Signal Performance Measures (ATSPM) based on Mr. Ramirez' experience during participation in NCHRP Project 03-122

**ITS Principal Engineer/Signalization and Lighting EOR, Polk Parkway Widening, Polk County, FL:** Mr. Ramirez was the Principal Engineer responsible for the QA/QC of the plans for the complete replacement of the ITS and deployment of new Wrong Way Detection Systems on all project off-ramps, and the Engineer of Record for the lighting and signalization components along a 4-mile stretch of SR 570 for the Florida Turnpike Enterprise (FTE), and a replacement of signalization and lighting components at the interchanges of SR 570 with Pace Road and I-4, under the maintenance of Polk County and FDOT District 5, respectively. The ITS project included the installation of 96 single-mode fiber optic trunk cable; a new power distribution system; Closed Circuit Television Cameras (CCTVs), microwave vehicle detection; travel time antennas, and temporary devices within the project limits. The lighting components included development of a Lighting Design Analysis Report (LDAR) and the design of a complete replacement of the luminaires and power distribution system along the project area. The LDAR was based on a 3-dimensional model of the project area utilizing the preferred conventional and pier-mounted underdeck luminaires for FTE, and Polk County.

**ITS Engineer of Record, Truck Parking Availability System, I-75 Rest Areas, FDOT District 1, Charlotte County, FL:** Mr. Ramirez was the Engineer or Record for the design of the Intelligent Transportation System (ITS) improvements necessary to deploy a new Truck Parking Availability System (TPAS) for the I-75 rest area in Charlotte County, Florida. The ITS component plans included deployment of in-pavement vehicle detectors, pole-mounted gateway antennas, CCTVs, status Dynamic Message Signs (DMS) connected via Ethernet and fiber optic communications; and included relocation of a portion of the fiber optic trunk line along I-75. The project included development of a Project Systems Engineering Management Plan (PSEMP), a Power Design Analysis Report (PDAR) and the design of a complete replacement

### OVERVIEW

Mr. Ramirez has over 21 years of design, project management, and traffic operations experience on a variety of projects including road reconstructions, sidewalk design, signal modifications, ITS deployments, and roadway retiming. Through various projects and his government background Mr. Ramirez has acquired a thorough knowledge of FDOT policies, procedures, and specifications and has become proficient in the use of various software packages, including: Highway Capacity Software, Synchro, TSPP, AutoCAD, Atlas, Mastarm, ArtPLAN, Visual Basic, MS Access, Linux, and many others.

### EDUCATION

Florida Institute of Technology,  
B.S.C.E., Civil Engineering (2000)

### REGISTRATIONS

Registered Professional Engineer,  
Florida P.E. No. 62600

FDOT Intermediate MOT  
Certification

IMSA Traffic Signals Level II Technician

### AFFILIATIONS

International Municipal Signal Association  
ITS Florida

### YEARS EXPERIENCE

21

### YEARS WITH LTG

8





**George Galan, PE**  
*Senior Project Manager*



## RELEVANT EXPERIENCE

**Engineer of Record, Districtwide Traffic Operations Studies District 4, Broward-Palm Beach-Martin-St. Lucie-Indian River Counties:** Mr. Galan managed a number of data collection activities including Turning Movement Counts, Intersection Delay Studies, Gap Studies, Travel Time and Delay Studies, Sight Distance Evaluation, Pedestrian Group Size Studies, Conflict Studies, and Collision Diagrams.

**Engineer of Record, Districtwide Traffic Operations Studies District 6, Miami-Dade, Monroe Counties:** Mr. Galan managed a number of data collection activities including Turning Movement Counts, Intersection Delay Studies, Gap Studies, Travel Time and Delay Studies, Sight Distance Evaluation, Pedestrian Group Size Studies, Conflict Studies, and Collision Diagrams.

**Engineer of Record, Central Office Statewide TTMS Inspection and Repair, South Florida:** Mr. Galan performed inspections and repairs to the Departments Telemetry Traffic Monitoring Sites maintained communications between the remote sites and Central Office in Tallahassee and determined functionality of the loops and piezo at each of the sites.

**Project Manager, Districtwide Data Collection District 6, Miami-Dade-Monroe Counties:** Mr. Galan managed and collected over 220 miles of off-system RCI data in both urban and rural areas throughout the district.

**Project Engineer, City of DeLand Continuing Services Contract, City of DeLand:** Mr. Galan performed an Alternative Access Evaluation for the Victoria Hills Development to identify additional access points for the development and determine the impacts of each alternative to the adjacent roadways and intersections.

**Project Manager, Buc-ee's, City of Daytona Beach:** Mr. Galan conducted the traffic impact study for a 54,000 square foot convenience store with 120 fueling positions located in the City of Daytona Beach, this will be the first store in Florida for the Texas franchise. Because of the location of the project the study was reviewed by three agencies; FDOT, Volusia County, and The City of Daytona Beach.

**Project Engineer, Plantation Bay DRI Monitoring Report, Volusia County:** Mr. Galan prepared the Biennial traffic monitoring report for a 3,674-acre residential and recreational community located in Flagler and Volusia Counties. The report identified background growth and developed trip generation for expected project development through 2018 and identified roadway improvements required to meet concurrency for the project.

**Project Manager, District 6 Traffic Monitoring Sites Design and Professional Services, Miami-Dade-Monroe Counties:** Mr. Galan conducted site engineering and selection of PTMS sites. Performed Inspection and Acceptance of newly installed PTMS sites. Performed 18-Kip ESAL studies. Reviewed PTMS shop drawings.

## OVERVIEW

Mr. George Galan, PE has over 33 of experience in the field of traffic engineering and transportation planning. He is well versed in the use of data collection and processing software such as TAS, PETRA, TDP, MVRAP and SPS; and current traffic analysis software and procedures including: HCS, Synchro, SIDRA. In addition, he is familiar with Autodesk Civil Series software. Mr. Galan is experienced in the procedures used by the Department of Transportation to coordinate, collect, and summarize all facets of traffic data. He has conducted a number of accident studies, condition diagrams, travel time and delay studies, RCI Inventory, speed studies, origin destination studies, g/C surveys, saturation flow, arrival type, intersection delay studies, gap studies, conflict studies, as well as, the basic turning movement surveys. Mr. Galan has also performed inspections, troubleshooting and repair of Permanent Traffic Monitoring Sites (PTMS) and Telemetry Traffic Monitoring Sites (TTMS) for FDOT Central Office, District 4 and District 6.

## EDUCATION

Florida International University,  
B.S. Civil Engineering (1986)

## REGISTRATIONS

Registered Professional Engineer,  
Florida P.E. No. 60080  
Registered Professional Engineer,  
Virginia P.E. No. 402054160

## YEARS EXPERIENCE

33



**9.1 ATTACHMENT A**

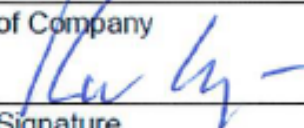
**RFQ-23-01 Submittal Cover Page** (this does not count as part of the maximum page limit)

September 13<sup>th</sup>, 2023

---

Date

Carter and Kaye Engineering, LLC \_\_\_\_\_ Name  
of Company

 \_\_\_\_\_ Authorized  
Signature

Kriss Y. Kaye \_\_\_\_\_ Managing Member  
Printed Name Title/Position

137 5<sup>th</sup> Street N.W. \_\_\_\_\_ Physical  
Address

Winter Haven, \_\_\_\_\_ Florida \_\_\_\_\_ 33881  
Town State Zip

[projectteam@carterkaye.com](mailto:projectteam@carterkaye.com) \_\_\_\_\_ Email  
address

(863) 294-6965 \_\_\_\_\_ Telephone  
Number / Fax Number

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

See page 2 "Submittal Cover Page (above)" of the RFQ submittal.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Key Team members and addresses of principal office:

See page 2 "Submittal Cover Page (above)" of the RFQ submittal.

\_\_\_\_\_  
\_\_\_\_\_



**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.	<u>RFQ -23-01</u> <u>Continuing Contracts Revised – Sample Agreement Per Conversation with Trevor Douthat</u>	Dated: <u>09/12/2023</u>
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: Carter and Kaye Engineering, LLC

BY:   
SIGNATURE

NAME & TITLE, TYPED OR PRINTED: Kriss Y. Kaye, PE, ENV SP, Managing



**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.*)]

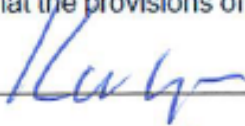
9.3.3 The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts

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, Kriss Y. Kaye, 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. A3801, *et seq.*, apply to this certification and disclosure, if any.



Signature of Proposer's Authorized Official

KRISS KAYE MANAGING MEMBER Name and Title of Proposer's Authorized Official Date  
9/2/2023



9.4 ATTACHMENT D

NONCOLLUSION AFFIDAVIT OF PRIME BIDDER

State of Florida

County of Polk

Kriss Y. Kaye, being first duly sworn, deposes and says that:  
Name

(1) He is Managing Member of Carter and Kaye Engineering, LLC, the  
Title Company Bidder that has submitted the  
attached bid;

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

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

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

secured through any collusion, conspiracy, connivance or unlawful agreement, any advantage  
against the Town of Dundee or any person interested in the proposed Contract; and

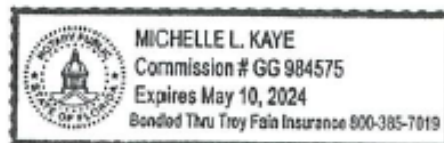
(5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any  
collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its  
agents, representatives, owners, employees, or parties in interest, including this affiant.

Kriss Y. Kaye  
Name  
Managing Member  
Title

Subscribed and sworn to before me this 10th day of September, 2023

[Signature] Notary  
Signature

Michelle L. Kaye  
Notary Name  
My commission expires 5-10-2024



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: Carter and Kaye Engineering, LLC

Kaye \_\_\_\_\_ Managing Member 09-06-2023  
Signature Title Date

STATE OF: Florida  
COUNTY OF: Polk

The foregoing instrument was signed and acknowledged before me this 6th day of

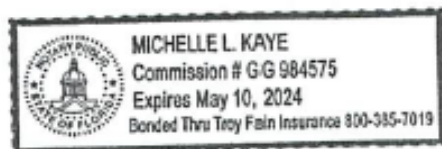
September, 2023, by Kriss Y. Kaye who has produced (Print or Type Name)

driver's license as identification.  
(Type of Identification and Number)

[Signature] Notary  
Public Signature

Michelle L. Kaye Printed  
Name of Notary Public

5-10-2024  
Notary Commission Number/Expiration



**9.6 Attachment F**

**CERTIFICATION OF DRUG-FREE WORKPLACE**

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

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

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

09-06-2023  
DATE

(863) 294-6965  
TELEPHONE NUMBER

[Signature]  
VENDOR'S SIGNATURE

Carter and Kaye Engineering, LLC  
NAME OF FIRM

137 5<sup>TH</sup> Street NW  
STREET ADDRESS

Winter Haven, FL 33881  
TOWN                      STATE                      ZIP

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See page 9 for instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Carter and Kaye Engineering, LLC</b>	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ <b>S</b> <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions. <b>137 Fifth Street N W</b>	Requester's name and address (optional) Town of Dundee 202 East Main Street PO BOX 1000 Dundee, FL 33838
6 City, state, and ZIP code <b>Winter Haven, FL 33881</b>	
7 List account number(s) here (optional)	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
[ ] [ ] [ ] - [ ] [ ] [ ] - [ ] [ ] [ ]	
OR	
Emp eye ident ificath number	
8 4 - 4 0 8 2 2 1 7	

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification Instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶ <u>Kurt Kaye</u>	Date ▶ <u>09-06-2023</u>
------------------	---	--------------------------

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/13/2023

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

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

<b>PRODUCER</b> Mitchell Insurance Agency, Inc. 2929 Lakeland Highlands Rd. Ste. 1 Lakeland, FL 33803	<b>CONTACT NAME:</b> Stephanie Lynn Ellerbe	
	<b>PHONE</b> (A/C, No, Ext): (863) 688-4455	<b>FAX</b> (A/C, No): (863) 688-4477
	<b>E-MAIL ADDRESS:</b> steph@mitchellfi.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A :</b> Bankers Insurance Company	<b>NAIC #</b> 33162
<b>INSURED</b>  Carter & Kaye Engineering LLC 137 5th Street NW Winter Haven, FL 33881-4673	<b>INSURER B :</b> Guard Ins. Co.	42390
	<b>INSURER C :</b>	
	<b>INSURER D :</b>	
	<b>INSURER E :</b>	
	<b>INSURER F :</b>	

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> SUBJECT <input type="checkbox"/> LOC OTHER:			09 0040006462 6 03	1/15/2023	1/15/2024	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			090040006462U03	1/15/2023	1/15/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			CAWC446661	1/15/2023	1/15/2024	<input checked="" type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Professional Liab.			CAPL428719	1/15/2023	1/15/2024	Limit \$ 1,000,000
A	Hired/Non-Owned Auto			09 0040006462 6 03	1/15/2023	1/15/2024	Liab (incl in pkg) \$ 1,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Professional Liability Policy Coverage:  
 Claims Made  
 Per Claim: \$1,000,000  
 Aggregate: \$2,000,000  
 Deductible: \$2500

<b>CERTIFICATE HOLDER</b>  The Town of Dundee, Florida 202 East Main Street PO BOX 1000 Dundee, FL 33838	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
---	--