

City of Lake Alfred

RFP 23/24-01
Land Surveying & Mapping
Aerial Surveying & Mapping
GIS Services, and Consulting



Robert A. Stevens & Associates, Inc.

"A Standard of Excellence" Surveying and Mapping, Consulting

Robert A. Stevens & Associates, Inc.

"A Standard of Excellence" Surveying and Mapping, Consulting

210 Lena Vista Blvd. Auburndale, FL 33823 Phone: (863)-559-1216 Email: rstevens@rsasmc.com
Administrative Services: 90 Foxfire Dr., Murphy, NC 28906

December 7, 2023

Ms. Linda Bourgeois
City of Lake Alfred
Attn: RFP 23/24-01
155 E. Pomelo Street
Lake Alfred, FL 33850

RE: City of Lake Alfred – Request for Qualifications (23/24-01) – Land Surveying & Mapping, Aerial Sensing Surveying & Mapping, GIS Services, and Consulting

Dear Selection Committee:

For this RFQ 23/24-01- Robert A. Stevens & Associates, Inc. (RS&A) is submitting as a Small Firm, offering Multi-Disciplines, for the General categories of Land Surveying & Mapping, Aerial Sensing Surveying & Mapping, GIS Services, and Consulting.

For this submittal the Contact person is:

Robert A. Stevens, as President
Robert A. Stevens & Associates, Inc.
Administrative Service Office
90 Foxfire Dr., Murphy, NC 28906
Phone: (863) 559-1216
Email: rstevens@rsasmc.com

We appreciate your consideration of this proposal. We look forward to the opportunity to serve our community and the City of Lake Alfred by providing consulting services.

Yours truly,
Robert A Stevens & Associates, Inc.

Robert A. Stevens, R.S.M.
President

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RE: City of Lake Alfred – Request for Qualifications (23/24-01) – Land Surveying & Mapping, Aerial Sensing Surveying & Mapping, GIS Services, and Consulting

Dear Selection Committee:

Robert A. Stevens & Associates, Inc. (RS&A) has provided a broad spectrum of municipal consulting, surveying, and GIS services to most of the municipalities throughout Polk County, including the City of Lake Alfred, since 2009 (RS&A's inception). The expertise and experience of our staff has provided municipal services spanning over thirty-five (35) years, and with our extensive experience, we understand the needs of municipalities. We have supported the municipal consulting industry, including engineering, architects, and landscape architects, as well as municipal staff. We also understand the function of a municipal consultant for providing services to the public as an extension of the city and staff.

As a true local firm, we understand the importance of being part of the community, and the responsibility to the future and well-being of our area. We are grateful for the opportunity to be part of and play a role in the future of Lake Alfred and our area, including responsible management of local resources and contributions to our local and overall economy.

We appreciate your consideration of this proposal. We look forward to the opportunity to serve our community and the City of Lake Alfred by providing timely consulting services.

Yours truly,

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Request for Qualifications

Land Surveying & Mapping,
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GIS Services, and Consulting

December 2023



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Matthew Stevens, Survey Field Operation Management, and Drone Systems Management

Andrew Stevens, GIS Management, Image, and Analytics Management

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Section 4: Executive Summary

Robert A. Stevens & Associates, Inc. (RS&A) is a multidiscipline surveying, mapping, and consulting firm that combines ability, expertise, and experience to provide “A Standard of Excellence” in our industry, and a full range of Land Surveying & Mapping, Aerial Sensing Surveying & Mapping, GIS Services, and Consulting for municipal support services. With over thirty-five (35) years of vast municipal experience, RS&A is well suited and positioned to provide outstanding municipal support and service.

Office locations:

Our administrative office is located in North Carolina, as noted below, and our Florida operations office is conveniently located in Auburndale, historically being a true local firm.

Robert A. Stevens & Associates, Inc.
Florida Operations Office
210 Lena Vista, Blvd.
Auburndale FL 33823
Phone: (863) 559-1216
Email: rstevens@rsasmc.com

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Administrative Service Office
90 Foxfire Dr.
Murphy, NC 28906
Phone: (863) 559-1216
Email: rstevens@rsasmc.com

Our impact as part of the local economy:

While most consulting firms are typically only interested in extracting funds from their clients, we are not. Our focus is on the success of our individual clients and their projects, and on the success of our entire area at large. When one does well, we all do well. Our vast client diversity helps to this end, with local agricultural, commercial, medical, industrial, municipal, educational, and governmental entities, and support of recreational and environmental organizations provides us with a broad experience base. We are a part of the fabric of our local economy and are vested in the wellbeing of the individual clients we serve, and the area and region as well. We make it our goal not only to serve our clients, but to contribute to their success. We want our work to provide an overall cost benefit to our clients. We network our local, national, and international clients, and contacts to provide support for the wellbeing of all. Our goal is to produce an economic environment that benefits all, and one of our sayings for years has been-

“ Working Together to Grow our Local Economy ”

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Section 5: Statement of Understanding

Robert A. Stevens & Associates, Inc. (RS&A) has provided a broad spectrum of municipal consulting, surveying, and GIS services to most of the municipalities throughout Polk County, including the City of Lake Alfred, since 2009 (RS&A's inception). The expertise and experience of our staff has provided municipal services spanning over more than thirty-five (35) years, and with our extensive experience, we understand the needs of municipalities. We have supported the municipal consulting industry, including engineering, architects, and landscape architects, as well as municipal staff. We also understand the function of a consultant for providing timely services to the public as an extension of the city and staff.

As a true local firm, we understand the importance of being part of the community, and the responsibility to the future and well-being of our area. We are grateful for the opportunity to be part of and play a role in the future of Lake Alfred and our area, including responsible management of local resources, and contributions to our local and overall economy.

Diversity in Municipal Surveying Services:

RS&A services and experience are on a vast array of municipal projects, including Boundary Surveys, Topographic Surveys, As-Built Surveys, Utility Mapping for GIS & Master Planning, Topography & Mapping for Drainage Studies, Surveying & Mapping for Streetscaping, CRA, Park, and Grant Projects, Surveying & Mapping for Engineering Support of Wastewater & Water Treatment Facilities, Utility infrastructure improvements, and Utility Service Expansion projects, among others. Our support for these projects can be land based or aerial based, with a focus on best results for objectives and needs. These traditional and cutting edge data collection techniques, combined with our array of mapping skills, and overall analytics, provide a true "Standard of Excellence."



Expertise in Legal Descriptions for New Parcel & Utility Easement Acquisitions:

We routinely provide expertise in preparation of Legal Descriptions for new parcel acquisition, and easements for utility projects. We also have worked in conjunction with numerous local private, and municipal utility providers to prepare easement descriptions for

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utility route projects. Our experience in easement and right-of way litigation matters on behalf of both private and public clients, combined with our knowledge of supporting case law, provides a vastly experienced background for these services.

Boundary, Easement, Right-of-way & Eminent Domain Expert Witness Services:

We also provide expert witness services including trial experience for boundary, easement, and right-of-way litigation and eminent domain matters.

Municipal Plat and Development Review Services:

We also have broad experience in plat and development review for many area municipalities, and have assisted with County and municipal land development codes helping them keep pace with changing technology such as GIS data support.

These factors combine our abilities, expertise, and experience to provide municipal services as **“A Standard of Excellence”** in our industry.



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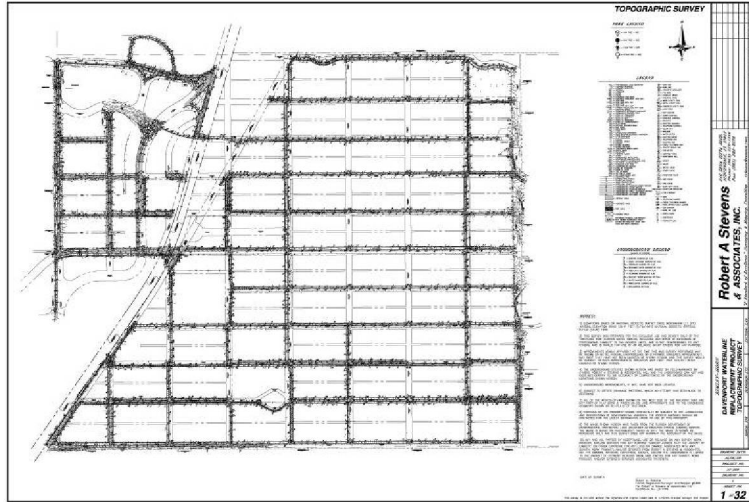
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Section 6: Similar Project Experience

Robert A. Stevens & Associates, Inc. (RS&A) is well suited and positioned to provide outstanding municipal support and service, as illustrated from our similar project experience below:



City of Davenport-Water Line Replacement

This project included topographic and right-of-way location with utilities, and trees covering over 16 miles of downtown Davenport

Team Members: Robert Stevens, Matthew Stevens, Andrew Stevens

Project Value: \$243,700

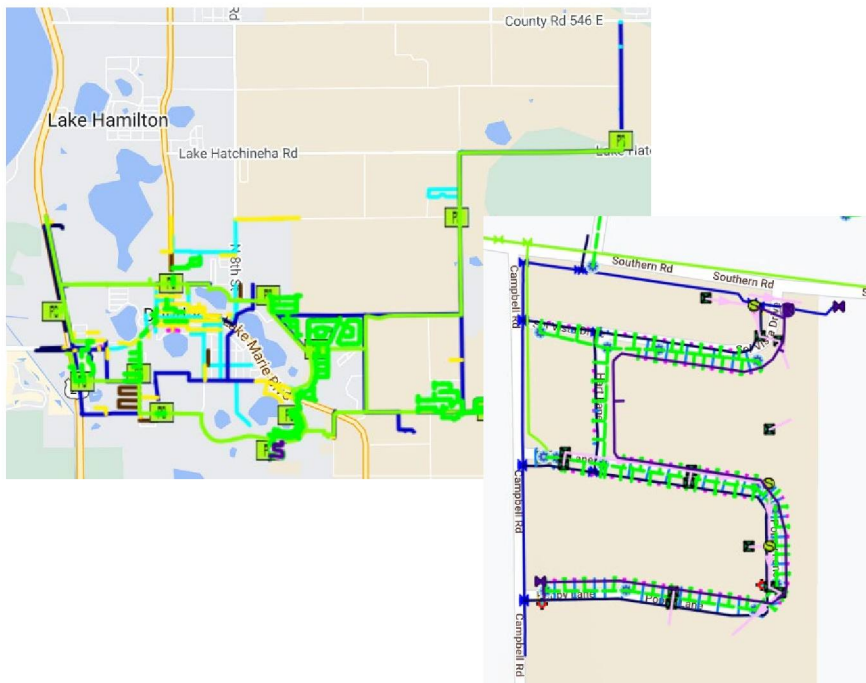
Completion Date: 2019

Contact:

Mr. Mike Stripling
Utilities Director

mstripling@mydavenport.org

(863) 419-3300 Ext. 143



Town of Dundee- Sol Vista Subdivision-GIS Utility Data Conversion

This project involved reviewing as-built data for a new subdivision, converting it to GIS data, and importing it into the town's online mapping platform.

Team Members: Andrew Stevens

Project Value: \$2,125

Completion Date: 2023

Contact:

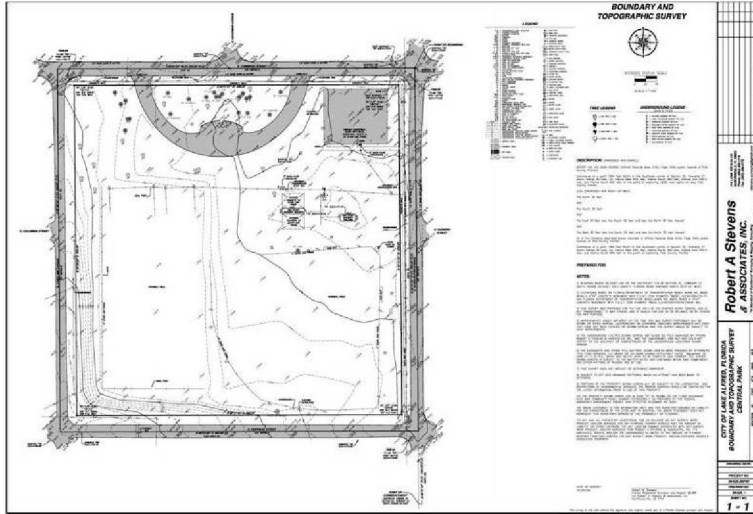
Ms. Tracy Mercer
Utility/Special Projects Director

tmerc@Townofdundee.com

(863) 438-8330 Ext.242

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City of Lake Alfred- Central Park

This project included boundary & topographic surveying for park improvement and grant application

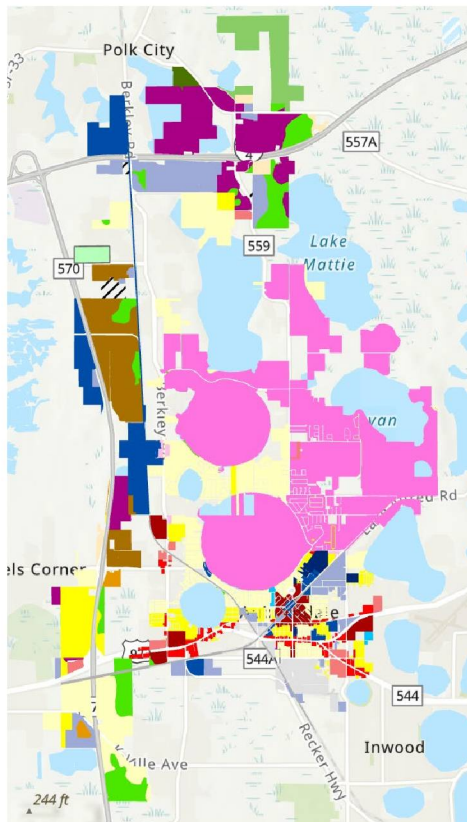
Team Members: Robert Stevens, Matthew Stevens

Project Value: \$3,735

Completion Date: 2009

Contact:

Ms. Amée Bailey
Community Development Director
abailey@mylakealfred.com
(863) 291-5748



City of Auburndale- Lakes District Planning Area-GIS Future Land Use Ordinance Mapping

This project included mapping over 2800 parcel numbers for a large-scale Future Land Use map modification ordinance, then adding it to the existing FLU map data for the City.

Team Members: Andrew Stevens

Project Value: \$2,625

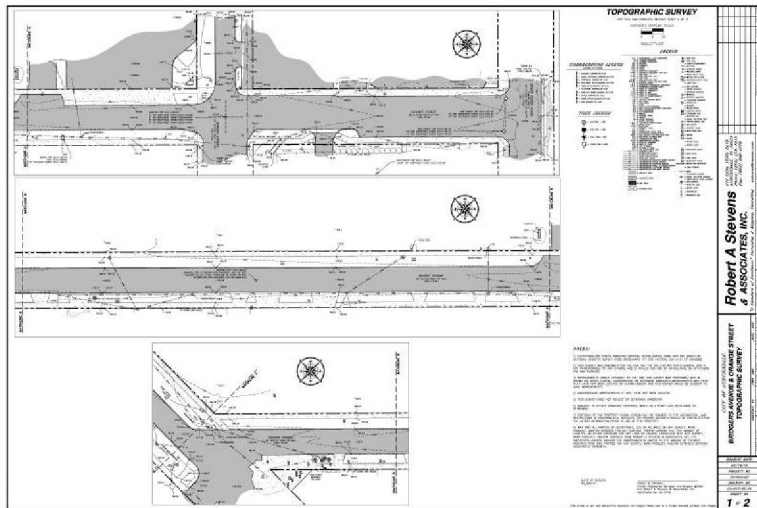
Completion Date: 2023

Contact:

Ms. Julie Womble
Community Development Director
jwomble@Auburndalefl.com
(863) 965-5530 Ext. 129

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City of Auburndale- Orange Street-Streetscaping/Utility relocation and easement acquisition

This project included boundary and topographic surveying of Orange Street and the adjacent properties to prepare descriptions for easement acquisition, and streetscaping design

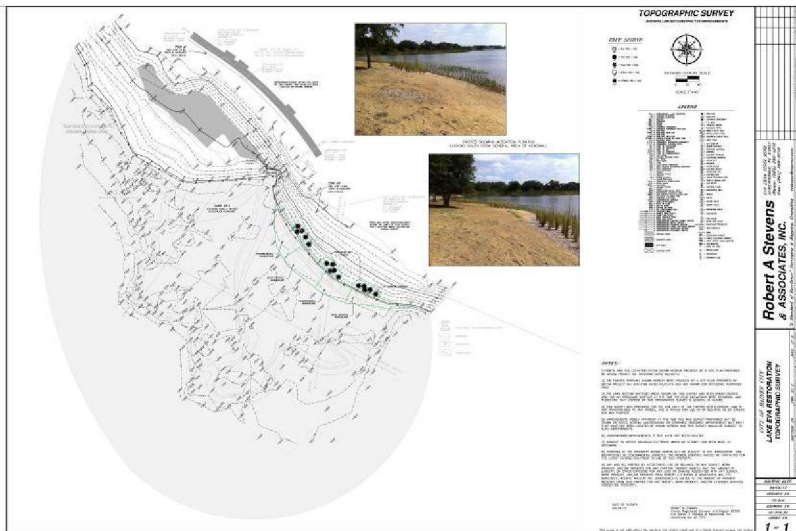
Team Members: Robert Stevens, Matthew Stevens

Project Value: \$6,375

Completion Date: 2012

Contact:

Mr. John Dickson
Director of Public Works
jdickson@auburndalefl.com
(863) 965-5511



City of Haines City –Lake Eva Wetland Restoration

This project included topographic surveying and vegetation location for Lake Eva wetlands restoration

Team Members: Robert Stevens, Matthew Stevens

Project Value: \$2,442

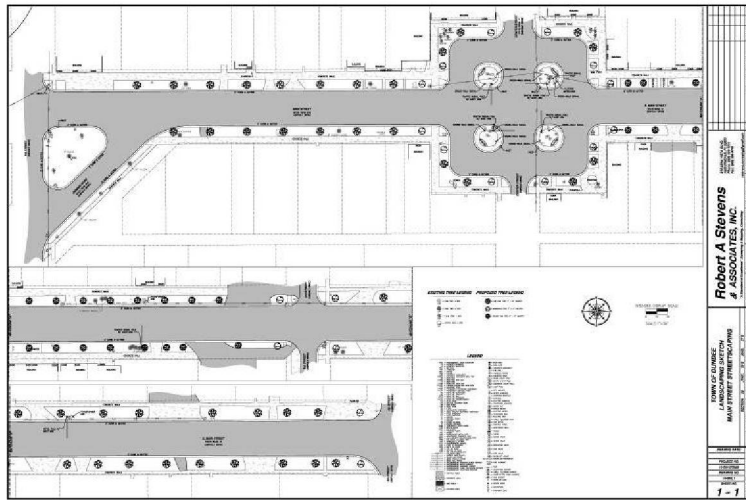
Completion Date: 2012

Contact:

Mr. Mike Stripling
Utilities Director
(Currently with City of Davenport)
mstripling@mydavenport.org
(863) 419-3300 Ext. 143

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Town of Dundee- Main Street- Streetscaping/Grant Application

This project included Topographic surveying of Main Street and the proposed landscape planting for a grant application. The Town received the largest amount awarded in the State for this grant.

Project Value: \$5,750

Completion Date: 2010

Contact:

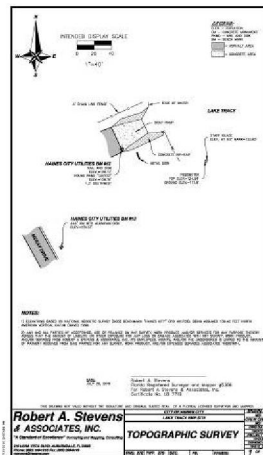
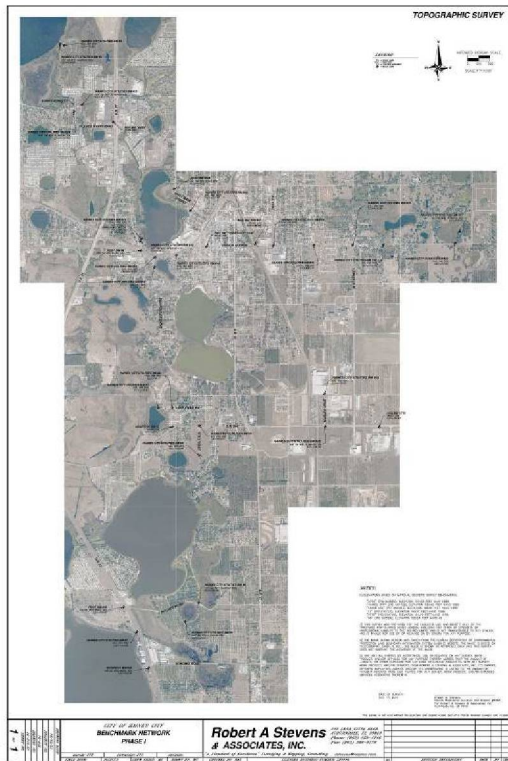
Mr. Andy Stewart

Town Manager

(Currently with Town of Oakland)

astewart@oaklandfl.gov

(407) 656-1117 Ext. 2102



City of Haines City –Vertical Control & Benchmark Network for EMP sites & Staff Gauge location & elevations

This project included creating a City wide vertical control & benchmark network for location of EMP sites & staff gauges including GPS/GIS mapping support, using a vertical datum of NAVD88

Team Members: Robert Stevens, Matthew Stevens, Andrew Stevens

Project Value: \$17,025

Completion Date: 2016

Contact:

Mr. Mike Stripling

Utilities Director

(Currently with City of Davenport)

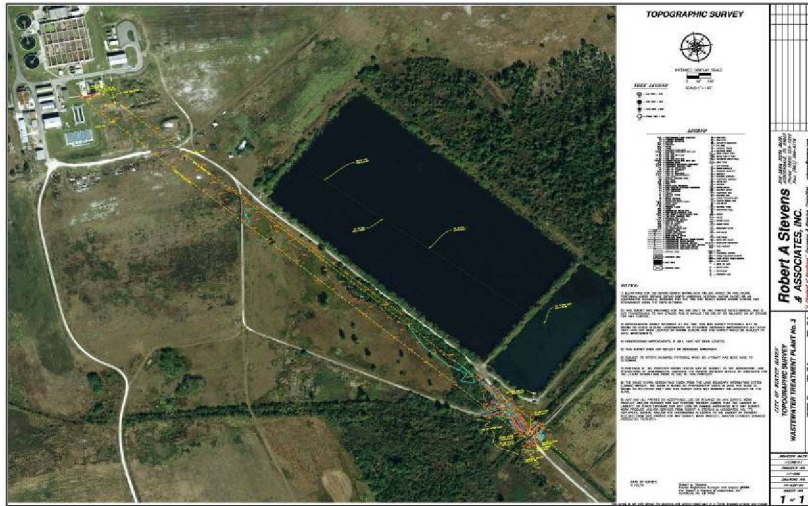
mstripling@mydavenport.org

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City of Winter Haven Wastewater Treatment Plant No. 3 Outfall Improvements

This project included a topographic survey of a 3,000+ foot corridor and adjacent pond area for rerouting the processed water outfall from Wastewater Treatment Plant No. 3 to interconnect with the existing swale crossing the CSX Intermodal property.

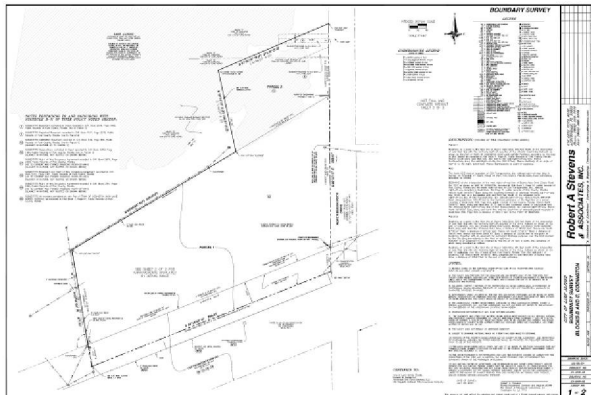
Team Members: Robert Stevens, Matthew Stevens, Andrew Stevens

Project Value: \$6,475

Completion Date: 2011

Contact:

Kim Hansell
Utility Director
(Deceased)



City of Lake Alfred- Growers Fertilizer Acquisition

This project included boundary surveying for a local industrial site Acquisition and future grant application(s)

Team Members: Robert Stevens, Matthew Stevens

Project Value: \$20,450

Completion Date: 2023

Contact:

Ms. Amée Bailey
Community Development Director
abailey@mylakealfred.com
(863) 291-5748





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Similar Project Experience- continued

City of Lake Alfred RS&A past projects:

State Road 600 Utility Relocation 4/2009- 2/2010

Central Park Survey 8/2009- 9/2009

Lions Park Survey 8/2009- 9/2009

McKay Intersection Survey 9/2009- 10/2009

Albert Street Survey 2/2010- 2/2010

Caspari Property Survey 5/2010- 7/2010

Spray Field Survey (phased) 9/2010- 3/2011

Haines & Winona Street Survey 3/2011- 3/2011

Twin Lakes Subdivision Survey 5/2011- 7/2011

Library Survey 3/2012- 3/2012

Experiment Station Road Survey 3/2012- 5/2012

Lock Street Water Interconnect Survey 10/2012- 10/2012

Twin Lake Alley Survey 3/2013- 3/2013

Lake Shore Way Survey 8/2013- 9/2013

Lake Echo/Sellers Drive Survey 11/2013- 11/2013

Buchanan Parcel Survey (phased) 11/2014- 5/2015

Buchanan Additional Parcel Survey (phased) 11/2014- 5/2015

Lake Swoop Benchmark Survey 7/2015- 7/2015



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Lake Alfred Drainage Survey 6/2016- 6/2016

US 17/92 Sign Easement 9/2016- 9/2016

Historic Gardner House Grant Survey (phased) 5/2016-
8/2017

Library Additional Parcel Survey 7/2016- 8/2016

Buchanan Additional Parcel Survey 7/2016- 9/2016

Alfred Street former Library parcel Survey 10/2016- 10/2016

Goff Parcel Survey 12/2016- 12/2016

Reed Parcel Survey 4/2016- 6/2016

Lakes Easement Development review 5/2018- 5/2018

Lakes Canal Deed Development review 8/2018- 8/2018

Berry (Cass Road) Development review (phased) 6/2018- 11/2019

First Assembly Church Survey 2/2019- 2/2019

Wells Fargo Bank Parking Description 3/2019-
3/2019

Investment Equity Group Development review
6/2019- 6/2019

US 17/92 Utility Route Survey 7/2019- 8/2019

Utility Service Area Description Revision 10/2019- 10/2019

Tree-O-Groves Acquisition Survey 5/2023- 6/2023

HR Lake Alfred Preserve Acquisition Survey 6/2023- 6/2023

Growers Fertilizer Acquisition Survey(s) 5/2023- 11/2023



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Section 7: Work Plan & Availability of Resources

Our firm's structure and organization is deliberately different. At **Robert A. Stevens & Associates, Inc. (RS&A)** we feel size does matter, and that bigger is not always better. We are *a small firm with big impact*. We offer vast experience, with the most advanced technology available, without the overhead of larger firms, making us uniquely positioned to provide exceptional and valued service.

Having the benefit and experience of previously working with some of the largest design firms in Central Florida and the nation, we decided to create a different structure and business model. Instead of expending our efforts managing staff, we decided to utilize our efforts managing projects. We are focused on efficient production and effective project management, allowing us to create a unique business structure of staff involvement yielding the highest quality and project work flow. Our project approach could most simply be summarized by *involvement*; from project inception to completion we want our whole staff involved as a team while drawing on the strength of individual expertise. Our successful and effective approach is to have overlapping project responsibilities, drawing on the personal skills, and expertise of each staff member. This includes all project phases, from project research, planning and estimating, to preparation, scheduling, field location, data collection, drafting and map creation, to final review and quality control. This approach eliminates the confusion that typically occurs during project hand off from one staff member to another in larger firms, and the gaps in workflow and quality control that typically occurs in survey firms between each project phase. Not only is each of our staff members involved with overlapping responsibilities during each phase (thereby enhancing project performance), but this approach also helps to yield the highest quality control with each staff member involved with overlapping, yet independent project review.



This approach is designed to provide the best service, with the most efficient and highest quality performance for our clients. *Our goal for municipal projects is to work as an extension of City staff to provide outstanding public service.*

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This organization, combined with our vast experience in all phases of project management ranging from start to finish, is intentionally designed to provide seamless municipal support and maximize the municipal staff experience with our projects.

Because these unique factors and approach allow us to do more with less, we can accomplish more with less percentage of dedicated time for projects. Our experience with this approach tells us we are typically able to devote approximately 20% of our work time to a large scale municipal project, and still provide timely service when the situation demands. We have handled many accelerated project timelines and emergencies for both our private and municipal



clients, and are often called upon to provide survey service for engineering firms that have in-house surveying. This structure allows us to absorb a tremendous amount of project load, including projects of significant size and magnitude as illustrated in the similar projects section (Section 6). Our unique style of project management has yielded scheduling benefits for all, especially during this past year with Polk County being the fastest growing and developing area in the nation. We have provided our clients with a balanced and demand-based scheduling approach when needed, allowing us to

provide timely service, even though we may carry significant projects loads. The importance of our approach is *ability*, in project management, evaluation, assessment, and troubleshooting, *not staff size*, allowing us to keep pace with or exceed the performance of other firms. Our workflow has included remote work technology in both field and office situations, allowing us maximum flexibility, and production, regardless of personnel locations.

Our staff are extremely interested in the wellbeing of the communities we serve, and we are vested in the goals, future and preservation of our area.

In addition, our varied experience with litigation projects, (including expert witness and trial experience), keeps us perpetually focused on providing the highest level of project performance and quality, while being mindful of potential dispute resolution, and the stakeholders best interests.

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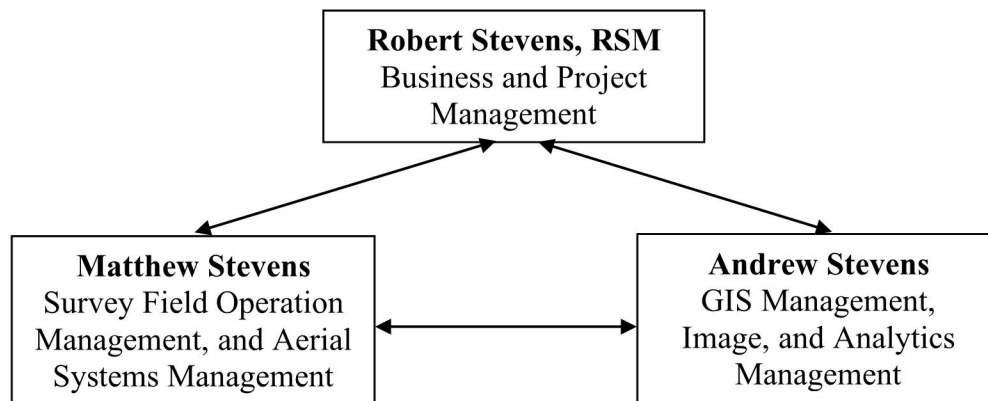
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Section 8: Team Members

We have previously covered our deliberate and unique business model. Our staff experience and expertise, project approach, innovation, and cutting-edge technology allow us to provide timely service. We often eclipse the project pace of firms with larger staff and subsequent management overhead, all while providing the highest quality survey product.

These factors, combined with our relationships with state and local agencies, provides us with the reputation and longstanding agency contacts to accomplish what others are often challenged with.

Our general operational organization for key personnel is as follows:



General key staff history and experience

Robert Stevens, as a surveyor and project manager, has performed hundreds of miles of survey support for projects associated with utility route and municipal infrastructure improvement projects. Being a Polk County native and working throughout Central Florida in the survey profession for over 35 years has provided vast experience in municipal projects, including numerous park improvement, land acquisition, rails to trails, library, engineering, pipeline, streetscaping, and Water & Wastewater Treatment Plant projects, as well as plat review for many municipalities. These projects have afforded many opportunities to work closely with key staff from City & County Managers, Engineering, Utilities, Natural Resources Divisions, FDEP, and Florida Water Management Districts. His history also includes many private surveys for significant Commercial & Development projects within Central Florida.

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Matthew Stevens, specializes in image and data management, with project analytics, and has performed survey support for projects associated with numerous utility route and municipal infrastructure improvement projects. He is a Field Operations Manager, Information Technology Manager, and Aerial Systems Manager, and has over 14 years of experience in land surveying and associated tasks across Central Florida.

Andrew Stevens, has provided GIS support for a large utility provider, and several municipalities, and has performed survey support for projects associated with utility route and municipal infrastructure improvements. He is a GIS Analyst and Mapping Specialist, and has a varied GIS and mapping experience across multiple states.

Innovation:

The survey profession is continuously evolving with new technology, and at RS&A we stay on the cutting edge of our industry. We have a Ground Penetrating Radar (GPR) unit for location of underground features such as utilities, and can provide subsurface 3D mapping imagery. We have an FAA licensed drone pilot on staff, and a fleet of Unmanned Aerial Systems (UAS, or drones) to provide aerial survey and sensing services, that includes high resolution imagery and LiDAR. With an array of sensor options, we have nearly unlimited data collection possibilities. These high tech tools, combined with our staff, image management, and GIS capabilities provide us with a broad toolset for projects, and analytic evaluation scenarios. We continuously think outside of the box, applying new approaches to advance our services, all while ensuring the highest level of survey quality, and client service.



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ROBERT A. STEVENS, R.S.M - President

Project Management, Client Relations, Project Review and Quality Control

EDUCATION

AA, Polk State College, *Winter Haven, Florida*

Technical Seminars including:

- Boundary Determination
- Water Boundaries and Mean High Water Lines
- GIS management for surveying
- Easements, Rights-of-Way, and Promises Concerning Land
- Florida Real Estate Titles and Title Insurance
- Surveying as seen through Case Law and Florida Case Law
- Preparation of Legal Descriptions
- Resolving Conflicts of Evidence
- The Surveyor's Role in Litigation and Boundary Disputes
- Global Positioning Satellite (GPS) Surveying
- Photogrammetry
- Surveying with UAS practices and data analysis
- Chapter 177, Platting

QUALIFICATIONS

Registered Surveyor & Mapper: Florida 5388 (1994)

EXPERIENCE

Over 35 years of experience covering a wide range of surveying applications and municipal projects.

AFFILIATIONS

Florida Survey and Mapping Society (FSMS)
FSMS Board of Directors (2005 – 2007)

EXPERTISE SUMMARY

- Boundary Surveying & Mapping
- Topographic Surveying & Mapping
- Surveying for Engineering & Architects
- Subdivision Platting & Review
- Right-of-Way Acquisition Surveying, Mapping & Review
- Wetland Surveying & Mapping
- Construction, As-Built Surveying & Mapping
- Utility Route Surveying & Mapping with Legal Description Preparation & Review
- Expert Witness & Trial Litigation Testimony
- GIS Mapping Survey Support

PROJECTS

Boundary Surveying and Mapping

- Davenport Maintained right-of-ways
- CSX Intermodal in Winter Haven
- Lake Alfred Library
- City of Mulberry Parks
- Winter Haven Library, Town Centre, and Martin Luther King Park
- Polk City Town Hall
- Ritchie Brothers
- Lake Myrtle Park and Trail, Auburndale
- Lake Menzies Park, Dundee
- Lakeland Square Mall

Water, Wastewater, and Reclaimed Utility Pipeline Route Surveying and Mapping

- Dundee and Ft. Meade Wastewater Treatment Expansions
- Sanlando Utilities (Orange & Seminole County) Wekiva-Apopka Reclaimed Line
- Polk County- CR 54 Utility Pipeline project
- City of Haines City SR 17 Sanitary System
- Polk City New Wastewater Treatment Facility and existing utilities interconnections
- Polk County-Country Class Water Production Facility

Hospitals

- Winter Haven, Lake Wales, and Lakeland Regional

CRA/Streetscaping Projects

- Auburndale Main and Orange Streets
- Dundee Main Street
- Winter Haven Main Street & Central Park Streetscaping

Continuing Survey Services, Platting and Plat Reviews

- Cities of Lake Alfred, Auburndale, Winter Haven, Polk City, Eagle Lake, Lake Placid, and Fort Meade

Drainage Projects

- Polk County Natural Resources Division- Inwood, Gator Creek, and Itchepackesassa Creek

Wastewater Systems and Route Surveys

- Davenport, Lake Alfred, Auburndale, Bartow, and Polk County-Northwest Regional Backbone Pipelines

Wastewater Treatment Facilities

- Lake Alfred, Ft. Meade, Haines City, Polk City, Davenport, Winter Haven, and Dundee

GIS Mapping & GPS Data Collection

- Polk County Utilities GIS pilot project
- Polk County E911- county wide address verification & access mapping
- Haines City Vertical Control Benchmark Network & EMP/Staff Gauge Site

MATTHEW STEVENS

Survey Field Operations Manager/ Technology Manager/ FAA Licensed UAS pilot and Aerial Systems Manager

EDUCATION

AA, Management Information Systems
Liberty University, Lynchburg VA

Surveying Technical Seminars including:

- Boundary Determination
- Water Boundaries and Mean High Water Lines
- Minimum Technical Standards
- Easements, Rights-of-Way, and Promises Concerning Land
- Surveying as seen through Case Law and Florida Case Law
- Preparation of Legal Descriptions
- Resolving Conflicts of Evidence
- Applications of GIS for surveying
- Global Positioning Satellite (GPS) Surveying
- LIDAR and point cloud management

EXPERIENCE

Over 14 years of experience covering a wide range of surveying applications and municipal projects.

EXPERTISE SUMMARY

- Technology Management & Innovation
- Boundary Surveying & Mapping
- Topographic Surveying & Mapping
- Surveying for Engineering & Architects
- Subdivision Platting & Review
- Right-of-Way Acquisition Surveying, Mapping & Review
- Wetland Surveying & Mapping
- Construction, As-Built Surveying & Mapping
- Utility Route Surveying & Mapping with Legal Description Preparation
- Sensory Data, Image & Point Cloud Management and Mapping,
- Data Analytics

PROJECTS

Municipal Boundary Surveying and Mapping

- Davenport Community Center
- Davenport Sign parcels
- Davenport Maintained right-of-ways
- Davenport Downtown Wastewater Collection System
- Davenport Water Line Replacement Project
- Davenport Community Center
- Davenport Water Line Replacement Project
- Davenport Downtown Wastewater Collection System
- Davenport Community Center
- Lake Alfred Library
- Lake Alfred Historic Gardner House
- Lake Alfred Lyons Park
- Lake Alfred Central Park
- Polk City Tennis Courts Grant project
- Village of Highland Park SWFWMD well site
- Haines City Lake Brooks EMP site

Topographic Surveying and Mapping

- Haines City Lake Eva Park
- Auburndale Lake Ariana Park
- Lake Alfred Albert Street
- Lake Alfred Lyons Park
- Lake Alfred Central Park
- Duke Energy Vandolah Road Substation
- Winter Haven Utilities Office
- Winter Haven Hospital Emergency Department Addition
- Sofidel expansion
- Sofidel cogen facility
- Wauchula Coker Park
- Haines City Vertical Control Benchmark Network & EMP/Staff Gauge sites

Water, Wastewater, and Reclaimed Utility Pipeline Route Surveying and Mapping

- Davenport Water Line Replacement Project
- Davenport Downtown Wastewater Collection System
- Sanlando Utilities Orange & Seminole County Wekiva-Apopka Reclaimed Line
- Haines City SR 17 Sanitary Collection System
- Polk City Railroad Heights water line
- Polk City New Wastewater Treatment Facility and existing utilities interconnection
- Polk City- Lakeland utilities interconnection
- Lake Alfred-Winter Haven utilities interconnection

CRA/Streetscaping Projects

- City of Auburndale Orange Street
- Town of Dundee Main Street

Municipal Plat Reviews

- Town of Mountverde

Drainage Projects

- Lake Alfred McKay intersection
- Lake Alfred US17/92
- Auburndale PK Avenue
- Dundee Roby Ct

Water & Waste Water Treatment Facility Projects

- Davenport Wastewater Treatment Facility
- Winter Haven Wastewater Treatment Facility
- Lake Alfred Wastewater Treatment Facility
- Polk City Wastewater Treatment Facility
- Polk County- Country Class Water Production Facility

GIS Mapping & GPS Data Collection

- Haines City Vertical Control Benchmark Network

ANDREW STEVENS

GIS Analyst, Mapping Specialist, and Project Analytics

EDUCATION

Certificate in Geographic Information Science and Cartography, *University of West Florida*, Pensacola, FL

Relevant Courses: GIS Programming, Applications in GIS, Special Topics in GIS, GIS Internship

Certificate in Weather Forecasting, *Penn State University World Campus*, Online

Relevant Courses: Understanding Weather Forecasting, Fundamentals of Tropical Forecasting, Fundamentals of Mesoscale Weather Forecasting, Advanced Topics in Weather Forecasting

EXPERIENCE

GIS Analyst

Over 10 years of experience outlines as follows:

December 2022 to Present – Robert A. Stevens & Associates

- Worked with multiple municipalities to build and improve upon their GIS tools, including for utility management, jurisdictional boundaries, emergency services, and more.
- Developed internal tools to assist with land survey data management, and Florida land survey history.
- Worked with municipalities across state lines including Florida and North Carolina, including managing regulatory compliance with differing state legal systems.

GIS Specialist

February 2020 to December 2022 – Blue Ridge Mountain EMC – Young Harris, GA

- Developed GIS practices and procedures from scratch, including workflows, Python scripts, datasets, and symbology sets.
- Created a roads basemap dataset from County and State data, and enriched with field corrections and digitizing.
- Performed extensive data integrity projects, including field verification of electric meter locations, analyzing error reports for electrical model inconsistencies, and electric primary phasing.
- Created maps and datasets for Grant application packages for North Carolina, Georgia, and Federal programs

Land Survey Technician

January 2013 to October 2019 – Robert A. Stevens and Associates – Auburndale, FL

- Developed GIS systems from the ground up, implementing database structures and file systems compatible with surveying and existing municipality data standards.
- Performed survey-grade data collection and verified accuracy with quality control elements
- Performed CAD-based functions to input data, and utilized CAD alongside GIS data systems

EXPERIENCE SUMMARY

- GIS Mapping
- GIS Database Construction and Maintenance
- GIS Utility Networks and Analysis
- Python Programming
- Cartographic Design and Symbology Sets
- Large Dataset Management, drawing from Combined GIS and Meteorology Education
- Boundary & Topographic Surveying
- Surveying for Engineers & Architects
- Wetland Surveying
- Construction & As-Built Surveying
- Utility Route Surveying
- Legal Description plotting and review
- Assist with Municipal Plat and Development review

PROJECTS

Municipal Boundary Surveying and Mapping

- Lake Alfred Library and Historic Gardner House
- Village of Highland Park SWFWMD well site
- Haines City Lake Brooks EMP site

Topographic Surveying and Mapping

- Winter Haven Hospital Emergency Department Addition
- Haines City Vertical Control Benchmark Network & EMP/Staff Gauge sites
- Davenport Water Main Route Survey

Municipal GIS

- Dundee DiamondMaps Utility Data Management
- Polk City DiamondMaps Utility Data Management
- Auburndale Annexation, Zoning, and Future Land Use Ordinance Review
- Auburndale Future Utility Line Maps
- Auburndale Fire Travel and Response Time Mapping
- Lake Alfred Zoning and Future Land Use Ordinance Review and Maps

Private Sector GIS

- Central Florida Healthcare Facility
- Clay County NC Chamber of Commerce



Section 9: Licensure

Robert A. Stevens & Associates, Inc. (RS&A) is licensed as a Florida Surveying & Mapping firm (LB 7719). Our primary staff consists of a Florida licensed surveyor, Robert A. Stevens (LS 5388), a GIS analyst, Andrew Stevens, a survey field manager and FAA licensed UAS remote (Drone) pilot, Matthew Stevens, and office administrative, financial and accounting manager, Kelly Stevens. We also have additional available staff support when projects demand.

The survey and business licenses noted are attached in Section 14

Robert A. Stevens & Associates, Inc.

"A Standard of Excellence" Surveying and Mapping, Consulting

210 Lena Vista Blvd. Auburndale, FL 33823 Phone: (863)-559-1216 Email: rstevens@rsasmc.com
Administrative Services: 90 Foxfire Dr., Murphy, NC 28906



Request for Qualifications

Land Surveying & Mapping,
Aerial Surveying & Mapping,
GIS Services, and Consulting
December 2023

References- Additional non- municipal references covering other professional services clientele

These references were selected to demonstrate our diversity in serving large demanding complex, time sensitive, non- municipal projects

Reference- Real Estate

Todd Dantzler, CCIM
Managing Director & Owner
SVN | Saunders Ralston Dantzler
Real Estate
Phone: (863) 287-3586
Email: todd.dantzler@svn.com
Projects: Large Commercial Transactions

Reference- Attorney- Berry Companies & other large commercial Council

Robert O. "Bob" Sammons
Floyd, Samons & Spanjers, P.A.
Phone: (863) 293-3801
Email: Bob@WinterHavenLegal.com
Projects: Large Commercial , Agricultural Transactions, including title matters

Reference- Commercial Development/Medical

Ann Claussen
Chief Executive Officer
Central Florida Health Care
Phone: (863) 449-0079
Email: Bob@WinterHavenLegal.com
Projects: Commercial Medical facility management throughout numerous counties of Central Florida including agency submittals

Other municipal references have been listed as noted within the Similar Project Experience portion of the submittal response listed in Section 6.

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Request for Qualifications

Land Surveying & Mapping,
Aerial Surveying & Mapping,
GIS Services, and Consulting

December 2023



Section 11: Minority Business-Owned/Women-Owned/Disabled Veteran/Veteran-Owned Enterprises

Robert A. Stevens & Associates, Inc. (RS&A) has four (4) primary staff members, including a woman, and in the past we have employed others including Hispanic, being an Equal Opportunity Employer.

Request for Qualifications

Land Surveying & Mapping,
Aerial Surveying & Mapping,
GIS Services, and Consulting

December 2023



Section 12: Office Location

Robert A. Stevens & Associates, Inc. (RS&A) has a single Florida office located in Auburndale, and an administrative office located in western North Carolina. Our Florida office proximity to Lake Alfred allows us to provide timely service within minutes.



Land Surveying & Mapping,
Aerial Surveying & Mapping,
GIS Services, and Consulting
December 2023

Section 13: Additional Information

Again, our firm's structure and organization is deliberately different. We offer vast experience, with over 35 years of extensive and widely varied project management, and a uniquely diversified multidisciplinary firm structure. We are intentionally designed to manage any project, (even the most complex), making us positioned to provide exceptional service for all types of municipal projects. We have performed some of the largest and most complex private and municipal projects in our area, and are routinely sought out for our expertise and service by both municipal and private clients.

Our unique staff structure, and cross training, with individual and diverse skills, allow us to operate as a small firm with the agility to manage the largest and most complex projects.

Robert A. Stevens & Associates, Inc. (RS&A) has always operated on a cash and/or debt free basis, contributing to our financial stability. Therefore, we do not have an established line of credit with our financial institution. However, we do have a business credit card with a substantial line of credit, that is paid in full each month, allowing purchasing convenience, ease in financial record management, and monthly cash flow needs.

We carry \$1 million occurrence and \$2 million aggregate insurance limits to accommodate our typical client needs and requirements. We have increased limits to the \$5 million coverage range when specific projects demand. A certificate of insurance (COI) can be provided as requested for City or specific project compliance.

RS&A has not had a contract or subcontract terminated for the firm or officers, and has not had any claims, litigation or arbitration related to contracts.

Robert A. Stevens & Associates, Inc.

"A Standard of Excellence" Surveying and Mapping, Consulting

210 Lena Vista Blvd. Auburndale, FL 33823 Phone: (863)-559-1216 Email: rstevens@rsasmc.com
Administrative Services: 90 Foxfire Dr., Murphy, NC 28906

Request for Qualifications

Land Surveying & Mapping,
Aerial Surveying & Mapping,
GIS Services, and Consulting

December 2023



Section 14: Attachments

Robert A. Stevens & Associates, Inc.

"A Standard of Excellence" Surveying and Mapping, Consulting

210 Lena Vista Blvd. Auburndale, FL 33823 Phone: (863)-559-1216 Email: rstevens@rsasmc.com
Administrative Services: 90 Foxfire Dr., Murphy, NC 28906



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

License No.: **LS57719** ^{Exhibit "C"}
 to Resolution 25-01
 Expiration Date February 28, 2025

Professional Surveyor and Mapper Business License

Under the provisions of Chapter 472, Florida Statutes

ROBERT A STEVENS & ASSOCIATES
 210 LENA VISTA BLVD
 AUBURNDALE, FL 33823

WILTON SIMPSON
 COMMISSIONER OF AGRICULTURE

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



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

License No.: **LS5388**
 Expiration Date February 28, 2025

Professional Surveyor and Mapper License

Under the provisions of Chapter 472, Florida Statutes

ROBERT A STEVENS
 210 LENA VISTA BLVD
 AUBURNDALE, FL 33823

WILTON SIMPSON
 COMMISSIONER OF AGRICULTURE

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

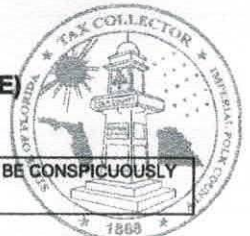
POLK COUNTY LOCAL BUSINESS TAX RECEIPT

ACCOUNT NO. 122965 CLASS: B+ EXPIRES: 09/30/2024

OWNER NAME	LOCATION
ROBERT A STEVENS	210 LENA VISTA BLVD AUBURNDALE

BUSINESS NAME AND MAILING ADDRESS
STEVENS, ROBERT A & ASSOCIATES INC
 ROBERT A STEVENS & ASSOCIATES INC
 210 LENA VISTA BLVD
 AUBURNDALE, FL 338232949

CODE **ACTIVITY TYPE**
 540250 SURVEYOR MAPPER
PROFESSIONAL LICENSE (IF APPLICABLE)
DOACS-LS5388



OFFICE OF JOE G. TEDDER, CFC * TAX COLLECTOR

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

PAID - 1773102 10/04/2023 WFD TAX 57.75 STEVENS, ROBERT A & ASSOCIATES INC

9.1 ATTACHMENT A

RFQ-23/24-01 Submittal Cover Page (this does not count as part of the maximum page limit)

12-5-23

Date

Robert A Stevens and Associates (RS+A)

Name of Company



Authorized Signature

Robert Stevens President

Printed Name

Title/Position

210 Lena Vista Blvd

Physical Address

Auburndale, FL 33823

City

State

Zip

rstevens@rsaomc.com

Email address

813-559-1216

Telephone Number / Fax Number

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

None

Key Team members and addresses of the principal office:

Robert Stevens

Matthew Stevens

Andrew Stevens

210 Lena Vista Blvd
Auburndale, FL 33823

9.2 ATTACHMENT B

ADDENDUM PAGE (RFQ 23/24-01)

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

Addendum No. 01 Dated: 10/29/23 - CCNA Agreement

Addendum No. 02 Dated: 11/13/23 meeting Minutes

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: Robert A Stevens and Associates

BY:  _____
SIGNATURE

NAME & TITLE, TYPED OR PRINTED: Robert Stevens, President

9.3 ATTACHMENT C

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

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

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

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

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

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

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

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



Signature of Proposer's Authorized Official

Robert Stevens

Name and Title of Proposer's Authorized Official

Date: 12-5-23 President

9.4 ATTACHMENT D

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

STATE OF North Carolina
COUNTY OF Cherokee

Before me, the undersigned authority personally appeared Robert Stevens, who was duly sworn, deposited, and stated:

(1) He/She is President of RS&A, Inc, the
Title Company Bidder that has submitted the attached bid;
Robert A. Stevens & ASSOCIATES, INC.

(2) He/She 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 City of Lake Alfred 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.

[Signature]
Affiant Signature

Robert Stevens
Typed or Printed Name of Affiant

President
Title

OATH OR AFFIRMATION

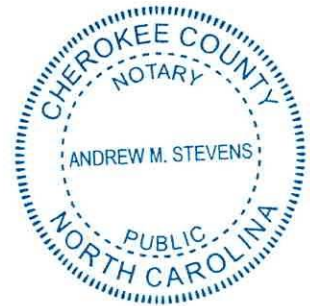
Sworn to (or affirmed), and subscribed before me by means of physical presence or online notarization, this 5th day of December, 2023 by Robert Stevens (name of person making statement).

[Signature]
Signature of Notary Public – State of ~~Florida~~ North Carolina

Andrew M Stevens
Print, Type, or Stamp the Name of the Notary

Personally Known OR Produced Identification

Type of Identification Produced N/A



9.5 ATTACHMENT E

AFFIDAVIT CERTIFICATION
IMMIGRATION LAWS

STATE OF North Carolina
COUNTY OF Cherokee

Before me, the undersigned authority personally appeared Robert Stevens, who was duly sworn, deposed, and stated:

CITY OF LAKE ALFRED WILL NOT INTENTIONALLY AWARD CITY 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").

CITY OF LAKE ALFRED 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 CITY OF LAKE ALFRED.**

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

[Signature]
Affiant Signature

Robert Stevens
Typed or Printed Name of Affiant

President
Title

OATH OR AFFIRMATION

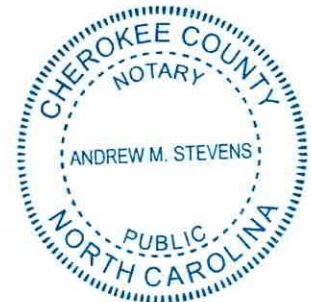
Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 5th day of December, 2023 by Robert Stevens (name of person making statement).

[Signature]
Signature of Notary Public – State of ~~Florida~~ North Carolina

Andrew M Stevens
Print, Type, or Stamp the Name of the Notary

Personally Known OR Produced Identification

Type of Identification Produced N/A



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 that 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 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 the implementation of this section.

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

12-5-23
DATE

Robert A Stevens and Associates
NAME OF FIRM

063-551-1214
TELEPHONE NUMBER

210 Lena Vista Blvd
STREET ADDRESS


VENDOR'S SIGNATURE

Auburndale FL 33823
CITY STATE ZIP

9.7 ATTACHMENT G

CONFLICT OF INTEREST STATEMENT

STATE OF North Carolina
COUNTY OF Cherokee

Before me, the undersigned authority personally appeared Robert Stevens, who was duly sworn, deposed, and stated:

Robert Stevens
Robert A. Stevens & Associates, Inc.

- A. I am the President of RS&A, Inc with a local office in Auburndale, FL and principal office in Auburndale, FL
- B. Said entity is submitting this proposal/offer to RFQ #23/24-01.
- C. The AFFIANT has made a diligent inquiry and provided the information in this statement affidavit based upon its full knowledge.
- D. The AFFIANT states that only one submittal for this solicitation has been submitted and tendered by the appropriate date and time and that said above-stated entity has no financial interest in other entities submitting a proposal for the work contemplated hereby.
- E. Neither the AFFIANT nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion or collusion activity, or otherwise taken any action which in any way restricts or restraint the competitive nature of this solicitation including but not limited to the prior discussion of terms, conditions, pricing, or other offer parameters required by this solicitation.
- F. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise prohibited from participation in this solicitation or any contracting to follow thereafter by any government.
- G. Neither the entity nor its affiliates, nor anyone associated with them, have any potential conflict of interest because and due to any other clients, contracts, or property interests in this solicitation or the resulting project.
- H. I hereby also certify that no member of the entity's ownership or management or staff has a vested interest in any City Division, Department, or Office.
- I. I certify that no member of the entity's ownership or management is presently applying, actively seeking, or has been selected for an elected position within the City of Lake Alfred government.
- J. In the event that a conflict of interest is identified in the provision of services, I, the undersigned will immediately notify the City in writing.

[Signature]
Affiant Signature

Robert Stevens
Typed or Printed Name of Affiant

President
Title

OATH OR AFFIRMATION

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 5th day of December, 2023 by Robert Stevens (name of person making statement).

[Signature]
Signature of Notary Public – State of Florida
Andrew M Stevens
Print, Type, or Stamp the Name of the Notary

Personally Known OR Produced Identification
Type of Identification Produced N/A



9.8 ATTACHMENT H

ACCEPTANCE OF PROPOSAL TERMS AND CONDITIONS

STATE OF North Carolina
COUNTY OF Cherokee

Robert
Stevens

Before me, the undersigned authority personally appeared Robert Stevens, who was duly sworn, deposed, and stated:

I/we, the undersigned, do hereby accept in total all the terms and conditions stipulated and referenced in this RFQ document, and Master Continuing Professional Consultant Agreement, and do hereby agree that if a contract is offered or negotiated it will abide by the terms and conditions presented in the RFQ document and the Master Continuing Professional Consultant Agreement pursuant thereto. The signature(s) below are an acknowledgment of our full understanding and acceptance of all the terms and conditions set forth in this RFQ document or as otherwise agreed to between the parties in writing.

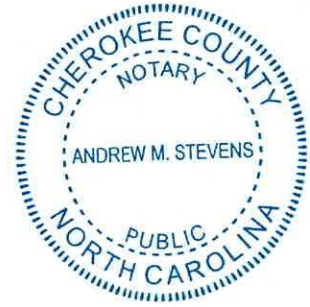
[Signature]
Affiant Signature
Robert Stevens
Typed or Printed Name of Affiant

President
Title
12/5/23
Date

OATH OR AFFIRMATION

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 5th day of December, 2023, by Robert Stevens (name of person making statement).

[Signature]
Signature of Notary Public – State of ~~Florida~~ North Carolina
Andrew M Stevens
Print, Type, or Stamp the Name of the Notary



Personally Known OR Produced Identification

Type of Identification Produced N/A

PLEASE COMPLETE AND SUBMIT WITH PROPOSAL
>>>>Failure to submit all forms with your PROPOSAL may disqualify your response.<<<<

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Robert A Stevens & Associates, Inc</p> <p>2 Business name/disregarded entity name, if different from above</p>	
	<p>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.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC</p> <p><input checked="" type="checkbox"/> C Corporation</p> <p><input type="checkbox"/> S Corporation</p> <p><input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____</p> <p>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.</p> <p><input type="checkbox"/> Other (see instructions) ► _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions. 210 Lena Vista Blvd</p> <p>6 City, state, and ZIP code Auburndale, FL 33823</p>	<p>7 List account number(s) here (optional)</p> <p>Requester's name and address (optional)</p>

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																									
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2	6	-	4	2	8	3	7	5	5																

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.

Sign Here	<p>Signature of U.S. person ► </p>	<p>Date ► 9/21/21</p>
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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.

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.