



REQUEST FOR QUALIFICATIONS - RFQ: 24-001

CONTINUING PROFESSIONAL SURVEYING AND MAPPING CONSULTING SERVICES (CCNA)

January 10, 2024



BRANCH OFFICE
402 Appelrouth Lane, Suite 2E
Key West, FL 33040
Phone: (305) 294-7770

CORPORATE OFFICE
50 S.W. 2nd Avenue, Suite 102
Boca Raton, FL 33432
Phone: (561) 392-2594
www.aviromsurvey.com

BRANCH OFFICE
2506 SE Willoughby Blvd.
Stuart, FL 34994
Phone: (772) 781-6266

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LETTER OF
INTEREST



January 10, 2024

Town of Highland Beach
Town Hall
3614 S. Ocean Blvd.
Highland Beach, FL 33487

**RE: REQUEST FOR QUALIFICATIONS - RFQ: 24-001
CONTINUING PROFESSIONAL SURVEYING AND MAPPING CONSULTING SERVICES (CCNA)**

Avirom & Associates, Inc. is pleased to submit our response to the Town of Highland Beach's Request for Qualifications for Surveying Services. Established in 1981 by Michael D. Avirom, the firm is dedicated solely to the land surveying profession.

The Avirom team of 35 individuals includes six registered land surveyors and five licensed drone pilots. Avirom & Associates is a qualified and experienced team of professionals who have worked together for decades to deliver services to counties, municipalities and agencies throughout the Florida region including the cities of Lauderhill, Tamarac, Coral Springs, Marathon, Delray Beach, West Palm Beach, Boynton Beach, Key West, Towns of Lauderdale-By-The-Sea, Highland Beach and Palm Beach, Village of Islamorada, Broward College and the Florida Counties of Martin and Monroe. Our team has done extensive work for private properties within the Town of Highland Beach and has also worked indirectly with consultants on various Town projects.

Avirom & Associates' portfolio includes boundary, platting, topographic, laser scanning, aerial mapping with lidar and route-of-line surveys to facilitate the design of community improvements. We are also proficient in construction layout, as-builts, platting and the preparation of easements. We are capable and qualified to provide all services requested within your proposed Scope of Work.

Thank you for your consideration of our interest and qualifications as they pertain to this contract. We look forward to continuing to build upon our success with the Town of Highland Beach and to serving as the Town's trusted land surveying partner.

Respectfully submitted,

A handwritten signature in purple ink, appearing to read "Marisha M. Kreitman".

Marisha M. Kreitman, P.S.M.
Avirom & Associates, Inc.
Project Surveyor



**PERSONNEL
QUALIFICATIONS**

Our firm manages its current and projected workload fluctuations through companywide resource/personnel sharing method. All members of Avirom Team are experienced in working on municipal projects. Avirom & Associates has prepared a highly qualified and experienced team of professionals to work with the Town. Avirom & Associates understands that the scope of work will vary depending on the Town's needs. We will use our own equipment, materials, supplies, accessories, office space, etc... to perform the required work. As part of the services to be provided, Avirom & Associates will provide professional(s) with specific qualifications, knowledge, skills, and experience in various fields including but not limited to the following, per Chapter 472, Florida Statute:

- a. Sketch & Legal Descriptions
- b. Boundary Survey
- c. Topographical Survey
- d. Mapping - Parcel and Platting; Utility System and Aerial Survey
- e. Computer Aided Drafting (CAD)
- f. Digital Terrain Modeling
- g. ALTA/NSPS Land Title Survey
- h. Route of Line Survey
- i. Bathymetric Survey

Our project staffing approach is defined by team assignments. When assigning each team, we specifically consider the individual team member, their experience and project completion history. By utilizing this team approach method, we are capable of producing high quality products within the allotted time period and always within budget. Our firm is prepared to fully commit the key personnel and support staff from the initial start of this contract and throughout its entirety.



Marisha M. Kreitman, P.S.M., will be the Project Manager and lead Project Surveyor for the duration of this contract. Marisha has 29 years of surveying experience, all of which has been with Avirom & Associates. She has been directly responsible for the firm's work in several municipalities. She will be responsible for all project coordination, scheduling oversight and budgeting. Marisha's role will include:

- Development of project scope and schedules with Town staff
- Preparation of a survey plan for implementation of project scope
- Discussion of parameters of the project with survey field crew
- Final review for quality assurance
- Platting, boundary and topographic surveys
- Mapping
- Route-of-line surveys for engineering design
- Prepare land descriptions with sketches for various documents such as utility easements and parcel boundary delineation
- Management of Computer Aided Drafting
- ALTA/NSPS Land Title Survey
- Additional services as requested by the Town

Working with Marisha M. Kreitman will be Mark A. Jahrsdoerfer and Frank Carvalho who are both capable of dual roles, working as Party Chiefs and/or CAD Technician. Satarupa Khamaru will also be assigned, where necessary, as CAD Technician on the Town's projects.

Michael D. Avirom, P.L.S., the firm's President and founder, will supplement the project team with his wide range of knowledge and experience of the South Florida area and the land surveying profession. Mr. Avirom will be responsible for review and quality assurance of the surveys performed.



MARISHA KREITMAN
Project Manager / LS6555/ Florida

EDUCATION:

Associate of Arts, Palm Beach State College, 2002
 Bachelor of Arts, Florida Atlantic University, 2005

CERTIFICATIONS:

State of Florida, Professional Survey and Mapper, LS #6555

AFFILIATIONS:

Member of Florida Surveying and Mapping Society

PROFESSIONAL EXPERIENCE

Marisha Kreitman began working at Avirom & Associates as a drafts person in 1994. She advanced to the position of Survey Technician while furthering her education. In 2005, she graduated Magna Cum Laude with a Bachelor of Arts degree in Geography with a minor in Geographic Information System (GIS) from Florida Atlantic University. She became a Professional Surveyor and Mapper in July 2006. Ms. Kreitman has acted in the role as Project manager and Project Surveyor. She has substantial knowledge and understanding of Surveying and Mapping. Her experience includes boundary and topographic surveys, route-of-line/topographic surveys, bathymetric surveys, platting, ALTA/ NSPS Land Title Surveys, condominium declaration exhibits and land descriptions with sketches for various documents such as submerged land easements, utility easements and land swap parcels. Ms. Kreitman has worked with clients to prepare special exhibits for submittal to governmental agencies and for court cases.

PROJECT EXPERIENCE:

City of Boca Raton

Arbor Condominium / The Bristol – ALTA/NSPS Survey; sketch and descriptions

Boca Raton Golf & Racquet Club – ALTA/NSPS survey with aerial mapping for City acquisition

Boca Raton Hotel & Beach Club (now The Boca Raton) - Boundary, ALTA/NSPS, topographic and mean high-water line surveys; sketch and descriptions; underground utilities for mapping; platting; specific purpose survey with X & Y coordinates and submerged land lease field survey

Florida Atlantic University Research Park, Boca Raton – ALTA/ACSM Land Title surveys; update improvements; location of underground utilities; layout signs

Three Thousand South Condominium – Building package/construction services

Oceanfront Properties in Boca Raton – Boundary, topographic, mean high water line, coastal construction control line, erosion control line and DEP permit surveys

Hillsboro/El Rio Park, Boca Raton – GPS horizontal control, boundary, topographic and mean high water line surveys

Mizner Trail Golf Course – Boundary survey, establish GPS controls and aerial mapping

Oceanview/Lakeview, Villa Oceana, Boca Raton – Boundary, topographic, mean high water line and ALTA/ACSM Land Title surveys

City of Boca Raton, Downtown Promenade - Base mapping of all existing above ground improvements, utilities, right-of-ways and easements for engineer's design

AT&T Surplus Land Project – Plat preparation and processing; boundary, topographic, and tree survey; stand-alone surveys for separate lots

City of Boynton Beach

Dewey Park - Topographic and tree survey

City of Davie

Broward College - Topographic surveys for various buildings/locations of the college; specific purpose survey for 11 Emergency Call Tower Structures; lake cross-sections; maintain the college master plan



City of Delray Beach

City of Delray Beach City Complex – Topographic survey

Delray Beach Knee Wall Project – Topographic survey in accord with Department of Environmental Protection specifications for the construction of knee walls along State Road A-1-A at beach access points

Historical Society – Topographic and tree survey

Pineapple Grove Pocket Park – Boundary and topographic survey

Delray Beach Townhomes – Platting, Boundary & Topographic Survey, Sketch and descriptions for right-of-way dedication

Barwick Road Design Project – Route of line/topographic survey for sidewalk design and replacement, plan and profiles for LWDD canal, Project Network Control Plan to Palm Beach County Engineering specification

Delray Beach Memorial Gardens Municipal Cemetery – Boundary, topographic and tree survey for cemetery design and expansion

Delray Beach Historical Society – Prepare legal descriptions and boundary map for the City of Delray Beach downtown historic district

City of Fort Lauderdale

Las Olas Marina – Design survey for marina excavation, DEP permit survey, specific purpose and topographic surveys; sketch and descriptions; submerged land leases

Pier 66 Hotel – Specific purpose survey to update improvements and underground locates within specific area; as-builts; monitor building for vertical movement

Quay Shopping Center – Boundary and topographic survey, FAA survey

Town of Jupiter

Toney Penna Transmission Valve Replacements – Right-of-way/property line mapping; GPS horizontal control; topographic survey; underground utility mapping

Town of Highland Beach

Various Private Oceanfront/Intracoastal Waterway Properties – Boundary, topographic, tree, mean high-water line, coastal construction control line, erosion control line, and DEP permit surveys

Town of Hillsboro Beach

Various Private Oceanfront/Intracoastal Waterway Properties – Boundary, topographic, tree, mean high-water line, coastal construction control line, erosion control line, and DEP permit surveys; specific purpose survey with X & Y coordinates; submerged land lease field surveys; sketch and descriptions; court exhibits for encroachments and riparian rights disputes

Town of Palm Beach

Town of Palm Beach Undergrounding Project – Route of line/topographic survey for undergrounding above ground utilities

Village of Palm Springs

Entire Village of Palm Springs – Prepare/write legal descriptions for the redistricting of the Village of Palm Springs

Village of Sea Ranch Lakes

Entire Village of Sea Ranch Lakes – Route of line survey; lake locations; DEP permit survey

Village of Tequesta

Concentrate Disposal Main Relocation Project – GPS horizontal control; route of line/topographic survey; underground utility mapping



MARK A. JAHRSDOERFER

CAD Technician / Party Chief

EDUCATION:

Bachelor of Science / Geomatics Engineering, 2019

PROFESSIONAL EXPERIENCE

Mark Jahrsdoerfer started his survey career as an Instrument Technician with Avirom & Associates, Inc. in 2014. He was promoted to Party Chief in March of 2017 and has since become a proficient CAD technician. As he progressed with the company his success in the classroom showed his dedication to the field of land surveying. He graduated with a Bachelor of Science in Geomatics Engineering from Florida

Atlantic University in 2019. He was awarded the Faculty Award for Outstanding Academic Achievement and Outstanding Leadership from the Department of Civil, Environmental & Geomatics Engineering. Types of surveys he is experienced in include boundary, topographic, route-of-line, bathymetric, ALTA/NSPS Land Title Surveys, FEMA elevation certificates and construction services. He understands the procedures that transpire for multiple types of equipment including Global Positioning System (GPS) and LiDAR (3D laser scanning). Mark is in the process of pursuing his license to become a Professional Surveyor & Mapper.

PROJECT EXPERIENCE:

City of Boca Raton

Boca Country Club Golf Course – Boundary survey and delineate encroachments along property lines

Boca Raton Hotel & Beach Club - Boundary, topographic and Mean High-Water Line survey; ALTA/NSPS Land Title Survey; FEMA elevation certificate; underground utilities mapping; specific purpose survey with X and Y coordinates and submerged land lease field survey

Mizner Grand, Boca Raton – Boundary, topographic, Mean High-Water Line survey and floor plan exhibit utilizing 3D laser scanning

City of Deerfield Beach

Deerfield Beach Substation - Boundary and topographic survey with utility poles and power line heights for Florida Power & Light

City of Delray Beach

Delray Beach Country Club Golf Course – Boundary, topographic, route-of-line and tree survey for the design and installation of new reclaim water line and improvements

Monroe County

City of Key West – Topographic and route-of-line surveys of various streets throughout the city

Keys Overnight Temporary Shelter (KOTS) on Stock Island – Boundary survey, Mean High-Water Line Survey and Wetlands Delineation

Isla Bella Resort Knights Key, Monroe County – ALTA/NSPS Land Title Survey

Fort Zachary Taylor, Key West – Bathymetric survey

Town of Hillsboro Beach

Hillsboro Inlet South Jetty Restoration – Bathymetric survey

Hillsboro Canal – Bathymetric survey with cross sections

Various Private Oceanfront/Intracoastal Waterway Properties in Town of Hillsboro Beach – Boundary, topographic, Mean High-Water Line, Coastal Construction Control Line, Erosion Control Line and DEP permit surveys; sketch and descriptions; tree surveys; specific purpose surveys with X and Y coordinates and submerged land lease field surveys; court exhibits for encroachments and riparian rights disputes

Town of Palm Beach

Town of Palm Beach Undergrounding Project - Route-of-line survey; sketch and descriptions for utility easements

Town of Surfside

Town of Surfside Undergrounding Project - Route-of-line survey; sketch and descriptions for utility easements

Village of Sea Ranch Lakes

Sea Ranch Lakes – Set horizontal and vertical control for boundary, topographic and Mean High-Water Line survey



FRANK CARVALHO
Party Chief, UAS Remote Pilot

EDUCATION:

Associates of Arts, Broward College, 2018
Bachelor of Science in Geomatic Engineering, Florida Atlantic University, 2022

CERTIFICATIONS:

Remote (UAS) Pilot Certificate, FAA, 2022

AFFILIATIONS:

Member of Florida Surveying and Mapping Society

PROFESSIONAL EXPERIENCE

Frank Carvalho was born and raised in South Florida. In March 2020, Frank started his survey career with Avirom & Associates, Inc. as a Florida Atlantic University intern while working on his bachelor's degree in Geomatic Engineering. His initial role at Avirom was instrument technician. Through hard work, integrity and discipline he graduated from Florida Atlantic University and was promoted to Party Chief at Avirom in the same year. He went on to obtain his UAS Remote Pilot Certificate. He is currently working on completing his 3-4 years of responsible charge so he can become a licensed Professional Surveyor & Mapper. Throughout his schooling he has acquired skills in AutoCAD (Civil3D, MicroSurveyCAD), MATLAB, REVIT, TDS Ranger/Carlson/Leica Data Collector, Total Station, and Cyclone (Leica). During his time at Avirom, Frank has acquired skills and experience in Construction Surveying, Subdivision design, Boundary retracement, Route-of-Line, Topography, FEMA elevation certificates, traverse computations, leveling & height determination, trigonometric leveling, ALTA/NSPS Land Title Surveys, and Terrestrial positioning using GPS (GNSS).

PROJECT EXPERIENCE:

City of Boca Raton

Various Private Oceanfront/Intracoastal Waterway Properties in Boca Raton - Boundary, topographic, Mean High-Water Line, Coastal Construction Control Line; sketch and descriptions; tree surveys; specific purpose surveys with X and Y coordinates and submerged land lease field surveys

Mizner Grand, Boca Raton - Boundary, topographic, floor plan exhibit utilizing 3D laser scanning

Boca Country Club Golf Course - Boundary survey and delineate encroachments along property lines

City of Delray Beach

Delray Beach (Barwick Rd) - Topographic and route-of-line survey

City of Key West

Plantation Key Project - Topographic and route-of-line survey with LiDar Scan

City of West Palm Beach

North Railroad Avenue (NORA) Streetscape Project – Boundary, tree, specific purpose and construction layout surveys

Broward County

Sheridan FP&L Substation Project - Boundary, Topographic LiDar Scan, and tree survey according to FP&L specification(s)

Broward College – Boundary, Tree, Specific Purpose and Construction Layout Surveys

Town of Lantana

Town of Lantana Undergrounding Project – Storm and sewer survey to create a GIS maintenance system

Town of Palm Beach

Town of Palm Beach Undergrounding Project - Route-of-line survey; sketch & descriptions for utility easements



SATARUPA KHAMARU

Senior CAD Technician

EDUCATION:

2009 / Bachelor in Technology / Computer Science & Engineering

2018 / Master of Science / Geomatics Engineering

PROFESSIONAL EXPERIENCE

Satarupa Khamaru started working with Avirom & Associates, Inc. as a draftsman in 2018. She graduated with a Bachelor in Technology degree in Computer Science & Engineering from West Bengal University of Technology, India in 2009. She worked as a Software Developer Analyst in Dell Services from 2010 to 2016. She advanced her education and graduated with a Master in Science degree in Geomatics Engineering from Florida Atlantic University in 2018. While attending Florida Atlantic University, she did her Master Thesis project in 'Non-contact Deflection Monitoring System for Timber Railroad bridges using 3D Terrestrial Laser Scanning and Photogrammetry'. Her expertise includes boundary, topographic and route-of-line surveys by conventional methods and utilizing 3D Laser Scanning technology.

PROJECT EXPERIENCE:

City of Aventura

Aventura Substation –Route-of-line and topographic survey of switchyard

City of Boca Raton

Boca Raton Hotel & Beach Club - Detailed topographic and tree surveys using 3D laser scanning

Mizner Grand - Detailed topographic survey using 3D laser scanning

Town of Jupiter

Jupiter Inlet Light House ONA – 3D change detection of Shoreline using Terrestrial Laser scanning data. Project done during Masters in Florida Atlantic University

City of West Palm Beach

Ballenises Drive – Detailed topographic and tree surveys using 3D laser scanning

Clematis Street Right-of-Way - Topographic survey using 3D laser scanning

Monroe County

Caroline Street, Green Street & Elizabeth Street, Key West – Route-of-line and topographic survey using 3D Laser Scanning

Isla Bella Resort, Marathon – ALTA/NSPS Land Title Survey & Mean High Water Line Survey

Eaton Street from Whitehead Street to Simonton Street, Key West – Route-of-line and topographic survey using 3D Laser Scanning

Intersection of 5th Street & Patterson Avenue, Key West – Topographic survey using 3D Laser Scanning

Key West Home Depot – Topographic survey of entire parking lot using 3D Laser Scanning

Henry V. Haskins Senior Citizen Plaza, Key West – Spot Elevations and locations of utilities w/ inverts

James Street, Key West – Route-of-line and topographic survey using 3D Laser Scanning

Miscellaneous Counties

Laudania Substation –Route-of-line and topographic survey of switchyard

Country Club Village – Route-of-line survey

Broward College Central Campus – Utility as-builts

City of Boynton Beach – Dimick & Potter Road – Route-of-line survey

City of Boynton Beach – Seacrest Boulevard – Route-of-line survey

Reynolds Street, Whitehead Street & South Street, Key West – Detailed route-of-line survey using 3D laser scanning

City of Boca Raton Street Lighting Project – Determine right-of-way line based on found monumentation in the field, stake position of proposed poles

Publix Higate Square, Miami - ALTA/NSPS Land Title Survey

Barwick Road Design Project – Topographic Survey

1000 Riviera Drive, Ft. Lauderdale - ALTA/NSPS Land Title Survey

1490 S.E. Cove Road, Stuart – Boundary, Topographic & Tree Survey

West Deerfield Stormwater Capital Improvement Project – Route-of-line survey

North Drive & High Point Boulevard, Delray Beach – Route-of-line survey

Jupiter Inlet Light House ONA – 3D change detection of Shoreline using Terrestrial Laser scanning data. Project done during Masters in Florida Atlantic University



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

License No.: **LB3300**
Expiration Date February 28, 2025

Professional Surveyor and Mapper Business License

Under the provisions of Chapter 472, Florida Statutes

AVIROM & ASSOCIATES INC
50 SW 2ND AVE #102
BOCA RATON, FL 33432-4799

WILTON SIMPSON
COMMISSIONER OF AGRICULTURE

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



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

License No.: **LS6555**
Expiration Date February 28, 2025

Professional Surveyor and Mapper License

Under the provisions of Chapter 472, Florida Statutes

MARISHA M KREITMAN
50 SW 2ND AVE STE 102
BOCA RATON, FL 33432-4749

NICOLE "NIKKI" FRIED
COMMISSIONER OF AGRICULTURE

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



State of Florida Department of State

I certify from the records of this office that AVIROM & ASSOCIATES, INC. is a corporation organized under the laws of the State of Florida, filed on July 1, 1981.


The document number of this corporation is 693023.

I further certify that said corporation has paid all fees due this office through December 31, 2024, that its most recent annual report/uniform business report was filed on January 5, 2024, and that its status is active.

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

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Fifth day of January, 2024*




Secretary of State

Tracking Number: 4825143597CC

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

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

3

PAST EXPERIENCE



AVIROM
SURVEYING & MAPPING
 BOCA RATON . KEY WEST . STUART

Avirom & Associates team offers the Town of Highland Beach a substantial resume of relevant continuing contract municipal and private developments project experience. Our firm has done extensive work within the Town of Highland Beach for private developments and has in the past worked with consultants on Town projects.

WE ARE CONTINUING CONTRACT SPECIALISTS!

MUNICIPALITY/AGENCY

City of Coral Springs
 City of Delray Beach
 Martin County
 Monroe County
 Town of Lauderdale-By-The-Sea
 Village of Islamorada
 City of Tamarac
 City of Lauderhill
 Broward College
 City of Boynton Beach
 City of Lake Worth

CONTRACT START/CONTRACT END

October 2015/December 2025
 November 2001/August 2024
 October 2015/January 2024
 May 2016/Present (pending renewal)
 May 2017/October 2024
 August 2015/March 2025
 September 2016/Month-Month
 February 2020/(pending renewal)
 October 2020/October 2025
 April 2017/August 2025
 March 2023/March 2026

TEAM MEMBER ON CONTINUING CONTRACTS WITH OTHER CONSULTANT LEADS

Boynton Beach Community Redevelopment Agency
 Delray Beach Community Redevelopment Agency
 City of Margate
 City of Miami Gardens
 City of Sunrise
 City of West Palm Beach
 Palm Beach County
 Town of Cutler Bay
 Town of Davie
 Town of Jupiter Utilities
 Town of Palm Beach
 Village of Palmetto Bay





TOWN OF PALM BEACH TOWN-WIDE UNDERGROUNDING OF UTILITIES 05/2016 - Present

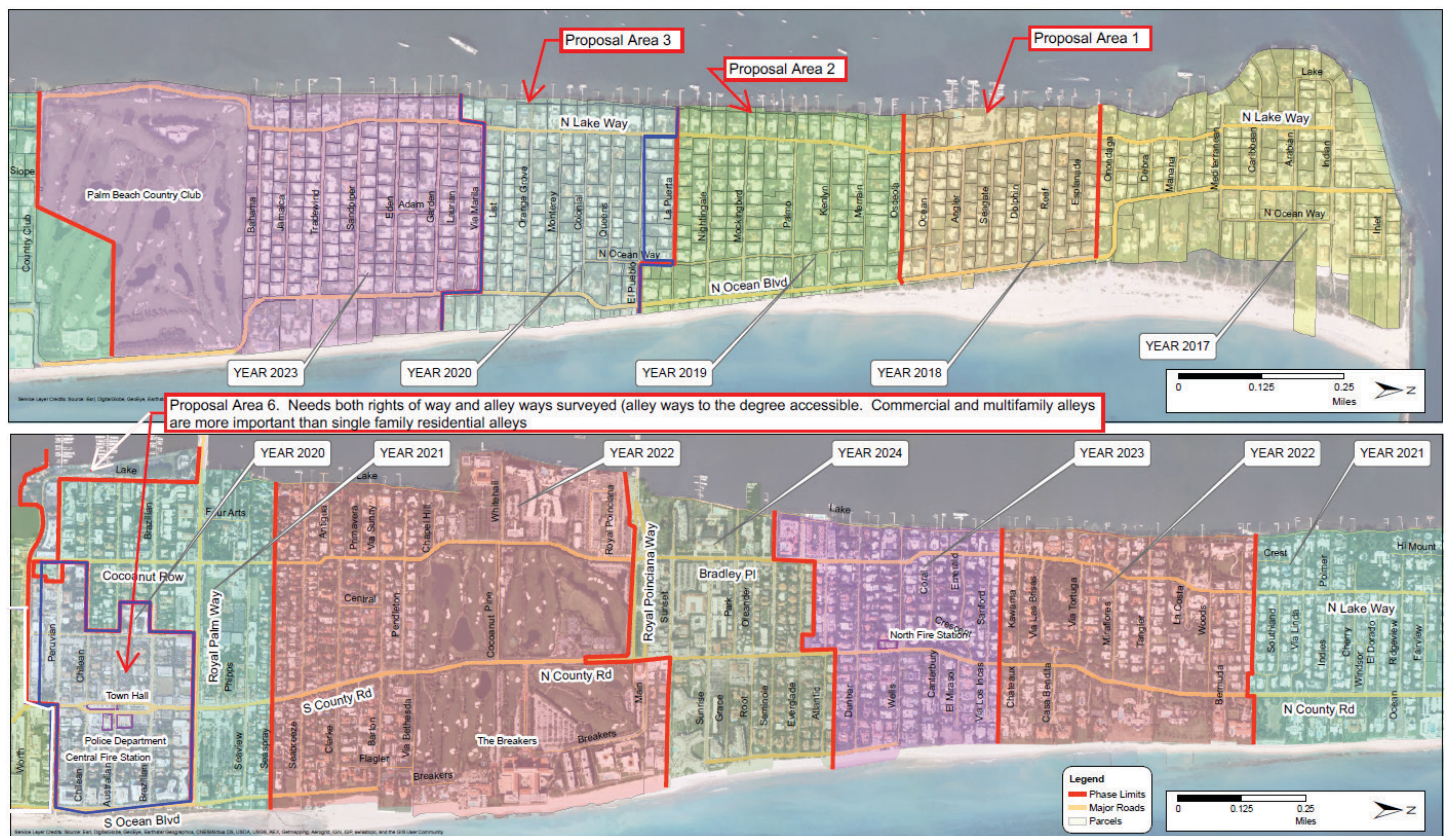
PROJECT SCOPE:

Utilizing 3D Scanning, GPS and conventional surveying, the Avirom team prepared Engineering Design/ Topographic surveys for the placement of overhead utilities underground. The Town of Palm Beach is 7.8 square miles so the mapping was divided into 8 phases, some of the phases being divided into north and south zones. In addition to the topographic surveys, the Avirom team is in the process of preparing easements, as-built surveys and performing construction related services.

KEY PERSONNEL:

- Michael D. Avirom, P.L.S. – Project Surveyor
- Marisha Kreitman, P.S.M. – Senior CAD Technician / Project Manager
- Satarupa Khamaru – Senior CAD Technician
- Mark Jahrsdoerfer, Frank Carvalho – Party Chiefs

TOWN OF PALM BEACH



3

PAST EXPERIENCE



BOYNTON BEACH CRA - COTTAGE DISTRICT PROPERTIES

02/2016 – 06/2021

PROJECT SCOPE:

Various Sketch and descriptions; utility locations and as-builts; boundary surveys; topographic surveys; construction staking.

KEY PERSONNEL:

Marisha Kreitman, P.S.M. - Senior CAD Technician / Project Manager
Satarupa Khamaru - Senior CAD Technician
Mark Jahrsdoerfer - Party Chief

BOYNTON BEACH CRA – DOWNTOWN/DEWEY PARK “THE PIERCE”

09/2014 – 07/2021

PROJECT SCOPE:

Various Boundary surveys for acquisition and topographic surveys

KEY PERSONNEL:

Marisha Kreitman, P.S.M. – Senior CAD Technician / Project Manager
Satarupa Khamaru: Senior CAD Technician
Michael Howald – Party Chief



TOWN OF SURFSIDE - TOWN-WIDE UNDERGROUNDING OF UTILITIES

11/2023 – Present

PROJECT SCOPE:

Route of line survey and Sketch & Descriptions.

Avirom & Associates is currently working with the engineer, Kimley-Horn, as a subcontractor for the Town of Surfside. This is a three-phase project. The Avirom team will be providing the base mapping of all the streets within the Town which involve locating all improvements within the right-of-way and establishing right-of-way/ownership lines. This survey will be used for design by the engineer to implement a plan for undergrounding the Town's overhead utilities. After the design process, Avirom team will be responsible for preparing Sketch & Descriptions for various utility easements and eventually layout the easements for construction.

KEY PERSONNEL:

Marisha Kreitman, P.S.M. - Project Surveyor/Manager

Satarupa Khamaru - Senior CAD Technician

Mark Jahrsdoerfer - Party Chief



CITY OF FORT LAUDERDALE – LAS OLAS MARINA
4/2014 - 5/2021

PROJECT SCOPE:

Design survey, DEP permit, specific purpose and topographic surveys; sketch and descriptions for Submerged Land Leases, Utility Easements and Easement Abandonments.

Avirom & Associates, Inc. provided base mapping and other services to support the City of Fort Lauderdale's \$86 million beach redevelopment plan which involves expansion of the Las Olas Marina, constructing parking garages and creating an Intracoastal promenade.

KEY PERSONNEL:

Michael D. Avirom, P.L.S. - Project Manager/Surveyor

Marisha M. Kreitman, P.S.M. - Senior CAD Technician / Project Manager

Kevin Ward and Jimmy Friddle, Party Chiefs



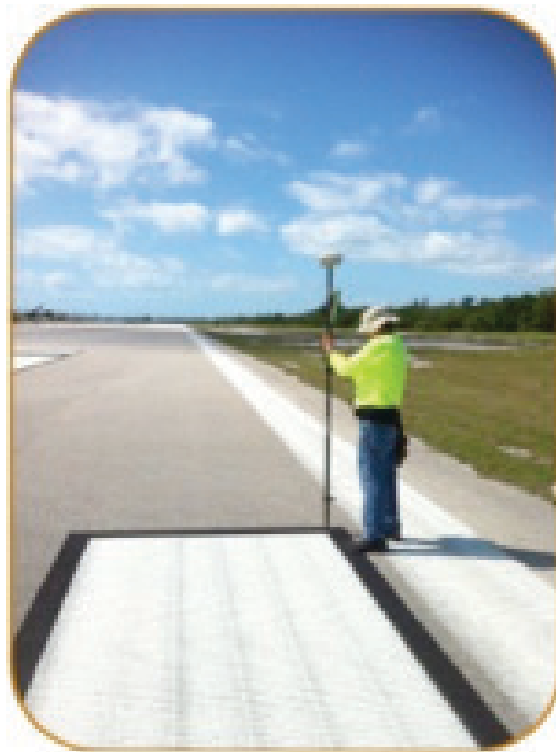
KEY WEST INTERNATIONAL AIRPORT
12/2012 - 6/2019

PROJECT SCOPE:

Avirom & Associates, Inc. provided topographic surveying services to support the rehabilitation of the commercial apron; rehabilitation of the runway paved surface; performed a topographic survey, with right-of-way determination, to support design for the pavement rehabilitation of Feraldo Circle; performed ground control to support aerial mapping; and performed a detailed topographic survey to support the construction of the Engineered Arrestor System (EMAS) at the end of the runway.

KEY PERSONNEL:

Keith Chee-A-Tow, P.L.S. - Project Manager/Surveyor/Senior CAD Technician
Russell Dame - Party Chief



4

APPROACH TO PROJECT MANAGEMENT

METHODOLOGY AND RATIONALE FOR THE PROPOSED APPROACH

Please consider Avirom & Associate's quality assurance, quality control and project management policy which will be employed from the inception of every project to ensure that each assignment associated with this continuing services contract will be carried through to completion in the most efficient and timely manner.

Avirom & Associates, Inc.'s focus is on precision surveying and clear communication, both with the Town of Highland Beach and our staff. Our quality control/quality assurance policy guarantees that the drawings produced by our team are an accurate reflection of the information collected by our experienced crew in the field. We are on the cutting edge and current with technology with the advent of 3-dimensional laser scanning and drone capabilities.

The following steps are taken to ensure the quality of each project:

- Project Manager will coordinate with the Town's staff to develop a project scope of services to meet the project objectives
- Development of survey plan for implementation of project scope
- Research for plats, right-of-ways, controls, prior surveys, benchmarks, etc.
- Meet with survey field crew to discuss parameters of the project and safety procedures
- Determine the technology necessary for the project and establish equipment to be utilized in the field
- Mobilize field crew(s)
- Ongoing review of project standards, criteria and checklist
- Daily review of field notes to ensure the scope of work and standards are met
- Ongoing/daily communication between project manager and field crew with special emphasis on the transmittal of data, quality control, safety, cost and schedule adherence
- Process survey field data and prepare final drawings
- Field review by Project Manager for quality assurance and to ensure the work meets Florida State Statutes and Minimum Technical Standards

Throughout every stage of a project, quality checks are utilized starting with our field crew chiefs, all of whom are experienced and are knowledgeable in the practice of the surveying profession. Field notes and data files are submitted at the end of each workday to the project manager. The field notes are then checked by a survey technician whose responsibility includes drafting the work in AutoCAD/Carlson.

After drafting has been completed by the survey technician and a due diligence review by the project manager, the crew returns to the field with a copy of the survey to perform a quality assurance field check. A final due diligence check is made by the project manager prior to signing, sealing and delivering to the client.



5

RESOURCES,
AVAILABILITY, AND
COMMITMENT

THE FIRM'S COMMITMENT, FLEXIBILITY & ATTENTIVENESS, DELIVERABLES, LIST OF RESOURCES AND/OR EQUIPMENT THAT WILL BE PROVIDED BY THE RESPONDENT AND ITS CURRENT WORKLOAD



Aviom & Associates is committed to delivering projects on time and within budget. Our firm has built its reputation and over 40 years of business success by ensuring that our clients and their projects receive the dedicated time and resources necessary to meet every assignment's delivery objective. The Aviom & Associates survey team is adept at the simultaneous management of multiple projects of varied size, scope and complexity. We work together as a company to ensure that all of our client's commitments are met in a timely and efficient manner.

The proposed team for this contract and their workload will be managed by the Project Manager, Marisha Kreitman who has worked closely with this team for many years in the delivery of successful projects for agencies throughout South Florida. If necessary, Marisha has the entire highly capable Aviom team at her disposal to pool together to get the job done. As the Project Manager, Marisha closely monitors the

duration and budget of each of her projects. Every team member turns in daily timesheets to the Project Manager which includes details of the daily tasks, hours worked and percentage to job completion.

PEOPLE RESOURCES:

The Aviom & Associates team consists of 35 employees with an average length of service of 18 years. We are one of the few firms in the State of Florida that has six Registered Land Surveyors. Our Boca Raton office, which will be the office responsible for performance, managing and production of work related to this contract is under 6 miles from the Town of Highland Beach. Aviom & Associates also has branch offices in Stuart and Key West, Florida.

TECHNICAL/EQUIPMENT RESOURCES:

Laser Scanning: Laser Scanning: Aviom & Associates is on the forefront of 3D scanning technology or terrestrial lidar to create the most detailed survey data models. After the precise horizontal and vertical control is established, we use Leica P40 or Trimble X7 scanners to collect millions of XYZ data points which we process into a "point cloud" using Cyclone Software. This point cloud is then used to create CAD files, as well as virtual 3D "fly through" of the site and then publish a 3D site for engineering subcontractors' future use. These products are highly useful as they provide us with the ability to virtually extract information without the cost and logistical coordination of re-mobilizing site crews.

The scanners can also be used for forensics and public safety. The scanners can gather the information needed at the scene of any accident or onsite activities, leaving the area undisturbed. Civil/survey use is another aspect of the scanners. Laser scanning eliminates the need for site re-visits while gathering accurate information for topographic surveys, as-builts and title surveys. These scanners are also well-suited for archaeological/historical sites. Detailed geometry can be obtained for restoration or excavation without disturbing a site. As-built information of power plants, water treatment plants and other structures, onshore or offshore, requiring detail with less disruption is achievable.

Deliverables range from 2D plans, 3D models, fly-through videos and TIN files for elevation and volume calculations. The Lidar Scan Stations provide a cost-effective alternative for accurate information gathering regardless of the terrain or condition.

Total Station with Carlson Software: Our field crews use a total station, an electronic/optical instrument, for surveying and building construction. A total station is an electronic theodolite (transit) integrated with an electronic distance meter (EDM) to read slope distances from the instrument to a particular point. The accuracy and versatility of a Total Station can increase efficiency and accuracy simultaneously.

Avirom & Associates uses Carlson Software, as it offers the latest in technology and innovation. Utilizing this software from data collection, to design and drafting, to estimating, through stakeout, to machine control, we are able to avoid rework and data conversions, allowing our firm to provide the best product in less time

Global Positioning System (GPS): Survey field crew staff are trained in the utilization of Global Positioning System (GPS), electronic data collection and robotics. We employ the latest in surveying technology, including Trimble and Leica dual frequency receivers linked by cellular service to a network of base stations throughout Florida. This affords us the ability to utilize our receivers in Real Time Kinematic (RTK) mode throughout the State of Florida.



UAS Mapping: We are pleased to offer aerial photogrammetric mapping in-house with the utilization of our Unmanned Aerial Systems (UAS) through the DJI M300 drone which is equipped with multiple cameras. The flight time with camera payload is 50 minutes. When using the Lidar/4K camera, the payload flight time is 30 minutes. We have a team of FAA certified UAS remote pilots on staff to fly the missions, with all work done in compliance with the FAA Part 107 requirements.

The Zenmuse P1 is a 45-megapixel full-frame sensor, with 4.4 Pixel Size, low-noise - high sensitivity imaging extends daily operational time. The camera takes a photo every 0.7 seconds during flight and has TimeSync 2.0 that aligns the camera, flight controller, the RTK module and gimbal at the microsecond level.

We are also equipped with a Zenmuse L1 Lidar/4K camera payload. The system was designed for aerial surveying, inspection, and mapping. It creates highly accurate, true-color 3D Point cloud models in real-time. The 3-axis gimbal allows for a wide range of smooth motion, the advanced IMU (inertial measurement unit) and vision sensor allows for accurate positioning. The Livox Lidar module can cover 1.2 square miles of point cloud data in a single flight, it supports up to three returns for increased accuracy, it has a detection range of 1476 feet @ 80% reflectivity. The effective point rate is 240,000 points / per second on a single return and 480,000 points / per second on multiple returns.



CURRENT PROJECTS:

Please see a list of the firm's current workload. Project commitments, client expectations and delivery schedules remain our firm's highest priority. Individual team member workload is based on company-wide backlog. Most of our current projects are on-going and are scheduled on an as needed basis. They do not hinder the firm's ability to handle the Town of Highland Beach projects.

PROJECT MANAGER	CLIENT	PROJECT NAME/ADDRESS	SCOPE OF WORK	DUE DATE
David Eric Breaux	Burkhardt Construction	A1A Streetscape - Hollywood Blvd. to Sheridan St.	Misc. survey services as needed	on going
David Eric Breaux	Burkhardt Construction	800 NE 5th St., Hallandale Beach	Construction services as needed	on going
David Eric Breaux	Srd Building Corp.	1624 Thatch Palm Drive, Boca Raton	Boundary survey, building package	on going
David Eric Breaux	Burkhardt Construction	801-1147 N Railroad Avenue, West Palm Beach	Surveying services as needed	on going
David Eric Breaux	City of Delray Beach	SW 7th Avenue, Delray Beach	Boundary/topo survey; plat preparation	on going
David Eric Breaux	Burkhardt Construction	NW, NE, SW & SE Quadrants	Construction services as needed	on going
David Eric Breaux	Burkhardt Construction	Town of Palm Beach Undergrounding Project	Surveying services as needed	on going
David Eric Breaux	Mark Timothy, Inc. Luxury Homes	4040 Ibis Point Circle, Boca Raton	Building package	on going
David Eric Breaux	Seadar Builders	4112 S. Ocean Blvd., Highland Beach	Boundary survey w/elevations; building pkg	on going
David Eric Breaux	Burkhardt Construction	500 Australian Avenue, Palm Beach	Misc. survey services for pump station	on going
David Howe	FCG Construction	Coral Gardens Neighborhood Restoration, Stuart	Construction layout & as-builts	on going
David Howe	FPL	Florida's Turnpike at NW 15th Court, Lauderhill	Topographic survey	01/19/24
David Howe	Fine Line Construction Contractors, Inc.	Boca Raton Innovation Campus, Boca Raton	Misc. construction layout & as-builts	on going
David Howe	FCG Construction	Salerno Road, SR 76 to SE Willoughby Blvd.	Construction layout and as-builts	on going
David Howe	FCG Construction	Cove Road, Stuart	Misc. construction layout & as-builts	on going
David Howe	Marand Builders, Inc.	Englewood Service Center, Englewood	Building package	on going
David Howe	FPL	Broward Canal Crossings: Hiatus Rd. & C-42 Canal	Topo survey / directional bore as-builts	01/10/24
David Howe	FG Construction, LLC	Deerfield Beach Aquatic Center	Layout and as-builts	on going
John Doogan	City of Boynton Beach	480 E Ocean Avenue & 115 SE 4 St, Boynton Beach	Plat review	on going
John Doogan	DC Construction Associates, Inc.	South Road Office MUPD, Lake Worth	Construction services	on going
John Doogan	Itasca Construction Associates, Inc.	Python Coral Springs - Phase I	Layouts and as-builts	on going
John Doogan	Caulfield & Wheeler, Inc.	142-152 SE 5 Avenue, Delray Beach	Review plat	on going
John Doogan	Expert Construction Managers, Inc.	1723 NW 50 Drive, Okeechobee	Construction services	on going
John Doogan	Karen Ptak	2418 NW 61 Diagonal Rd., Boca Raton	Boundary survey with elevations	01/11/24
John Doogan	Stearns Weaver Miller Weissler Alhadeff & Sitterson	4161 W Hillsboro Blvd, Coconut Creek	Boundary survey	02/22/24
John Doogan	Habitat For Humanity Of Broward	Riverside Drive , Coral Springs	Plat waiver; plat exemption	on going
John Doogan	1075 SRR, LLC	1075 Spanish River Road, Boca Raton	Plat preparation	on going
John Doogan	State Contracting & Engineering Corp.	N Andrews Gardens Community Center, Oakland Park	Surveying services	on going
John Doogan	Club At Quail Ridge	LWDD L-25 Canal at 85' right-of-way	Topographic survey	01/12/24
John Doogan	Club At Quail Ridge	Quail Ridge North Course, Boynton Beach	Sketch & description for littoral areas	01/25/24
John Doogan	Gloucester, LLC	201 NE 8 Street, Boca Raton	Boundary survey	01/25/24
John Doogan	Dunay, Miskel & Backman, LLP	Boca Granada Centro Condominium	Prepare condominium documents	on going
John Doogan	State Contracting & Engineering Corp.	Laudedale By The Sea	Construction services as needed	on going
John Doogan	Stellar	1550 NE 26 St., Wilton Manors	Plat services as needed	on going
John Doogan	CJM Construction	100 W. Hidden Valley Blvd., Boca Raton	Construction services as needed	on going
Keith M. Chee-A-Tow	Paul/Lisa Jankowski	949 Hillsboro Mile, Hillsboro Beach	Expert witness	on going
Keith M. Chee-A-Tow	Mattamy	4401 Lucerne Lakes Blvd., Lake Worth	Create exhibit, expert witness testimony	on going
Keith M. Chee-A-Tow	Luks, Santaniello, Petrillo & Jones	Standifer, Jeffrey V. Orchard Lake - Artia Townhouses	Determine spatial position of the slip and fall	on going
Keith M. Chee-A-Tow	Luks, Santaniello, Petrillo & Jones	3514 Pine Haven Circle, Boca Raton	Re-trace boundary; obtain el. at accident scene	on going
Keith M. Chee-A-Tow	Carlton Fields	Boca Raton Riviera / NW Spanish Trail, Boca Raton	Expert witness	on going
Keith M. Chee-A-Tow	Resource Environmental Solutions, LLC	Maurice Gibb Memorial Park, Miami Beach	Submerged land leases ; mhw line survey	on going
Keith M. Chee-A-Tow	Cole, Scott & Kissane, PA	17 Tidewater Court, Stuart	Expert witness on case #22001034caaxmx	on going
Keith M. Chee-A-Tow	Luks, Santaniello, Petrillo & Jones	South Beach Condominium, Miami Beach	Determine spatial position of sidewalk to boundary	on going
Keith M. Chee-A-Tow	Luks, Santaniello, Petrillo & Jones	Hanks V5 Fairwoods Condo, Mulberry, Polk County	Determine spatial position of the tree to boundary	on going
Keith M. Chee-A-Tow	Jacobs Engineering Group Inc.	Richard A. Heyman Wastewater Treatment Plant / City of Key West "Fleming Key"	Boundary, topographic, bathymetric, easements, acce permit, submerged land lease	on going
Marisha M. Kreitman	Kimley-Horn and Associates, Inc.	Town of Surfside Undergrounding	Route of line survey; sketch & descriptions	on going
Marisha M. Kreitman	Wade Trim	US 1 and Madeira Road, Upper Matecumbe	Route-of-line survey along madeira road	02/08/24
Marisha M. Kreitman	Deco Builders	3000 S Ocean Blvd., Boca Raton	Building package	on going
Marisha M. Kreitman	Nancy Demoss	185 Woodbridge Road, Palm Beach	Elevation certificates (3)	01/23/24
Marisha M. Kreitman	Double P Construction, Inc.	988 Hillsboro Mile, Hillsboro Beach	Building package	on going
Marisha M. Kreitman	State Contracting & Engineering Corp.	Broward College Central Campus	Misc. surveying services as needed	on going
Marisha M. Kreitman	Michael Oster	980 Lago Mar Lane, Boca Raton	Plat preparation	on going
Marisha M. Kreitman	Chen Moore	US1 Undergrounding along Broadway, Riviera Beach	Topographic survey; sketch & descriptions	on going
Michael J. Avrom, jr.	Patrick Henning	898 Osceola Drive, Boca Raton	Boundary survey, building package	on going
Michael J. Avrom, jr.	JH Norman Construction Company, Inc.	444 E Royal Palm Rd., Boca Raton	Boundary survey w/elevations; building pkg	on going
Michael J. Avrom, jr.	J.P. Dimisa & Associates	1126 Miramar Drive, Delray Beach	Boundary survey w/elevations; building pkg	on going
Michael J. Avrom, jr.	Askari Development Group, LLC	1400 Coconut Road, Boca Raton	Boundary survey w/elevations; building pkg	on going
Michael J. Avrom, jr.	Kimley-Horn and Associates, Inc.	Sanitary sewer system GIS development, Lantana	Sanitary sewer as-builts	on going
Michael J. Avrom, jr.	J.P. Dimisa & Associates	6145 NW 74 Terrace, Parkland	Boundary survey w/elevations; building pkg	on going
Michael J. Avrom, jr.	Bloomfield Construction, Inc.	257 Royal Palm Way, Boca Raton	Boundary survey	01/11/24
Michael J. Avrom, jr.	Kimley-Horn and Associates, Inc.	Town of Palm Beach Undergrounding	Misc. services as needed	on going
Michael J. Avrom, jr.	Madsen Design	2501 NW 26 St., Oakland Park	Boundary survey; plat preparation	on going
Michael J. Avrom, jr.	Kimley-Horn and Associates, Inc.	Storm system GIS development, Lantana	Sanitary sewer as-builts	on going
Michael J. Avrom, jr.	Kimley-Horn and Associates, Inc.	North & South Beach; Lifeguard Beach Access, Lantana	Topographic survey	01/23/24
Michael J. Avrom, jr.	Albanese Home Builders Inc.	4080 Ibis Point Circle, Boca Raton	Building package	on going
Michael J. Avrom, jr.	Verdex Construction	Homesafe / 672 Ipswich St., Boca Raton	Surveying services	on going
Michael J. Avrom, jr.	JH Norman Construction Company, Inc.	690/720 NE 5 Avenue	Construction services as needed	on going
Michael J. Avrom, jr.	Ziegler Builders, Inc.	639 Pelican Way, Delray Beach	Boundary survey; building package	on going



REFERENCES

REFERENCES FOR Avirom & Associates, Inc.

(NAME OF FIRM)

1. Reference/Contact Name:

Kimley-Horn/Brett Johnson, P.E.

Professional Services Performed:

Route of Line Survey for the entire Town of Surfside

Phone:

(561) 840-0843

Fax:

E-Mail:

brett.johnson@kimley-horn.com

2. Reference/Contact Name:

Boynton Beach CRA/Theresa Utterback

Professional Services Performed:

Several services: Sketch & Descriptions, Topographic Surveys, Boundary Surveys

Phone:

(561) 600-9094

Fax:

(561) 737-3258

E-Mail:

UtterbackT@bbfl.us

3. Reference/Contact Name:

City of Lauderhill / Joan Fletcher

Professional Services Performed:

Several services: Sketch & Descriptions, Topographic Surveys, Boundary Surveys

Phone:

954-730-4204

Fax:

E-Mail:

jfletcher@lauderdale-fl.gov



**CERTIFIED MINORITY
BUSINESS ENTERPRISE**



NOT APPLICABLE



SUBMITTAL FORMS



FIRM ACKNOWLEDGEMENT

Submit RFQ's to: Town Clerk's Office
 Town of Highland Beach
 3614 South Ocean Blvd.
 Highland Beach, FL 33487
 Telephone: 561-278-4548

RFQ Title: "CONTINUING PROFESSIONAL CONSULTING SERVICES (CCNA)"
 RFQ Number: 24-001

RFQ Due: January 10, 2024, NO LATER THAN 2:00 P.M. (LOCAL TIME)

Proposals will be publicly opened and recorded for acknowledgement of receipt, unless specified otherwise, on the date and time indicated above and may not be withdrawn within ninety (90) days after such date and time.

All Contracts entered as a result of this RFQ shall conform to applicable sections of the Town Charter and Town Code of Ordinances.

Name of Firm: Avirom & Associates, Inc.

Federal I.D. Number: 59-2101822

A Corporation of the State of Florida

Telephone No.: 561-392-2594

Mailing Address: 50 SW 2nd Ave., Suite 102

City / State / Zip: Boca Raton, FL 33432

Email Address: mike@aviromsurvey.com

Authorized Signature



SERVICES TO BE CONSIDERED - PLEASE CHECK OFF EACH TO BE PROVIDED

Civil Engineering

Water/Wastewater/Stormwater

Architecture

Landscape Architecture

Geotechnical

Transportation

Mechanical/Electrical/Plumbing

Other Services (Please list below)

Surveying and Mapping

CONFIRMATION OF DRUG-FREE WORKPLACE

Preference shall be given to businesses with drug-free workplace programs. In order to be considered having a drug-free workplace program, the Firm 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 employee 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.

Authorized Signature



PALM BEACH COUNTY INSPECTOR GENERAL

ACKNOWLEDGMENT

The Firm is aware that the Inspector General of Palm Beach County has the authority to investigate and audit matters relating to the negotiation and performance of this contract, and in furtherance thereof may demand and obtain records and testimony from the Firm and its subcontractors and lower tier subcontractors.

The Firm understands and agrees that in addition to all other remedies and consequences provided by law, the failure of the Firm or its subcontractors or lower tier subcontractors to fully cooperate with the Inspector General when requested may be deemed by the Town to be a material breach of this contract justifying its termination.

Avirom & Associates, Inc.

FIRM NAME

By: Michael D. Avirom

Title: President

Date: January 1, 2024



**CERTIFICATION PURSUANT TO FLORIDA
SECTION 287.135, FLORIDA STATUTES**

I, Michael D. Avirom, on behalf of Avirom & Associates, Inc. certify
 Print Name and Title Company Name

That Avirom & Associates, Inc. does not:
 Company Name

1. Participate in a boycott of Israel; and
2. Is not on the Scrutinized Companies that Boycott Israel List; and
3. Is not on the Scrutinized Companies with Activities in Sudan List; and
4. Is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; and
5. Has not engaged in business operations in Syria.

Submitting a false certification shall be deemed a material breach of contract. The Town shall provide notice, in writing, to the Contractor of the Town's determination concerning the false certification. The Contractor shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If the Contractor does not demonstrate that the Town's determination of false certification was made in error then the Town shall have the right to terminate the contract and seek civil remedies pursuant to Florida Statute § 287.135.

Section 287.135, Florida Statutes, prohibits the Town from: 1) Contracting with companies for goods or services in any amount if at the time of bidding on, submitting a proposal for, or entering into or renewing a contract if the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, F.S. or is engaged in a boycott of Israel; and

2) Contracting with companies, for goods or services over \$1,000,000.00 that are on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector list, created pursuant to s. 215.473, or are engaged in business operations in Syria.

As the person authorized to sign on behalf of the Contractor, I hereby certify that the company identified above in the section entitled "Contractor Name" does not participate in any boycott of Israel, is not listed on the Scrutinized Companies that Boycott Israel List, is not listed on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List and is not engaged in business operations in Syria. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees, and/or costs. I further understand that any contract with the Town for goods or services may be terminated at the option of the Town if the company is found to have submitted a false certification or has been placed on the Scrutinized Companies with Activities in Sudan list or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

Avirom & Associates, Inc.

COMPANY NAME

SIGNATURE

Michael D. Avirom

PRINT NAME

President

TITLE



**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A), FLORIDA
STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to the Town of Highland Beach (the "Town") by:

Michael D. Avirom / President

(Print individual's name and title)

For: Avirom & Associates, Inc.

(Print name of entity submitting sworn statement)

Whose business address is:

50 SW 2nd Ave., Suite 102, Boca Raton, FL 33432

And (if applicable) its Federal Employer Identification Number (FEIN) is: 59-2101822

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:
_____)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), FLORIDA STATUTES, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), FLORIDA STATUTES, means a finding of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), FLORIDA STATUTES, means:

a. A predecessor or successor of a person convicted of a public entity crime; or

b. an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one (1) person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one (1) person controls another person.

A person who knowingly enters a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.

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



6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement (indicate which statement applies).

Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one (1) or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted Bidder list. (Attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICE FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Date: 1/1/2024

Signature

STATE OF FLORIDA

COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this 1st day of December, 2024, by, as Michael D. Avirom (title) of Avirom & Associates, Inc. (name of company), on behalf of the Corporation (type of entity).

who is personally known to me,
 who produced _____ as identification, who did take an oath, and who acknowledged before me that he executed the same freely and voluntarily for the purposes therein expressed.

Signature

Jennifer Simoneaux
Print Name

NOTARY PUBLIC – STATE OF FL
My Commission Expires: _____
Commission No.: _____



ADDENDA ACKNOWLEDGEMENT

TOWN OF HIGHLAND BEACH, FLORIDA

RFQ TITLE: "CONTINUING PROFESSIONAL CONSULTING SERVICES (CCNA)"

RFQ NO.: 24-001

DATE SUBMITTED: January 10, 2024

We propose and agree, if this submittal is accepted, to contract with the Town of Highland Beach, in the Contract Form, to furnish all material, means of transportation, coordination, labor and services necessary to complete/provide the work specified by the Contract documents.

Having studied the documents prepared by: The Town of Highland Beach

We propose to perform the work of this Project according to the Contract Documents and the following addenda which we have received:

ADDENDUM	DATE	ADDENDUM	DATE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS RFQ



RFQ No.: 24-001
CONTINUING PROFESSIONAL CONSULTING SERVICES (CCNA)

SCHEDULE OF SUB-CONSULTANTS

The Undersigned Respondent proposes the following major subcontractors for the major areas of work for the Project. The Respondent is further notified that all sub-consultants shall be properly licensed, bondable and shall be required to furnish the Town with a Certificate of Insurance in accordance with the contract general conditions. This page may be reproduced for listing additional sub-consultants, if required. **If not applicable or if no-sub-consultants will be used in the performance of this work, please sign and date the form and write "Not-Applicable" or "NONE" across the form.**

<u>Name of Sub-Consultant</u>	<u>Address of Sub-Consultant</u>	<u>License No.:</u>	<u>Contract Amount</u>	<u>Percentage (%) of Contract</u>
Not Applicable				

Signature _____

Date: 1/1/2024

Title/Company President / Avirom & Associates, Inc

Owner reserves the right to reject any sub-consultant who has previously failed in the proper performance of an award, or failed to deliver on time contracts in a similar nature, or who is not responsible (financial capability, lack of resources, etc.) to perform under this award. Owner reserves the right to inspect all facilities of any sub-consultant in order to make a determination as to the foregoing.



AVIR&AS-01

WINTERS.J

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/1/2023

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).

PRODUCER Insurance Office of America Abacoa Town Center 1200 University Blvd, Suite 200 Jupiter, FL 33458	CONTACT NAME: Annie Uribe
	PHONE (A/C, No, Ext): (561) 296-5966 26059 FAX (A/C, No): (561) 776-0670 E-MAIL ADDRESS: Annie.Uribe@ioausa.com
INSURED Avirom & Associates, Inc. 50 SW 2nd Ave Suite 102 Boca Raton, FL 33432	INSURER(S) AFFORDING COVERAGE NAIC #
	INSURER A : Monroe Guaranty Insurance Company 32506
	INSURER B : FCCI Insurance Company 10178
	INSURER C : Endurance American Specialty Insurance Company 41718
	INSURER D :
	INSURER E :

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 type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			GL10005960403	8/1/2023	8/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CA10005960203	8/1/2023	8/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			UMB10005960503	8/1/2023	8/1/2024	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ PER STATUTE OTH-ER
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C	Prof Liability			DPL30001901103	8/1/2023	8/1/2024	Per Claim \$ 3,000,000
C	Prof Liability			DPL30001901103	8/1/2023	8/1/2024	Aggregate \$ 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Aviom & Associates, Inc. 50 SW 2nd Avenue Suite 102 Boca Raton, FL 33432	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
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/14/2023

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).

PRODUCER Marsh Affinity a division of Marsh USA LLC. PO BOX 14404 Des Moines, IA 50306-9686	CONTACT NAME: Marsh Affinity	
	PHONE (A/C, No, Ext): 800-743-8130	FAX (A/C, No):
E-MAIL ADDRESS: ADPTotalSource@marsh.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Illinois National Ins Co		23817
INSURER B :		
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		
INSURED ADP TotalSource CO XXI, Inc. 5800 Windward Parkway Alpharetta, GA 30005 Alternate Employer: Avirom & Associates Inc 50 Sw 2nd Ave Ste 102 Boca Raton, FL 33432		

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
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC 034274994 FL	07/01/2023	07/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 All worksite employees working for AVIROM & ASSOCIATES INC, paid under ADP TOTALSOURCE, INC.'s payroll, are covered under the above stated policy. AVIROM & ASSOCIATES INC is an alternate employer under this policy.

CERTIFICATE HOLDER

Avirom & Associates Inc
 50 Sw 2nd Ave Ste 102
 Boca Raton, FL 33432

CANCELLATION

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 *Jo Phillips*



BRANCH OFFICE
402 Appelrouth Lane, Suite 2E
Key West, FL 33040
Phone: (305) 294-7770

CORPORATE OFFICE
50 S.W. 2nd Avenue, Suite 102
Boca Raton, FL 33432
Phone: (561) 392-2594
www.aviromsurvey.com

BRANCH OFFICE
2506 SE Willoughby Blvd.
Stuart, FL 34994
Phone: (772) 781-6266