



BEFORE THE CITY COMMISSION
CITY OF STUART, FLORIDA

RESOLUTION NUMBER 66-2016

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF STUART, FLORIDA APPROVES THE RENEWAL OF RFP NO. 2014-146 PROFESSIONAL CIVIL ENGINEERING SERVICES WITH THE FOLLOWING FIRMS: AECOM TECHNICAL SERVICES, INC., BOWMAN CONSULTING GROUP, LTD., CAPTEC ENGINEERING, INC., C. CALVERT MONTGOMERY & ASSOCIATES, INC., HOLTZ CONSULTING ENGINEERS, INC., CULPEPPER & TERPENING, INC., ENGINEERING DESIGN AND CONSTRUCTION, INC., AND KIMLEY-HORN AND ASSOCIATES, INC., FOR THE SECOND AND FINAL OF TWO RENEWAL PERIODS THROUGH JULY 27, 2017, PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES

* * * * *

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF STUART, FLORIDA that:

SECTION 1: The City Commission of the City of Stuart hereby approves the Renewal of Agreement REI # 2014-146: Professional Engineering Services for the 2nd and final renewal period of two (2) possible one-year renewal options, effective July 28, 2016 Through July 27, 2017.

SECTION 2: This resolution shall take effect upon adoption.

Resolution No. 66-2016

Approve Renewal of REI No. 2014-146: Professional Civil Engineering Services

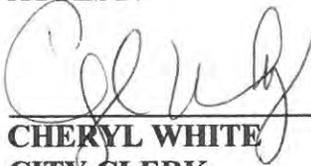
ADOPTED this 25th day of July 2016.

Commissioner CAMPENNI offered the foregoing resolution and moved its adoption. The motion was seconded by Commissioner GLASS LEIGHTON and upon being put to a roll call vote, the vote was as follows:

JEFFREY KRAUSKOPF, MAYOR
EULA R. CLARKE, VICE MAYOR
KELLI GLASS-LEIGHTON, COMMISSIONER
TROY MCDONALD, COMMISSIONER
TOM CAMPENNI, COMMISSIONER

YES	NO	ABSENT
X		
X		
X		
X		
X		

ATTEST:



CHERYL WHITE
CITY CLERK



JEFFREY KRAUSKOPF
MAYOR

APPROVED AS TO FORM
AND CORRECTNESS:



MICHAEL J. MORTELE
CITY ATTORNEY





City of Stuart

121 SW Flagler Avenue • Stuart • Florida 34994
Department of Financial Services
Procurement and Contracting Services Division

Alaina Knofla
Procurement Specialist
aknofla@ci.stuart.fl.us

Telephone (772) 288-5320
Fax: (772) 600-1202
www.cityofstuart.us

June 30, 2016

Via Email Transmission: smatthes@ct-eng.com

Mr. Stefan K. Matthes, PE. Vice President
Culpepper & Terpening, Inc.
2980 South 25th Street
Fort Pierce, Florida 34981

Subject: Renewal for REI #2014-146, Professional Civil Engineering Services

Dear Mr. Matthes,

This is official notification to your firm that the City of Stuart is satisfied with your firm's performance and wishes to extend your current contract for Professional Civil Engineering Services, for the period beginning July 28, 2016 and ending on July 27, 2017, which represents the second year of two (one year) renewal options. This extension is granted under the same terms, conditions, and pricing as the original contract. In addition, the City of Stuart requires a valid Certificate of Insurance on file at all times for Liability, Property Damage, and Automobile Liability, and Worker's Compensation as outlined in the agreement.

Please complete the bottom portion of this letter if your firm will agree to the requested renewal. Your response must be received **no later than 4:00 p.m., July 8, 2016**. You may fax your response to (772) 600-1202 or send by email to purchasing@ci.stuart.fl.us.

Thank you for your cooperation and attention to this matter. Please contact me at (772) 288-5320, should you have any questions.

Best Regards,

Alaina Knofla
Procurement Specialist

cc: REI #2014-146 File

I hereby agree to the contract renewal as specified of the subject Agreement

I am unable to agree to the contract renewal as specified of the subject Agreement

(Signature)

Date

STEFAN K. MATTHES, P.E.
Printed Name

SENIOR VICE PRESIDENT
Title



BEFORE THE CITY COMMISSION
CITY OF STUART, FLORIDA

RESOLUTION NUMBER 63-2015

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF STUART, FLORIDA APPROVES THE RENEWAL OF REI NO. 2014-146: PROFESSIONAL CIVIL ENGINEERING SERVICES WITH THE FOLLOWING FIRMS: AECOM TECHNICAL SERVICES, INC., BOWMAN CONSULTING GROUP, LTD., CAPTEC ENGINEERING, INC., C. CALVERT MONTGOMERY & ASSOCIATES, INC., AND HOLTZ CONSULTING ENGINEERS, INC., ALL OF STUART, FLORIDA; CULPEPPER & TERPENING, INC., AND ENGINEERING DESIGN AND CONSTRUCTION, INC., BOTH OF FORT PIERCE, FLORIDA; AND KIMLEY-HORN AND ASSOCIATES, INC., OF VERO BEACH, FLORIDA, FOR THE FIRST OF TWO RENEWAL PERIODS THROUGH JULY 27, 2016, PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES

* * * * *

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF STUART, FLORIDA that:

SECTION 1: The City Commission of the City of Stuart hereby approves the first of two renewal periods of REI No. 2014-146, Professional Civil Engineering Services to AECOM Technical Services, Bowman Consulting Group, LTD, Captec Engineering, Inc., C. Calvert Montgomery & Associates, Inc., Culpepper & Terpening, Inc., Engineering Design and Construction, Inc., Holtz Consulting Engineers, Inc., and Kimley-Horn And Associates, Inc.; for the period July 28, 2015 through July 27, 2016.

SECTION 2: This resolution shall take effect upon adoption.

Resolution No. 63-2015

Approve Renewal of REI #2014-146, Professional Civil Engineering Services

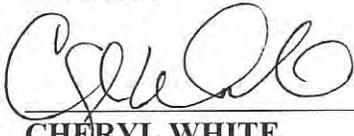
Commissioner CAMPENNI offered the foregoing resolution and moved its adoption. The motion was seconded by Commissioner MCDONALD and upon being put to a roll call vote, the vote was as follows:

ADOPTED this 13th day of July 2015.

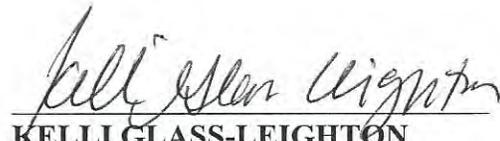
KELLI GLASS-LEIGHTON, MAYOR
JEFFREY KRAUSKOPF, VICE MAYOR
TOM CAMPENNI, COMMISSIONER
TROY MCDONALD, COMMISSIONER
EULA R. CLARKE, COMMISSIONER

YES	NO	ABSENT
X		
X		
X		
X		
X		

ATTEST:

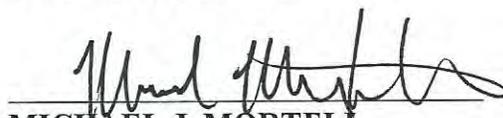


CHERYL WHITE
CITY CLERK



KELLI GLASS-LEIGHTON
MAYOR

APPROVED AS TO FORM
AND CORRECTNESS:



MICHAEL J. MORTELL
CITY ATTORNEY





City of Stuart

300 SW St. Lucie Avenue • Stuart • Florida 34994
Department of Financial Services
Procurement and Contracting Services Division

Lenora Darden, CPPB
Procurement Manager
ldarden@ci.stuart.fl.us

Telephone (772) 288-5308
Fax: (772) 600-0134
www.cityofstuart.us

June 1, 2015

Via Email Transmission: smatthes@ct-eng.com

Stefan K. Matthes, PE. Vice President
Culpepper & Terpening, Inc.
2980 South 25th Street
Fort Pierce, Florida 34981

Subject: Renewal for REI #2014-146, Professional Civil Engineering Services

Dear Mr. Matthes,

This is official notification to your firm that the City of Stuart is satisfied with your firm's performance and wishes to extend your current contract for Professional Civil Engineering Services, for the period beginning July 28, 2015 and ending on July 27, 2016, which represents the first year of two (one year) renewal options. This extension is granted under the same terms, conditions, and pricing as the original contract. In addition, the City of Stuart requires a valid Certificate of Insurance on file at all times for Liability, Property Damage, and Automobile Liability, and Worker's Compensation as outlined in the agreement.

Please complete the bottom portion of this letter if your firm will agree to the requested renewal. Your response must be received **no later than 4:00 p.m., June 12, 2015**. You may fax your response to (772) 600-0134 or send by email to purchasing@ci.stuart.fl.us.

Thank you for your cooperation and attention to this matter. Please contact me at (772) 288-5308, should you have any questions.

Best Regards,

Lenora Darden, CPPB
Procurement Manager

cc: 2014-146 File

- I hereby agree to the contract renewal as specified of the subject Agreement
- I am unable to agree to the contract renewal as specified of the subject Agreement

(Signature)

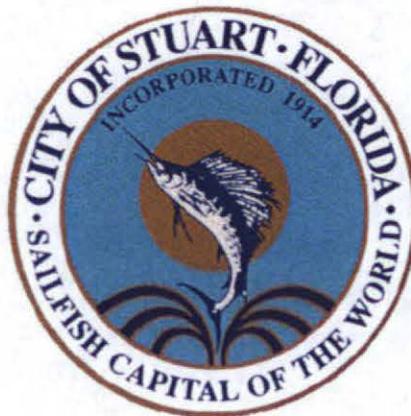
STEFAN K. MATTHES
Printed Name

6/2/15
Date

SENIOR VICE PRESIDENT
Title

2

1



BEFORE THE CITY COMMISSION
CITY OF STUART, FLORIDA

RESOLUTION NUMBER 65-2014

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF STUART, FLORIDA AWARDED REI #2014-146 FOR PROFESSIONAL ENGINEERING SERVICES TO ENGINEERING DESIGN & CONSTRUCTION, FT. PIERCE, FL; KIMLEY HORN, VERO BEACH, FL; C. CALVERT MONTGOMERY & ASSOCIATES, STUART, FL; **CULPEPPER & TERPENING, STUART, FL**; AECOM, STUART, FL; CAPTEC ENGINEERING, STUART, FL; HOLTZ CONSULTING ENGINEERS, STUART, FL; AND BOWMAN CONSULTING, STUART, FL; AND AUTHORIZING AND DIRECTING THE MAYOR AND CITY CLERK TO EXECUTE THE CONTRACTS SUBSEQUENT TO REVIEW AND APPROVAL BY THE CITY ATTORNEY; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF STUART, FLORIDA that:

SECTION 1: The City Commission of the City of Stuart hereby awards RFP #2014-146, Term Agreement for Professional Engineering Services to the following firms:

Res. 65-2014
Engineering Services Continuing Contracts

1. Engineering Design & Construction, Ft. Pierce, FL;
2. Kimley Horn, Vero Beach, FL;
3. C. Calvert Montgomery & Associates, Stuart, FL;
4. **Culpepper & Terpening, Stuart, FL;**
5. AECOM, Stuart, FL;
6. CAPTEC Engineering, Stuart, FL;
7. Holtz Consulting Engineers, Stuart, FL; and
8. Bowman Consulting, Stuart, FL;

And, authorizing and directing the Mayor and City Clerk to execute the contract subsequent to review and approval by the City Attorney. Copies of the contracts are on file in the Office of the City Clerk.

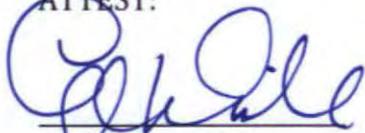
SECTION 2: This resolution shall take effect upon adoption.

Commissioner KRAUKSOPF offered the foregoing resolution and moved its adoption. The motion was seconded by Commissioner CHRISTIE and upon being put to a roll call vote, the vote was as follows:

	YES	NO	ABSENT	ABSTAIN
TROY A. Mc DONALD, MAYOR	X			
KELLI GLASS LEIGHTON, VICE-MAYOR	X			
EULA CLARKE, COMMISSIONER	X			
JEFFREY A. KRAUSKOPF, COMMISSIONER	X			
JAMES A. CHRISTIE, Jr, COMMISSIONER	X			

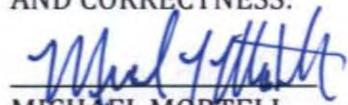
ADOPTED this 28rd day of JULY, 2014.

ATTEST:


CHERYL WHITE
CITY CLERK


TROY A. Mc DONALD
MAYOR

APPROVED AS TO FORM
AND CORRECTNESS:


MICHAEL MORTELL
CITY ATTORNEY



- 1. Original Contracts and Bids are filed under Engineering.**
- 2. There are eight proposers on this bid: AECOM; Bowman Consulting; Captec; C. Calvert Montgomery; Culpepper & Terpening; Eng. Design & Construction; Holtz Consulting Eng. and Kimley Horn.**



**AGREEMENT FOR CIVIL ENGINEERING SERVICES
BETWEEN
CITY OF STUART AND PROFESSIONAL**

PROJECT: Term Contract for Professional Engineering Services

CONSULTANT: Culpepper & Terpening, Inc.
 2980 South 25th Street
 Ft. Pierce, Fl 34981

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, hereinafter "Agreement," made and entered into the 12th day of August, 2014 by and between Culpepper & Terpening, Stuart, Fl, hereinafter referred to as "Professional" and the City of Stuart, Florida, a municipal corporation, 121 S.W. Flagler Avenue, Stuart, Florida 34994, hereinafter referred to as "City", for and in consideration of the following terms, conditions and covenants.

I. PURPOSE OF AGREEMENT

City intends to enter into a contract with Professional for provision of Civil Engineering services by the Professional and the payment for those services by City as set forth below.

II. SCOPE OF SERVICES

The Professional shall provide professional Civil Engineering services in all phases of any project for which a WORK AUTHORIZATION has been issued by the City pursuant to this Agreement as hereinafter provided. These services will include serving as City's professional consulting representative for the Project, providing professional consulting consultation and advice and furnishing customary Civil Engineering services and customary services incidental thereto as described in the Work Authorization. The detailed scope of services to be performed and schedule of fees for those services shall be detailed in each Work Authorization.

Section 1. Scope of Service

Professional shall work with the City Public Works Director, City Attorney, City Manager, or other City staff in advising the City and the City Commission regarding Civil Engineering services. The services will be those customarily attendant to Civil Engineering services including, but not limited to the following:

- A. Preparation of roadway location or alignment studies
- B. Preparation of roadway design
- C. Preparation of land acquisition documents

- D. Preparation of a hydrologic & hydraulic studies
- E. Preparation of storm drainage system design
- F. Preparation of new or retrofit storm water management design
- G. Preparation of floodplain studies
- H. Preparation and procurement of requisite environmental permits
- I. Performance of traffic counts
- J. Preparation of traffic studies and analysis
- K. Preparation of maintenance of traffic design
- L. Preparation of structural studies and design for bridges, culverts and retaining walls
- M. Preparation of construction documents
- N. Preparation of cost estimates
- O. Preparation of Construction Plans for Waterfront and Marine Facilities (docks, seawalls, river walks, upland support facilities)
- P. Presentation to the Commission, staff, and the public of reports, plans, and exhibits
- Q. Preparation of as-built plans
- R. Review of plans, specifications and estimates developed by others
- S. Other customary Professional Civil Engineering Services

III. AGREEMENT PROVISIONS

Section 1. Period of Service

1.1 Term of Agreement

Upon award of this Agreement, the effective date of this Agreement shall be the date of execution of this Agreement by both City and Professional. Term of this agreement shall be for an initial period of one (1) year with the option of two (2) additional one-year renewal periods, upon the mutual agreement of the parties. At the option of the City, and upon the agreement of the Professional, this Contract may be converted to or replaced at any time with a "Continuing Services Contract" as that term is used in Section 287.055, et seq, Florida Statutes (CCNA).

1.2 Work Authorization

Each "Work Authorization" shall specify the Period of Service agreed to by the City and the Professional for services to be rendered under said "Work Authorization".

Section 2. Compensation and Method of Payment

2.1 Fee Schedule

CITY will compensate Professional for services under each Work Authorization. The fee due to the Professional shall be set forth in each Work Authorization and shall be in accordance with Professional's personnel hourly rate schedule formalized in "Exhibit C" to this Agreement. Professional's personnel hourly rate schedule may be updated annually prior to each optional renewal period.

2.2 Invoices

Professional shall submit monthly invoices to the City no later than the last day of the month for work accomplished under this Contract. Each invoice shall be detailed and include, but not be limited to, hours worked by each person assigned to the Project, date worked and all ancillary expenses incurred and by whom.

2.3 Payment

Payment for services rendered is due within thirty days of receipt and approval of invoice by City. Payment is delinquent 30 days following receipt and approval of invoice by City.

Section 3. Reimbursable Expenses

Professional shall be reimbursed only for approved out pocket expenses directly chargeable to the Project, at actual cost incurred. Reimbursable expenses will include travel, lodging and meals when traveling at the City's request and on the City's behalf. These expenses shall conform to rates and allowances set forth in Florida State Statute, Sec 112.061, regarding per diem and traveling expenses. Identifiable communication expenses, reproduction costs, and special accounting expenses not applicable to general overhead shall be reimbursed at actual cost.

Section 4. Additional Services

4.1 Requests for Additional Services

The undertaking by the Professional to perform professional services defined within this Contract extends only to those services specifically described herein. If upon the request of the City, the Professional agrees to perform additional services hereunder, the City shall pay the Professional for the performance of such additional services an amount (in addition to all other amounts payable under this Agreement) based on an hourly fee in accordance with Professional's current personnel fee schedule, plus reimbursable expenses so incurred by the Professional; unless a lump sum addendum to this Contract is executed by the parties to this Contract which addresses the additional services.

4.2 Changes in Scope/Conditions

Additional Services shall include revisions to work previously performed that are required because of a change in the data or criteria furnished to the Professional, or a change in the scope of concept of the Project initiated by the City, or services that are required by changes in the requirements of public agencies, after work under this Contract has commenced.

Section 5. Use of Documents

5.1 Ownership of Original Documents

All deliverable analyses, reference data, survey data, plans and reports or any other form of written instrument or document that may result from the Professional's services or have been created

during the course of the Professional's performance under this Contract shall become the property of and shall be delivered to the City after final payment is made to the Professional.

Section 6. Termination

6.1 Termination for Convenience

Either party upon a seven (7) day written notice to the other party may terminate this Contract. In the event of any termination, Professional shall be paid for all services rendered to the date of termination including all reimbursable expenses.

Section 7. CITY's Obligations

7.1 Data to be Furnished

The CITY shall provide Professional with all data, studies, surveys, plats and all other pertinent information concerning the Project in the possession of the CITY upon request.

7.2 Designated Representative

The Designated Representative of the City to act with authority on the City's behalf with respect to all aspects of the Project shall be identified in each Project Authorization.

Section 8. Persons Bound by Agreement

8.1 Parties to the Agreement

The persons bound by this Contract are the Professional and the City and their respective partners, successors, heirs, executors, administrators, assigns and other legal representative.

8.2 Assignment of Interest in Agreement

This Contract and any interest associated with this Contract may not be assigned, sublet or transferred by either party without the prior written consent of the other party. Nothing contained herein shall be construed to prevent Professional from employing such independent Professionals, associates and subcontractors as Professional may deem appropriate to assist in the performance of the services hereunder.

8.3 Rights and Benefits

Nothing herein shall be construed to give any rights or benefits arising from this Contract to anyone other than Professional and the City.

Section 9. Indemnification of City

Professional shall to the fullest extent allowed by law, defend, indemnify and hold harmless the CITY, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Professional and other persons employed or utilized by the Professional in the performance of the contract. Specific consideration for this indemnity is \$10.00, the receipt and sufficiency of which are hereby acknowledged by Professional.

Professional shall obtain, maintain and pay for general liability insurance coverage to insure the provisions of this paragraph.

Section 10. Insurance.

10.1. Workers' Compensation

The Professional shall procure and maintain, during the life of this Contract, Worker's Compensation insurance as required by Florida Statutes, Chapter 440 for all of employees of the Professional engaged in work on the Project under this Contract.

10.2 Insurance Policy Limits

Professional shall procure and maintain insurance policies with at least the following coverage and amounts, during the life of this contract:

10.2.1 General Liability Insurance. In a combined single limit of \$1,000,000.00 per occurrence, \$2,000,000.00 aggregate.

10.2.2 Automobile Liability Insurance. In a combined single limit of \$250,000.00 each occurrence.

10.2.3 Professional Liability or Errors and Omissions Insurance. In a combined single limit of \$1,000,000.00 aggregate.

10.3 Insurance Cancellation

The Professional shall furnish to the City Certificates of Insurance allowing the same notification period as granted to the insured for any change, cancellation, or non-renewal. If the insurance policies expire during the terms of the Contract, a renewal certificate or binder shall be filed with the City fifteen (15) days prior to the renewal date.

10.4 City to be Named Additional Insured

The plans and specifications and other contract documents to be prepared by Professional pursuant to this Contract shall require the insurance of liability of the person, firm or corporation which would, as contractor, perform the work described in such plans and specifications. The amounts of insurance shall be

determined by the City. The City shall be named as "additional insured" with regard to the coverage of such policies of insurance.

10.5 Status of Claim.

The Professional shall be responsible for keeping the City currently advised as to the status of any claims made for damages against the Professional resulting from services performed under this Contract. The Professional shall send notice of claims related to work under this Contract to the City. Copies of the notices shall be sent by fax, hand delivery or regular mail to:

City Manager, City of Stuart
121 S.W. Flagler Avenue
Stuart, Florida 34994
FAX: (772) 288-5316

Section 11. Professional Standards

11.1 Other Agreements

THIS SECTION NOT USED.

11.2 Approvals Not Guaranteed

All work performed by Professional will be in accordance with the highest professional standards and in accordance with all applicable governmental regulations. However, Professional does not warrant or represent that any governmental approval will be obtained, only that the Professional will exercise its best efforts to obtain all such approvals contemplated under this Contract.

11.3 Governmental Regulations

Professional shall assure that work performed under each Project Authorization shall be in accordance with all applicable governmental regulations.

Section 12. Opinions of Cost

Since the Professional has no control over the cost of labor, materials, equipment or services furnished by others, or over methods of determining prices, or over competitive bidding, or market conditions, any and all opinions as to costs rendered hereunder shall be made on the basis of its experience and qualifications and represent its best judgment as an experienced and qualified Professional, familiar with the current market. The Professional cannot and does not guarantee that proposals, bids or actual costs will not vary from opinions of probable cost. If at any time the City wishes greater assurance as to the amount of any cost, the City shall employ an independent cost estimator to make such determination. Consulting services required to bring cost within any limitation established by the City will be paid for as additional services hereunder by the City.

Section 13. General Conditions

13.1 Venue in Martin County

Venue for any lawsuit to enforce the terms and obligations of this Contract shall lie exclusively in the County Court or the Circuit Court in and for Martin County, Florida.

13.2 Laws of Florida

The validity, interpretation, construction, and effect of this Contract shall be in accordance with and governed by the laws of the State of Florida.

13.3 Attorney's Fees and Costs

In the event the Professional defaults in the performance of any of the terms, covenants and conditions of this Contract, the Professional agrees to pay all damages and costs incurred by the CITY in the enforcement of this Contract, including reasonable attorney's fees, court costs and all expenses, even if not taxable as court costs, including, without limitation, all such fees, costs and expenses incident to appeals incurred in such action or proceeding.

13.4 Mediation as Condition Precedent to Litigation

Prior to the initiation of any litigation by the parties concerning this Contract, and as a condition precedent to initiating any litigation, the parties agree to first seek resolution of the dispute through non-binding mediation. Mediation shall be initiated by any party by serving a written request for same on the other party. The party shall, by mutual agreement, select a mediator within 15 days of the date of the request for mediation. If the parties cannot agree on the selection of a mediator then the CITY shall select the mediator who, if selected solely by the CITY, shall be a mediator certified by the Supreme Court of Florida. The mediator's fee shall be paid in equal shares by each party to the mediation.

13.5 Contract Amendment

No modification, amendment or alteration in the terms or conditions contained in this Contract shall be effective unless contained in a written documents executed with the same formality and of equal dignity herewith. No verbal agreement by the CITY or the CITY's representative identified herein shall be binding or enforceable against the CITY.

Section 14. Exhibits

The following Exhibits are attached to and made a part of this Contract:

“**Exhibit A**” - "Proposal as Submitted by Professional and Accepted by City"

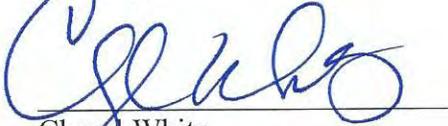
“**Exhibit B**” - “Original Request for Proposal as Issued by City, including all Addenda”

“**Exhibit C**” - "Professional's Personnel Hourly Rate Schedule"

“**Exhibit D**” - "Insurance and Indemnification"

IN WITNESS WHEREOF, the CITY and the Professional have made and executed this Contract the day and year first above written.

ATTEST:



Cheryl White
City Clerk

CITY



Troy A. McDonald
Mayor

APPROVED AS TO FORM
AND CORRECTNESS



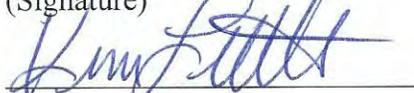
Michael J. Mortell
City Attorney



WITNESSES:



(Signature)



(Signature)

CULPEPPER & TERPENING, INC.



(Signature)

Stefan K. Matthes, Senior Vice President
(Printed Name & Title)

EXHIBIT A

**“PROPOSAL AS SUBMITTED BY PROFESSIONAL AND ACCEPTED BY THE CITY OF
STUART”**



City of Stuart

Expression of Interest RFQ #2014-0146

**Continuing Service Contract for
Professional Engineering Services**

Prepared For:
City of Stuart
121 SW Flagler Avenue
Stuart, FL 34994

June 18, 2014



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A. COVER LETTER



CULPEPPER & TERPENING, INC

CONSULTING ENGINEERS | LAND SURVEYORS

2980 SOUTH 25TH STREET FT. PIERCE, FL. 34981
(772) 464-3537 • FAX (772) 464-9497
151 SW FLAGLER AVENUE STUART, FL. 34994
(772) 220-3376 • ct-eng.com

June 18, 2014

Stuart City Hall
Purchasing Division
121 S.W. Flagler Avenue
Stuart, Florida 34994

Re: Transmittal Letter - REI # 2014-146 Professional Civil Engineering Services

Dear Madam or Sir;

Culpepper & Terpening, Inc., is pleased to provide our response to the *City of Stuart's* request for expressions of interest to provide Professional Civil Engineering Services to **REI # 2014-146 Professional Civil Engineering Services**. Our submittal outlines our professional qualifications, our task approach, our past performance in the region and our familiarity with local conditions.

Culpepper & Terpening, Inc., is uniquely qualified to assist the *City of Stuart* with its request for **Professional Civil Engineering Services** for works related to Public Works improvement projects throughout the City. We are well versed in design and permitting of for standard and creatively applied stormwater conveyance & treatment systems. We have extensive local experience with transportation planning, design and permitting; local and area wide traffic studies and land acquisition processes associated with right-of-way expansions. We are experienced with every aspect of utility design, permitting and construction observation as demonstrated by the recent utility expansion projects conducted throughout the City. We are honored to have been selected to work directly with the *City of Stuart* providing professional services for the enhancements to the Water Reclamation Facility and the complete redesign of Memorial Park in the heart of the City. Each of these projects being recognized by National, State and Local Agencies for outstanding achievements to the profession.

Culpepper & Terpening, Inc., along with its team of expert sub-consultants, has unprecedented experience in marina, waterfront and coastal engineering services. C&T staff has designed numerous projects for the City of Stuart, City of Port, City of Fort Pierce, St. Lucie County, Martin County such as; fixed & floating boardwalks, fixed & floating docks, boat ramps, fishing stations, observation platforms, restrooms, piers, bulkheads and other amenities. **Culpepper & Terpening, Inc.** also has unique knowledge of, and experience with, 'hands-on' marina management experience since it managed the Harbortown Marina in Fort Pierce for almost 10 years which included boat slips, boat storage, maintenance yards, fuel dispensing operations, 100-ton boat lift capabilities and more.

Culpepper & Terpening, Inc., has long and productive relationships with our governmental clients along



the Treasure Coast including the City of Fellsmere, City of Fort Pierce, Fort Pierce Utility Authority, City of Port St Lucie, City of Okeechobee, St Lucie County, St. Lucie County School Board, St. Lucie County Fire District, Indiantown Water Company, Martin County and Okeechobee County. Our experience in serving Government clients has provided our Project Team with the ability to achieve a clear understanding of Government operations and procedures. We understand the importance of specific established guidelines and rules and view that as another *Learning Curve* that has been attained to provide for the successful flow of any governmental project.

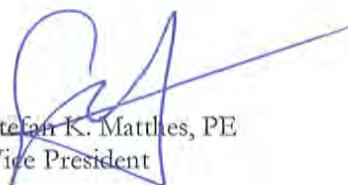
Culpepper & Terpening, Inc. maintains an office in the City of Stuart at 151 SW Flagler Avenue, neighboring the *City of Stuart's* administrative center. We have been part of the community for several years and are actively involved in local community organizations and activities. We are committed to the City and have a proven track record working with City staff on implementing public works projects.

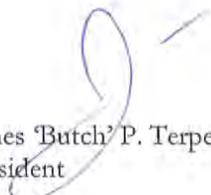
Our most recent successful programs for the City have been the **Citywide Wastewater Collection System Expansion** and **Potable Water Replacement** programs. The **Wastewater Expansion** program provides sewer access into those areas of the City that are currently on septic. This project, conceived by City Staff, along with C&T's engineering knowledge and expertise, has triggered one of the most successful and aggressive septic tank abandonment and public 'sewering' programs in the State. The **Potable Water Replacement** program provides for the replacement of the old undersized distribution system through the use of State Revolving Fund (SRF) Grants. It is through 'Team Work' and communications that projects of this nature have been successful. Another successful project that C&T helped the city implement is the reconstruction of the existing **Water Reclamation Facility**, south of Veteran's Memorial Park. This award winning redesign has provided the City the ability to maintain the facility at its established location, saving the City considerable relocation costs and further benefiting the City by allowing for maximum treatment capacity to be achieved with no further air quality implications.

With over 40 years of experience directly related to all facets of engineering services requested, and supplemented where necessary with our locally experienced sub-consultants, we are proud of the privilege that we have of providing these same requested services to the City through our existing continuing services agreement with the City of Stuart for the past 5 years. **Culpepper & Terpening, Inc.** would again be honored to be considered as a member of the **City's Team**, and we look forward to being able to continue our successful relationship with City as it embarks on many new and exciting projects addressing the City's growth needs and goal of infrastructure restoration.

Sincerely,

CULPEPPER & TERPENING, INC.


Stephen K. Matthes, PE
Vice President


James 'Butch' P. Terpening, PE
President

Enclosures



TAB 1: TASK APPROACH

Provide an outline of proposed manner in which a scope of work will be addressed and the manner in which the approach shall demonstrate the firm's capability to work within the City's budget and time constraints. Describe all quality control implementation procedures, sub-consultant supervision, contract compliance and enforcement of industry standards. Comment on firm's project schedules, budgets and adherence to those items. Discuss ways to maintain schedules and ways to recover. Discuss cost control and value engineering. Describe any project management systems used to track and control project issues. Describe the communication procedures to be employed throughout the contract term and the plan to establish and maintain clear lines of communication with the City Project Manager and City staff.

General:

For the *City of Stuart Continuing Services Project*, Mr. Stefan K. Matthes, PE, will serve as our Project Manager to the *City* and he will be responsible for assuring overall project performance. As discussed further in Tab 4, Mr. Matthes will be assisted by Steven J. Doyle, PE; Pat Ferland, PE; Michael T. Kolodziejczyk, PLS and Marcello Dimitriou, PE, along with other C&T support staff as any given project dictates. Overall client service, guidance and quality assurance will be provided by Mr. James P. Terpening, Jr., PE, President of Culpepper & Terpening, Inc.

City's Budget and Time Constraints:

We understand the City's commitment and obligation to the tax payers in the City to be fiscally prudent. We further understand that all projects have a level of time sensitivity that must be addressed in order to ensure that they are completed on budget and, most importantly, on time. As the City's continuing service consultant it will be our obligation to carry forward these same concerns and responsibilities. As we begin any project for the City, it will be essential to very early in the design process define the elements of the proposed activity to clearly note what is considered essential, what is looked at as optional and what is looked at as part of a 'wish list' item. The purpose of this review will be to define what must be done and then can be look at what can be added in order to ensure that any addition will not have a negative impact to the project budget or schedule. Through the careful, deliberate and direct addressing of these questions, we will provide the City with a final product in an effective and timely manner.

Quality Control Implementation Procedures:

Quality Control is essential to the successful completion of any project. At Culpepper & Terpening, Inc., (C&T), we work to assure our clients that all project items are designed or constructed, in accordance with the required specifications and standards. We are the owner's agent and as such, we assume a proactive stance to aggressively anticipate both the needs of our clients and any potential problems that could come up in through the process in order to effectively develop solutions before the overall program schedule is adversely impacted. Our objective is to maintain project schedule, stay within scope, and minimize project cost, all with the Goal of providing superior quality product and services.

Depending on the particular project assigned, monthly, and if necessary, weekly progress meetings are hosted by the C&T Project Manager with the City Project Manager, or other appropriate official. During these



progress meetings, quality control review and workload projections are discussed and, if required, adjustments initiated. For more complex projects, design plans will be reviewed by another of C&T's in-house design professionals (PE) and by representatives of Culpepper and Terpening's CEI Division. These reviews are conducted by individuals who not have an affiliation with the particular project. This review/quality control method gives an opportunity for a cold review of the calculations, modeling and construction plans in order to make sure that nothing was missed. This method of quality control gives us the opportunity to evaluate the plans based on constructability issues which is all designed to save the City time and money in the implementation of any particular project or activity. C&T's CEI Division, has the proven ability and experience to identify field related construction issues that benefit a client and a contractor.

Sub-Consultant Supervision:

Culpepper and Terpening, Inc. enjoys long standing working relationships with all of our listed sub-consultants. They are each experts in their respective fields. Through our many years of experience working with sub-consultants, you become familiar with the general practices of the various trades. Questioning and learning of design decisions of sub-consultants is not uncommon when developing a final product. At C&T, we evaluate sub-consultant work as if we were the owner. It is this level of questioning, and an affirmation of the answers, that assures us the highest quality product delivery from our team of select sub-consultants. This same degree of quality assurance/ supervision is expected from the sub-consultants when coordinating with our work.

Contract Compliance and Enforcement of Industry Standards:

Culpepper and Terpening, Inc. is committed to providing unparalleled quality service to clients and maintaining an organized contract administration process. Each phase of a contract and work authorization is managed through our Deltek FMS software system allowing all project managers to monitor the budget and schedule of any given project each day. Keeping pace with the latest advances in design and industry technology is a priority at Culpepper and Terpening, Inc (C&T). We are proud of our initiative to uphold the industry's standards. At C&T, select members of each discipline in our organization are tasked with attending and participating in professional associations and maintaining publications and newsletters. Design professionals are encouraged to acquire and maintain certifications and/or licensure in their respective fields, even current newspapers events and happenings in the community are frequently posted to upper management and then disseminated to staff on relevant issues. On any given week, corporate wide e-mails are sent to staff on changes being instituted in the industry.

Scope, Budget, Schedule:

Culpepper and Terpening, Inc., created a detailed scoping process that works to identify all aspects of a project to accurately quantify the budget and schedule. This series of checklists address anticipated needs in surveying, planning, project phasing, land use, permitting, environmental concerns, traffic issues, potable water, wastewater, solid waste, drainage, bid processing, construction observation and project closure. Our many years of service to both private and public clients has given us a data base in which to establish checklist, reminders and task lists in which to base scope, budget schedule and deliverables. In today's electronic age with information coming in and from multiple directions, it is best to create a list of tasks and then meticulously assign work to qualified staff in order to meet client goals and objectives.



Schedule Maintenance and Ways to Recover:

Project scheduling is one of the most critical keys to the successful completion of any given project. However, no matter the best of intentions, we have all seen our fair share of delays due to circumstances beyond our control. There are many ways in which to recover lost time. Adding additional resources without clear guidance would be a waste of valuable resources and possibly time. There are very few projects where simply adding 'more bodies' will result in project schedule recovery. To effectively implement a recovery program, the method of recovery must be tailored to meet the individual client's goals and objectives addressing the reason for the delay. We have many clients that place 'time' as the critical path while other clients place emphasis on 'budget'. Other clients place emphasis on both 'budget & time'. Simple projects generally have simple solutions; while the more complex projects can generally be dissected into multiple phases and tasks with achievable deadlines and objectives. Management's ability/responsibility to view projects in a 3-dimensional perspective is essential when working on complex projects. Various work assignments can run in parallel versus in series in order to meet or recovery from projected milestones. For example, several years ago, the City of Port St Lucie CRA had to achieve construction commencement on the *City Center* project on a date certain or lose potentially critical project funding sources. After careful evaluation of the situation, three teams were assigned the project with each team consisting of a design professional, cad technician and engineering assistant. One team was assigned stormwater design, SFWMD permitting and hydraulic modeling. A second team was assigned water distribution, gravity sewer and lift station design and modeling, and a third team focused on paving, drainage, signage, streetscape and traffic needs. The Project Manager oversaw the progress of each team, coordinated the sub-consultants and acted as liaison with the client.

Cost Control and Value Engineering:

Culpepper and Terpening, Inc., takes pride in putting our decades of experience to use when providing valuation engineering considerations in the development of construction methods and materials needs for any given project. Our objective through this assessment is to determine which have the net result of reducing costs while enhancing reliability, maintainability, aesthetic, safety, and security criteria of the job.

By continually monitoring the project, we look for ways in which cost saving may be achieved and returned to the city. When C&T looks at a project, one of the very first things that we take the time to explore is where we can find some cost savings. Our goal is to provide the City with the highest quality product at the lowest cost possible.

Recently, C&T was awarded a CEI contract associated with the replacement of a failing 12" water main along Bayshore Boulevard in the City of Port St. Lucie. When we submitted our proposal to the City, before we were even shortlisted for this project, we had thoroughly reviewed the proposed plan sets and details, and identified approximately \$130,000 in potential project savings from the project budget through our proactive value engineering approach. This project was recently completed, and in the final true-ups, the City confirmed an overall project savings of approximately \$119,000. This, we believe, speaks directly, and succinctly, to our commitments to providing all of our clients with the highest level of service and attention.



Project Management Systems – Tracking and Controlling Project Issues:

Effective project management begins with the detailed phasing of the job schedule and work authorizations for each portion of that phase. Once input into our project management software system, all of the Culpepper and Terpening, Inc., project managers can monitor the status of their assigned job. Checklists developed during the scoping process are carried throughout the project in order to meet the budget and schedule. Project management software can track staff activity, daily or weekly as it is input by the individual staff members.

Communication Procedures:

Culpepper and Terpening, Inc. utilizes the proven method of written weekly updates to our clients. We work with our clients in planning meetings and public presentations to assure that all the stakeholders affected by a given project are well informed of a project's status. Monthly, and if necessary, weekly progress meetings are hosted by the Project Manager to keep the City apprised of the status of the particular project. It is during these progress meetings that workload projections are assessed and milestones are gauged. With several of our clients, we have reoccurring weekly conference calls that are commenced during the early stages of project design and are then carried through the construction phases of the particular project. The type and frequency of communication is generally predicated on the client's preferred method(s) of communication, I.e. blackberry, e-mails, letters, conference calls, video conferencing, etc...

As your Professional Civil Engineering Continuing Services provider, we commit to meeting with City staff to review all proposed work authorizations prior to the finalization of the work directives; we commit to keeping senior staff fully apprised of all activities being undertaken in the City that we are associated with in order to avoid any potential conflicts. We further commit to meeting with the City Commissioners as requested, at any time, prior to, or as part of the design and development of any significant project in the City.



TAB 2: PAST PERFORMANCE IN SIMILAR ACTIVITIES IN FLORIDA – 3 YEARS

Provide a list of projects of similar nature within the past three years. Title and brief description of each project shall include:

- Client (contact person, address, telephone number)
- Year completed
- Nature of work involved in each project
- Total Value of the Project

Culpepper & Terpening:

PARKS & RECREATION

<i>Client/Project</i>	<i>Memorial Park, Stuart</i>		
Contact Name	Sam Amerson, PE		
Address	121 SW Flagler Avenue Stuart, FL 34994		
Phone Number	(772) 288-5331		
Nature of Work	This is the redevelopment of a park to enhance the aesthetics and improve public access. The project included water sewer, storm, reclaim irrigation system and the design of a 1.3 acre lined lake amenity for the storage of reclaim water. In addition, the design incorporates landscaping, electrical, relocation and renovation of Veteran's monuments, pedestrian bridge, faux bridges, architectural entry way features and other amenities such as gazebos, benches, bicycle racks, water features.		
Total Cost of Project	Project Budget	\$1,600,000	Professional Fees \$197,000

<i>Client/Project</i>	<i>10th Community Park, Stuart</i>		
Contact Name	Sam Amerson, PE		
Address	121 SW Flagler Avenue Stuart, FL 34994		
Phone Number	(772) 288-5331		
Nature of Work	Conceptual Planning for a new community park to enhance the City's current Community Center. The project included water sewer, storm, reclaim irrigation system. In addition, the conceptual design incorporates cover basket ball courts, baseball fields, interactive fountain, children's playground, walking paths, recreational tracks, restrooms, landscaping, electrical, architectural entry way features and other amenities such as gazebos, benches, bicycle racks, pavilions, shade structures.		
Total Cost of Project	Project Budget	\$1,500,000	Professional Fees \$40,000

<i>Client/Project</i>	<i>Fort Pierce Jetty Park</i>		
Contact Name	Tracy Telle, PE., Assistant City Engineer, City of Fort Pierce		
Address	100 North U.S. Highway #1, Fort Pierce, FL 34950		
Phone Number	772-467-3776		
Nature of Work	Reconstruction of an existing park site location on the Atlantic Ocean and Ft. Pierce Inlet to provide for enhanced recreational facilities, parking, stormwater, site lighting and Utilities.		
Total Cost of Project	Project Budget	\$1,600,000	Professional Fees \$89,000

<i>Client/Project</i>	<i>Fort Pierce Inlet Linear Park</i>		
Contact Name	Tracy Telle, PE., Assistant City Engineer, City of Fort Pierce		
Address	100 North U.S. Highway #1, Fort Pierce, FL 34950		
Phone Number	772-467-3776		
Nature of Work	Design, permitted and construction observation for a linear park located along the Fort Pierce Inlet to accommodate walkers, bicycles, skateboard, and ADA compliance. Project included pathways,		



	landscaping, lighting, & drainage.		
Total Cost of Project	Project Budget	\$1,100,000	Professional Fees \$59,000

Client/Project	North Causeway Boat Ramp & Boardwalk		
Contact Name	Mark DiMascio, St. Lucie County Parks & Recreation		
Address	3020 Will Fee Road Ft. Pierce, FL 34982-5652		
Phone Number	772-462-2551		
Nature of Work	Design, permitting & bidding assistance for the renewal and rehabilitation of three (3) boat ramps and one (1) fixed boardwalk at the North Causeway Boat Ramp & Boardwalk		
Total Cost of Project	Project Budget	\$350,000	Professional Fees \$57,800

Client/Project	Pepper Park Boardwalk		
Contact Name	Mark DiMascio, St. Lucie County Parks & Recreation		
Address	3020 Will Fee Road Ft. Pierce, FL 34982-5652		
Phone Number	772-462-2551		
Nature of Work	Design, permitting & bidding assistance for the renewal and rehabilitation of seven (7) fixed based elevated boardwalk segments and one (1) Canoe Launch Boardwalk/Ramp at the County's Pepper Park recreational facility located on SR A1A in Fort Pierce.		
Total Cost of Project	Project Budget	\$450,000	Professional Fees \$69,500

Client/Project	Lincoln Park		
Contact Name	Mark DiMascio, St. Lucie County Parks & Recreation		
Address	3020 Will Fee Road Ft. Pierce, FL 34982-5652		
Phone Number	772-462-2551		
Nature of Work	Prepare conceptual master plan, details, sections and other amenities such as benches, gazebos, picnic pavilions, walkways, trail ways, mini put-put golf, children's play grounds. The planning elements also included refurbishing of tennis courts, hop scotch areas, basketball and other recreational surfaces. Also included were details for way finding, signage, entry monument, traffic control, crosswalks, parking lot resurfacing and stripping, and ADA compliance.		
Total Cost of Project	Project Budget	Not Applicable	Professional Fees \$13,690

Client/Project	Lawnwood Regional		
Contact Name	Mark DiMascio, St. Lucie County Parks & Recreation		
Address	3020 Willfee Road Ft. Pierce, FL 34982-5652		
Phone Number	772-462-2551		
Nature of Work	Connection of the Park Complex to public sewer. The design was complicated in order to avoid water impacts to protected drinking water wells.		
Total Cost of Project	Project Budget	\$119,000	Professional Fees \$27,000

UTILITIES

(Storm, Water, Wastewater, Reclaim, Irrigation, etc.)

Client/Project	City of Stuart , Water Reclamation Facility Aesthetic Improvements & Odor Control		
Contact Name	David Peters, Assistant Public Works Director		
Address	121 SW Flagler Avenue Stuart, FL 34994		
Phone Number	(772) 288-5334		
Nature of Work	The design of enclosures and odor control units to serve multiple wastewater treatment tanks, including such structures as the headworks, aeration basins, chlorine contact basin, digester. 3-D laser scanning was utilized to determine roof enclosures foot prints and elevations that would be pleasing to the surrounding neighborhood while being operator friendly. Other enhancements include landscaping and perimeter wall system for Homeland Security.		
Total Cost of Project	Project Budget	\$3,000,000	Professional Fees \$373,000



Client/Project	City of Stuart Citywide Sewer Expansion Program (ongoing program)		
Contact Name	David Peters, Assistant Public Works Director		
Address	121 SW Flagler Avenue Stuart, FL 34994		
Phone Number	(772) 288-5334		
Nature of Work	Sewer Master Plan to identify future wastewater collection basin areas for sections of the City not currently sewered. The Planning effort includes an evaluation of existing lift stations and needed upgrades to increase each lift station's service area. The improvements are identified and prioritized for expansion. The planned wastewater collection system improvements shall be budgeted and scheduled for upgrading and replacement. Projected operating and maintenance costs shall also be developed and scheduled for yearly implementation. The initial phase of the work is the design and permitting for two sewer collection basins using low pressure sewer		
Total Cost of Project	Project Budget	\$2,000,000	Professional Fees \$300,000

Client/Project	City of Stuart Potable Water Replacement Program (ongoing program)		
Contact Name	David Peters, Assistant Public Works Director		
Address	121 SW Flagler Avenue Stuart, FL 34994		
Phone Number	(772) 288-5334		
Nature of Work	Survey, design, permitting and funding assistance for the replacement of the existing old and undersized potable water distribution lines located within the City's service area. The project included assisting the City with the procurement of SRF funding for the project through the FDEP.		
Total Cost of Project	Project Budget	\$ 6,000,000	Professional Fees \$159,000

TRANSPORTATION
(Roadway, Sidewalk, Trial ways, etc.)

Client/Project	City of Stuart, CR 707 Sidewalks and Landscape (11-124)		
Contact Name	Sam Amerson, PE		
Address	121 SW Flagler Avenue Stuart, FL 34994		
Phone Number	(772) 288-5331		
Nature of Work	Survey, design and permitting for the construction of Sidewalks and Landscaping Enhancements along the FEC railroad corridor. The project was funded through FDOT LAP program and administered through Martin County for the funding of the project.		
Total Cost of Project	Project Budget	\$372,000	Professional Fees \$48,000

Client/Project	Martin County: US-1/SR-76 Intersection Improvements (CEI)		
Contact Name	Bobby Byrd, PM (Martin Co.)		
Address	2401 SE Monterey Road, Stuart, FL 34996		
Phone Number	772-221-2300		
Nature of Work	The US-1/SR-76 Intersection Improvement Project is a safety improvement project for the redevelopment of Colorado Avenue (SR 76), Stuart. Project funding was provided by the FDOT and administered by Martin County. Project included milling & resurfacing, widening, separator construction, sidewalk construction, and signalization improvements. This work was performed at night on a high traffic volume section of US-1 and SR-76 in Stuart, FL. Business coordination was critical during the project.		
Total Cost of Project	Project Budget	\$ 607,000	Professional Fees \$ 84,000

Client/Project	Martin County; Green River Parkway South (CEI)		
Contact Name	Don Donaldson, P.E.		
Address	2401 SE Monterey Road, Stuart, FL 34996		
Phone Number	772-221-2300		
Nature of Work	Construction of approximately 2 miles of new 2-lane roadway, including drainage, screening walls,		



	signals and lighting. Also included extensive MOT in high traffic areas for modifications to two busy State Highway system intersections, and milling and resurfacing of entire Green River Parkway, north to St Lucie County Line. Provided full inspection and part-time contract administration services.			
Total Cost of Project	Project Budget	\$ 7,375,101	Professional Fees	\$300,000
<i>Client/Project</i>	<i>Martin County: Jensen Beach – Sidewalks (LAP Project) (10-162)</i>			
Contact Name	Krysti Brotherton			
Address	2401 SE Monterey Road, Stuart, FL 34996			
Phone Number	772-288-5777			
Nature of Work	Preparation of construction plans in accordance with Martin County LAP and FDOT requirements for the construction of 2,400 linear feet of 6' & 10' wide concrete sidewalk along the north side of Jensen Beach Boulevard from Green River Parkway to 1,000' east of Pinecrest Lane. Portions of the multimodal pathway are located in the shall the Savannah's Preserve State Park			
Total Cost of Project	Project Budget	\$250,000	Professional Fees	\$33,750
<i>Client/Project</i>	<i>Martin County: Palm City CRA – Sidewalks (LAP Project) (11-051)</i>			
Contact Name	Krysti Brotherton			
Address	2401 SE Monterey Road, Stuart, FL 34996			
Phone Number	772-288-5777			
Nature of Work	Preparation of construction plans in accordance with Martin County LAP and FDOT requirements for the construction of 4,700 linear feet of sidewalk/trail ways (with street tree plantings) along SW 35 th St; SW 34 Tr. & SW Butler Ave., in Palm City.			
Total Cost of Project	Project Budget	\$160,000	Professional Fees	\$44,465
<i>Client/Project</i>	<i>Martin County: SR A-1-A/ Jensen Beach Causeway Roundabout (12-328)</i>			
Contact Name	Erik Ferguson, P.E.			
Address	2401 SE Monterey Road, Stuart, FL 34996			
Phone Number	772-463-3229			
Nature of Work	Preparation of construction plans in accordance with Martin County and FDOT requirements for the reconstruction of existing SR A-1-A and Jensen Beach Causeway roundabout to provide for improved right turn (southbound to westbound) movements along with operational and safety upgrades..			
Total Cost of Project	Project Budget	\$635,000	Professional Fees	\$67,820
<i>Client/Project</i>	<i>Martin County: SR A-1-A Gateway Improvements (13-087)</i>			
Contact Name	Erik Ferguson, P.E.			
Address	2401 SE Monterey Road, Stuart, FL 34996			
Phone Number	772-463-3229			
Nature of Work	Preparation of construction plans in to provide streetscape and drainage improvements to SR A-1-A from the MacArthur Causeway to the Stuart Beach Access Road.			
Total Cost of Project	Project Budget	\$92,000	Professional Fees	\$34,345
<i>Client/Project</i>	<i>Martin County: SR A-1-A – Pedestrian Crossing Study</i>			
Contact Name	Erik Ferguson, P.E.			
Address	2401 SE Monterey Road, Stuart, FL 34996			
Phone Number	772-463-3229			
Nature of Work	Preparation of a study to determine if additional pedestrian crossing of SR A-1-A are warranted between the Elliot Museum and Jensen Beach Causeway. The study was performed in accordance with FDOT criteria.			
Total Cost of Project	Project Budget	N/A	Professional Fees	\$4,500



Client/Project	Martin County, Indiantown Connector Sidewalks (13-008)		
Contact Name	Krysti Brotherton		
Address	2401 SE Monterey Road, Stuart, FL 34996		
Phone Number	772-288-5777		
Nature of Work	Sidewalks and Landscaping Enhancements		
Total Cost of Project	Project Budget	\$800,000	Professional Fees \$89,000

Client/Project	Martin County: Seabranh East Coast Greenway Pedestrian Pathway I & II		
Contact Name	Krysti Brotherton		
Address	2401 SE Monterey Road, Stuart, FL 34996		
Phone Number	772-288-5777		
Nature of Work	Preparation of construction plans in accordance with Martin County LAP and FDOT requirements for the construction of 19,400 linear feet of multi-modal pathway along the east side of CR A-1-A and through the Seabranh Preserve State Park and on Gomez Avenue.		
Total Cost of Project	Project Budget	\$941,200	Professional Fees \$92,025

Client/Project	City of Ft. Pierce: 13th Street Improvements (CEI)		
Contact Name	Ed Seissiger		
Address	100 North US 1, Ft. Pierce, FL 34950		
Phone Number	772-460-2200 ext 157		
Nature of Work	ARRA project that included re-construction of approximately ½ mile of 13 th Street, including utilities, drainage, sidewalks, street lighting, bridge modifications and streetscape		
Total Cost of Project	Project Budget	\$667,000	Professional Fees \$207,000

Client/Project	City of Fort Pierce, Seaway Drive Roundabout & Streetscape Improvements		
Contact Name	Tracy Telle, PE., Assistant County Engineer, City of Fort Pierce		
Address	100 North U.S. Highway #1, Fort Pierce, FL 34950		
Phone Number	772-467-3776		
Nature of Work	Reconstruction of the SR A1A and Seaway Drive intersection to provide a new roundabout for enhanced pedestrian access and improvements to Seaway Drive to provide a colonnade between the roundabout and Atlantic Ocean.		
Total Cost of Project	Project Budget	\$750,000	Professional Fees \$75,000

Client/Project	City of Fort Pierce, 31st Street Sidewalks (11-289)		
Contact Name	Tracy Telle, PE., Assistant City Engineer, City of Fort Pierce		
Address	100 North U.S. Highway #1, Fort Pierce, FL 34950		
Phone Number	772-467-3776		
Nature of Work	Survey, design and permitting of a Sidewalks extension project located in the heart of Ft. Pierce to provide access to the middle school. The project was funded through the FDOT LAP program.		
Total Cost of Project	Project Budget	\$280,000	Professional Fees \$54,000

Client/Project	Port St Lucie, Bayshore Sidewalks (13-010)		
Contact Name	Roxanne Chesser, City of Port Saint Lucie		
Address	121 S.W. Port St. Lucie Blvd., Port St. Lucie, FL 34984-5099		
Phone Number	772-871-5177		
Nature of Work	Survey, design and permitting of a Sidewalks extension project located along the central portion of the City. The project was funded through the FDOT LAP program		
Total Cost of Project	Project Budget	\$538,500	Professional Fees \$85,480



Client/Project	Port St Lucie, Savona Sidewalks (12-324)		
Contact Name	Roxanne Chesser, City of Port Saint Lucie		
Address	121 S.W. Port St. Lucie Blvd., Port St. Lucie, FL 34984-5099		
Phone Number	772-871-5177		
Nature of Work	Survey, design and permitting of a Sidewalks extension project located along the west central portion of the City. The project included the design of a self standing pedestrian bridge over the 100' wide E-84 canal. The project was funded through the FDOT LAP program		
Total Cost of Project	Project Budget	\$1,521,000	Professional Fees \$225,000

Client/Project	Port St Lucie, Marion Sidewalks (11-154)		
Contact Name	Roxanne Chesser, City of Port Saint Lucie		
Address	121 S.W. Port St. Lucie Blvd., Port St. Lucie, FL 34984-5099		
Phone Number	772-871-5177		
Nature of Work	Survey, design and permitting of a Sidewalks extension project located along the central portion of the City. The project was funded through the FDOT LAP program		
Total Cost of Project	Project Budget	\$647,740	Professional Fees \$67,500

Client/Project	Port St. Lucie: Crosstown Parkway		
Contact Name	Mr. Jim Angstadt, P.E.		
Address	121 Port St. Lucie Boulevard, PSL, FL, 34982		
Phone Number	(772) 871-5177		
Nature of Work	Survey, design, permitting and CEI for the construction of 6.2 miles of 6 lane divided suburban arterial roadway through the heart of the City of Port St. Lucie.		
Total Cost of Project	Project Budget	\$25,000,000	Professional Fees \$2,500,000

Client/Project	St. Lucie TPO Annual Traffic Counts		
Contact Name	Favrico Ponice, TOA (continuing service provider to TPO)		
Address			
Phone Number	407-657-9210		
Nature of Work	Perform annual traffic count data collection for St. Lucie TPO DATA. Traffic counts include both machine/tube collection and manual turning movements for county wide program. (125 Count Locations)		
Total Cost of Project	Project Budget	N/A	Professional Fees \$21,600

Client/Project	St Lucie County, Midway Road Purpose & Needs Report		
Contact Name	Craig Hauschild, PE, St. Lucie County		
Address	2300 Virginia Avenue, 2nd Floor Annex, Room 229, Fort Pierce, FL 34982		
Phone Number	772-461-1712		
Nature of Work	Prepared the Purpose & Needs Statement on behalf of ST. Lucie County for the widening of Midway Road to a 4-lane section from Selvitz Road to Glades Cut-off Road. The statement was prepared in accordance with the FDOT policies and procedures to allow for State & Federal funding of the project.		
Total Cost of Project	Project Budget	N/A	Professional Fees \$5,000



Client/Project	<i>Okeechobee County, SR 70 Turn Lane Improvements (12-203)</i>			
Contact Name	Brian Whitehall, City of Okeechobee, City Manager			
Address	55 SE 3 rd Ave., Okeechobee, FL 34974			
Phone Number	863-634-9652			
Nature of Work	Addition of left turn lane with SR 70 median to accommodate a new Applebee's restaurant.			
Total Cost of Project	Project Budget	\$212,000	Professional Fees	\$35,000

Client/Project	<i>Okeechobee County, NE 80th Ave. & NE 48th St Culvert Replacement and Intersection Improvement (12-148)</i>			
Contact Name	Jim Threewits, Okeechobee County, Assistant County Administrator			
Address	304 NW 2 nd St. Room 103, Okeechobee, FL 34972			
Phone Number	772-863-763-3514			
Nature of Work	Design of major box culvert to replace existing aged CMP to service a 2,000 acre drainage basin. The work included modeling, box culvert design and improvements to the intersecting streets.			
Total Cost of Project	Project Budget	\$320,000	Professional Fees	\$78,000



TAB 3: FAMILIARITY

Provide a description of the firm's familiarity with local conditions, community goals, etc., or provide a plan that outlines an explanation of the firm's approach to become familiar quickly with local conditions, community goals, etc.

Local Conditions:

For over 40 years, **Culpepper and Terpening, Inc. (C&T)** has been providing Civil Engineering services throughout the Treasure Coast. Many of senior staff live in the Stuart/Palm City area, and have so for years. This combination of professional expertise and 'local' knowledge and understanding of the community and its need and aspirations places us into a unique position to assist the City in achieving its long term community goals.

Through both our professional training and local experience, our staff has over the years has provided the C&T a tremendous wealth of knowledge of design, planning and permitting attributes that reflect the experience of our specialized teams. We have employees on our staff with extensive governmental experience that have worked in Martin, St. Lucie and Indian River Counties in capacities that have served transportation, utilities and growth management divisions of the local governments.

Our permitting experience has allowed us to form valuable relationships with all regional, state and federal agencies to include: FDOT, FDEP, SFWMD, ACOE, County and City regulatory agencies.

Community Goals:

Through our team's previous work experience with the **City of Stuart, Culpepper and Terpening, Inc.** possesses an insight into the city management style and community goals. **Six of Culpepper and Terpening's** design professionals and surveyors have performed extensive amounts of work for the City both while employed with C&T and while employed with other firms/local governments.

Stef Matthes, PE, was one of the design professionals involved in the downtown business area.

Principle in responsible charge for all municipal work performed within the firm. He oversees the work activity of all professionals, technical, clerical and administrative staff. Mr. Matthes is one of the few Traffic Engineers located in Martin and St Lucie Counties.

Prior to joining **C&T**, Mr. Matthes served at the County Engineer for St Lucie County where he was in charge of all transportation elements within County Departments. In this role, he fully understands the needs of governmental agencies, such as the City, and the requirements needed behind the scenes in nurturing a project from conception to completion. As the County engineer SLC responsible for all transportation related projects planned and implemented by the County or initiated by the Florida Department of Transportation (FDOT).

Mr. Matthes migrated to the private sector where he managed a firm located on Downtown Stuart where he provided professional services for utility and transportation related projects. **Mr. Matthes**, like many other C&T employees have worked directly or indirectly for the City in implementing public works related



projects for nearly three decades. Mr. Matthes is active on a number of local community boards including the Treasure Coast Research and Education Development Authority (TCERDA).

Steven Doyle, PE, and **Bill Archebelle** were the lead engineers for the City's CIP program from 1995 through 1999. Prior to working for C&T and during his tenure with C&T, Mr. Doyle and Mr. Archebelle designed numerous water/wastewater/reclaim facilities for the City. Mr. Doyle coordinated the work performed at the water treatment plant, wastewater treatment facility (water reclamation facility), water distribution system and wastewater collection system. Both individuals were actively involved in numerous projects for the City over the last three decades.

Mr. Doyle's most recent accomplishments have resulted in the City receiving recognition by National, State and Local Agencies. These awards and publications include,

- American Public Works Association (APWA) Project of the Year 2012 (Environmental Less than \$5 Million) for City of Stuart Memorial Park
- Florida Stormwater Association (FSA) Outstanding Achievement Award for City of Stuart Memorial Park Revitalization Project.
- National Award Recipient, 2011 Project of the Year for Water/Wastewater Digest – City of Stuart, Florida, WWTF/WRF Structural Enhancements & Odor Control Improvements.
- Paper: Florida Institute of Consulting Engineers (FICE) 2012 Grand Award Submission– *The Disappearing Sewage Treatment Plant – A Paradigm Shift* for the Stuart Reclamation Facility.
- Other awards have been through the Audubon Society and Wildlife Societies.

These accomplishments, in concert with **Mr. Doyle's** dedication to the community, has resulted in him being honored as the 2013 Engineer of the Year by the Florida Engineering Society of the Treasure Coast.

A list of the various City projects which **Mr. Doyle** and **Mr. Archebelle** have taken an active role in designing, are bulleted below

- Old Roosevelt Bridge Utility Infrastructure Decommissioning
- Water Treatment Plant (WTP) Improvements: Water Softening unit addition, Ammonia Feed, Lime Slaker feed system, office/lab addition
- WTP Ground storage reservoirs
- WTP High Service Pump
- Water Reclamation Facility (f.k.a. WWTF): Headwork's Addition, Chlorine Bldg. Addition, Belt Press, Deep Injection Well, clarifier rehabilitation
- WTP/WWTF Telemetry SCADA
- Arapaho Water Main Extension
- Roosevelt Bridge 16-inch Water Main
- North Stuart Regional Lift station
- North Stuart Directional Bore under the St. Lucie River
- North Stuart Force Main
- Kindred Street Lift Station
- East Stuart CDBG Phase I and Phase II. Community Revitalization
- Palm City Road 12" Water Main Extension
- W & WW Repair and Maintenance Report 5 to 10 Year CIP Plan
- St Lucie Blvd Water Main
- AIA/Monterey/Luckhardt St Water Main
- High School Ave. Water Main
- Old US #1/SR-707 Utility Relocates
- Well 2A Site
- St Lucie Crescent WM Improvements
- Airport and Old Dixie Hwy (AIA) Water Main
- Flamingo Ave Water Main
- S.E. Indian St. Water Main Extension
- GIS Hydrant Coverage Mapping
- Water Reclamation Facility, Odor Control and Structural Enhancements
- Stuart Memorial Park (Festival Park)
- Wastewater Lift Station Design & Construction Standards (1997)
- Floating Courtesy Docks and City Hall Boardwalk



Bill Archebelle in concert with Steven Doyle, Mr. Archebelle was a project leader for the City's CIP program from 1995 through 1999. During this time period through the early 2000's, Mr. Archebelle served as the coordinator and leader private projects reviewer and worked side-by-side with City staff in commercial development review.

Mr. Archebelle is currently the lead designer for the City's Wastewater Collection System Expansion Program and in addition to design performs the hydraulic wastewater modeling of force mains and lift stations. Mr. Archebelle is also the firm's expert on stormwater modeling and permitting. **C&T's** highest quality of stormwater modeling and reporting has been used by local water management districts as a training tool for junior engineers. For example, SFWMD uses samples of **C&T's** water quality reports as a tool for other consultants to follow for permit submissions.

Josh Killian, EI, is the newest member of the C&T Engineering Staff. Josh provides engineering design support of all projects with a specialty in stormwater modeling.

Tom Kiernan, PSM, acquired most of his professional licensing training while working in the Stuart/Marin County region. The *City of Stuart* is not new to most of our Team. Mr. Kiernan has supported the City in nearly every public works projects completed through C&T in the last 6 years. Like other C&T employees, Mr. Kiernan has work for other firms in the Treasure Coast and has been performing surveying services in the Martin County and Stuart area for over 27 years.

The Culpepper and Terpening team will bring to the City a complete understanding of the City's community Goals and Objectives and will provide that local creative experience that makes the City of Stuart the special community that it is.



TAB 4: QUALIFICATIONS DATA

Firms shall provide a brief profile of their company, which should include their history, locations of their corporate and satellite offices, location of their project team, corporate structure, ownership interest, and the length of company's existence. The firms shall also submit an organizational chart, staff qualifications, and experience of the firm. Resumes of proposed key personnel (name, company address, phone number, e-mail address) that will be assigned to this project shall include job skills, education, training, experience and professional affiliations/membership. All proposed sub-consultants shall be identified, and the working relationship between the respondent and the sub-consultant shall be explained. Sub-consultants shall also provide key personnel resumes. Standard forms 254 & 255 or OMB Standard Form 330 may be submitted. Provide a list of disciplines offered by the firm (i.e. mechanical, electrical, hydrogeologic, land surveying, etc.).

The firm shall provide sufficient competent and qualified personnel to effectively carry out its responsibilities under the Master Agreement. The firm shall utilize only competent personnel who are qualified by experience and education. The firm may not make changes in the personnel working on activities pursuant to the Master Agreement without written concurrence of the City.

1. GENERAL:

For over 40 years, **Culpepper and Terpening, Inc. (C&T)** has been providing unparalleled civil engineering and surveying services for our clients throughout Florida's Treasure Coast. Our team of professionals has been specifically selected to provide complete engineering, surveying and CEI, services related to the needs of the **City of Stuart**. At C&T, we believe in providing a full-service approach for our clients, collaborating with our internal staff as well as external sub-consultant experts to ensure a successful project.

C&T has been privileged to provide continuing professional engineering services to most local governments in the Martin, St. Lucie and Okeechobee County area. Our clients have included both City and County governments; School Boards; and eight (8) different Community Development Districts throughout the Treasure Coast. In addition, C&T provides continuing services to several investor owned utility companies, including FP&L, AT&T, Comcast, Hometown Cable, Indiantown Co., Wynne Development and others.

2. ORGANIZATION PROFILE

• Ownership Interest:

Culpepper and Terpening, Inc. is a Florida Corporation, #H85712, incorporated November 19, 1985. Culpepper and Terpening, Inc., EIN is #592606420. Our current Officers of the Corporation are:

- Sherry T. Terpening, CEO/CFO & Owner
- James "Butch" P. Terpening, Jr., PE., President
- Stefan K. Matthes, PE., Senior Vice-President & Secretary
- Michael T. Kolodziejczyk, PLS., Vice-President



- **Professional Licenses:**

State of Florida Board of Professional Engineers License #4286.

State of Florida Board of Professional Surveyors and Mappers License #LB4286.

- **Certification By The Women's Business Development Council of Florida:**

Culpepper and Terpening, Inc. has been certified by the Women's Business Development Council of Florida (WBENC) as a woman-owned business.

3. **OFFICE LOCATION:**

Culpepper and Terpening, Inc., maintains two offices in the Martin/ St. Lucie County area. Our Stuart Office is located at 151 SW Flagler Avenue. Our Ft. Pierce Office is located at 2980 South 25th Street, Ft. Pierce. **The City of Stuart** will be serviced from our Stuart office, located just across the parking lot from Stuart City Hall. This office is attended on a daily basis, with additional support staff provided by our office in Ft. Pierce, as needed.

Culpepper & Terpening is a truly local firm. We have extensive local knowledge. Several of our Directors & Principal Engineers live in **Martin County** and have a vested interest in maintaining the success of the community.

4. **SUB CONSULTANTS:**

The Culpepper and Terpening team includes several of the most qualified sub-consultants practicing in the treasure coast area. As indicated in our Statement of Interest, Our Team has been specifically chosen to provide the full complement of services required under the City of Stuart RFQ2014-0146. We have a strong working relationship with each of these sub-consultants and are confident that we can provide the full range of services requested by Martin County. Our Team members include:

- Stiles Engineering Group Inc., Stuart (Structural, civil site work)
- Wojcieszak & Associates, Inc., Stuart (MEP)
- Taylor Engineering; Jacksonville, (Waterfront and Marine Facilities Design)
- Hazen& Sawyer, Boca Raton, (Stormwater Systems and familiarity with Old Landfill Site)
- Public Resources Management Group, Inc., Maitland, (Rate and Utility Financial Issues)
- EW Consultants; Stuart, (Environmental)

In addition, we have strong working relationships with several local **landscape architects** and **testing and analysis firms** that we would call on, based on the specifics of the particular project the City was asking us to pursue.

5. **FDOT CERTIFICATION:**

Culpepper and Terpening, Inc., is FDOT Pre-Qualified, for unlimited contracts, in Highway Design (3.1 & 3.2); Traffic Ops and Design (7.1 and 7.3); Survey and Mapping (8.1, 8.2 & 8.3); CEI (10.1) and Planning (13.4, 13.5 & 13.6).



City of Stuart

James P. Terpening, PE
President
Culpepper & Terpening

Stefan Matthes, PE
Sr. VP/ Team Leader
Culpepper & Terpening

Michael Kolodziejczyk, PSM
Survey/GIS Manager
Culpepper & Terpening

Steven Doyle, PE
Mgr. Utility Services
Culpepper & Terpening

Pat Ferland, PE
Roadway Design
Culpepper & Terpening

Marcelo Dimitriou, PE
CEI Manager /QA-QC
Culpepper & Terpening

Tom Kiernan, PSM
Sr. Land Surveyor
Culpepper & Terpening

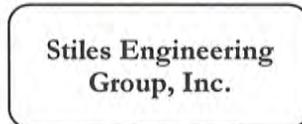
Bill Archebelle
Project Engineer
Culpepper & Terpening

Josh Killian, EI
Design Engineer
Culpepper & Terpening

Inspectors (6)
Culpepper & Terpening



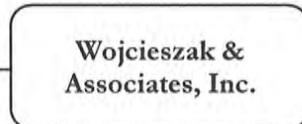
Waterfront and Marine



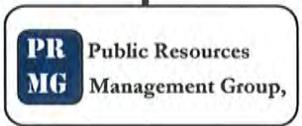
Structural, Civil Site Work



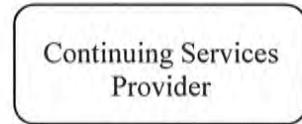
Stormwater/ Landfill



Electrical/MEP



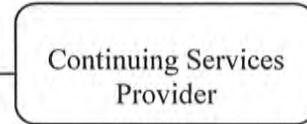
Utility Rate Reviews



Testing



Environmental



Landscape



6. LAP (LOCAL AREA PROJECT) EXPERIENCE

Culpepper & Terpening, Inc. has the most extensive LAP (local area project) experience of any other local firm in the Martin County area. Over the past three years alone, C&T has provided design and/or CEI Services on approximately \$10.6 million dollars worth of construction value on fourteen (14) different LAP/ARRA Projects in the Treasure Coast.

C&T Division Managers, Stefan Matthes, PE and Marcelo Dimitriou, PE, have both received Certificates of Training from the FDOT for Local Agency Project (LAP) Administration. Company President, James P. Terpening, PE, has completed the FDOT's Agency Certification Training Program to better understand the 'inside' details of the LAP program. Mr. Terpening is well versed in the processes involved in "schedule float" and "fire walling."



7. PROFESSIONAL QUALIFICATIONS OF SPECIFIC INDIVIDUALS

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		JAMES "BUTCH" TERPENING, Jr. P.E. President
		<p>As founder, principal-in-charge, and visionary for the firm, James "Butch" Terpening, P.E. is a true hands-on President spearheading project initiatives. Butch combines over 38 years of industry experience with long standing relationships with federal, state, and local government agencies to provide our clients with results-driven leadership.</p> <p>Butch provides expertise in the areas of entitlements, project management, design, permitting, construction management and finance. Working in close association with the client and other team members, Butch provides innovative solutions and key strategies in the development and execution of a project. This dedication to service provides the foundation for of the firm's work ethic and commitment to meeting each client's goals.</p> <p>Butch is recognized for his ability to obtain public participation, concurrence, and acceptance in permitting, Butch takes pride in the added value that these relationships provide his clients. Efforts in this arena have involved many aspects of media communications that have thus gained the public's trust for the firm's projects and the Culpepper and Terpening, Inc. name.</p>
<p>Residence: Port St. Lucie, Florida</p> <p>Education Bachelor of Science Civil Engineering University of Florida, 1976</p> <p>Years of Experience 37</p> <p>Professional Registration Registered Professional Engineer, Florida</p> <p>Professional Affiliations Florida Engineering Society Treasure Coast Chapter</p> <p>American Society of Civil Engineers</p> <p>American Water Works Association</p> <p>National Society of Professional Engineers</p>		<p>REPRESENTATIVE PROJECTS:</p> <ul style="list-style-type: none"> • Martin County - Clementsville Drainage Study • Martin County - Jensen Beach Boulevard Sidewalk (LAP) • Martin County - Seabranh East Coast Greenway/Ped Path(LAP) • Martin County – CR 707 Beautification & Sidewalks (LAP) • Martin County - Halpattiekee Regional Park, Park and Ride • Martin County - Palm City CRA/Sidewalks (LAP) • Martin County – Indiantown Connector Sidewalks (SRTS) • City of Ft Pierce – North 10th Street Reconstruction (ARRA) • City of Ft Pierce – Pinecrest Estates Drainage Impmts (ARRA) • City of Ft Pierce – North 31st Street Sidewalk (SRTS) • City of Ft Pierce – Jetty/Inlet Linear Park • St. Lucie County – Weatherbee Road Sidewalks (SRTS) • City of Port St. Lucie – Marion Ave. Sidewalks (SRTS) • City of Port St. Lucie - Riverwalk Park Boardwalk Project • City of Port St. Lucie – Savona Blvd Sidewalks (LAP) • City of Port St. Lucie – Bayshore Blvd Sidewalks (LAP) • City of Port St. Lucie - Crosstown Parkway/ design, permitting & construction inspection.
<p>Contact:</p> <p>Phone; 772-464-3537 e-mail: hterpening@ct-eng.com Address: 151 SW Flagler Ave. Stuart, Fla, 34994</p>		



	STEFAN K. MATTHES, P.E. Sr. Vice-President/Project Manager
	<p>With over 30 years of professional engineering experience, Stefan Matthes, P.E., Senior Vice President of Culpepper and Terpening, has engineered and overseen the design, management, and construction of over 200 municipal or public sector projects throughout Florida. His experiences include project design, permitting and construction administration for a wide range of utility improvement projects; Mr. Matthes is the firm's FDOT Specialist in roadway design and associated utility corridor design and permitting under Local Agency Program (LAP) projects. His numerous roadway experiences also include equivalent miles of utility improvements. Mr. Matthes currently supervises and manages the firm's municipal projects and oversees all aspects of the private practice engineering services.</p> <p>Stefan has extensive permitting experience with the Florida Department of Transportation, the Florida Department of Environmental Protection, South Florida Water Management District, and Army Corps. of Engineers, FEMA and the United States Coast Guard, along with most local government agencies throughout the Treasure Coast area.</p>
<p><u>Residence:</u> Ft. Pierce, Florida</p> <p><u>Education</u> Bachelor of Science, Civil Engineering North Carolina State University, 1981</p> <p><u>Years of Experience</u> 31</p> <p><u>Professional Registration</u> Professional Engineer, Florida</p> <p><u>Professional Affiliations</u> Institute of Transportation Engineer</p> <p>Florida Engineering Society Treasure Coast Chapter</p> <p>American Society of Civil Engineers</p> <p>American Planning Association</p> <p>Florida Atlantic University Treasure Coast Campus Advisory Board</p>	<p><u>REPRESENTATIVE PUBLIC IMPROVEMENT PROJECTS:</u></p> <p>Martin County:</p> <ul style="list-style-type: none"> • Clementsville Drainage Improvement Study • Seabranche East Coast Greenway Pedestrian Pathway (LAP/ARRA) • Palm City CRA – Sidewalks (LAP Project) • Jensen Beach – Sidewalks (LAP Project) • SR A-1-A/ J Bch Causeway Roundabout • SR A-1-A – Gateway Improvements • SR A-1-A – Pedestrian Crossing Study • Halpatiokee Park and Ride – Commuter Parking Lot <p>City of Ft. Pierce:</p> <ul style="list-style-type: none"> • North 31st Street Sidewalk (LAP) • North 10th Street Reconstruction (LAP/ARRA) • Pinecrest Estates Drainage Improvements (LAP/ARRA) • SR A-1-A/Seaway Dr. & South Ocean Drive Roundabout • Cortez Blvd. & South 25th St. (SR 615)/ intersection improvements <p>City of Port St. Lucie:</p> <ul style="list-style-type: none"> • Bayshore Blvd. Sidewalk (LAP) • Marion Avenue Sidewalk (LAP) • Savonna Blvd. Sidewalk w/ Bridge (LAP) • Crosstown Parkway • Becker Road Florida Turnpike Interchange • Westmoreland Boulevard Widening • Rosser Boulevard Widening • St. James Dr. & St. James Blvd./ Signalization <p>Okeechobee County:</p> <ul style="list-style-type: none"> • NE 80th Avenue Culvert Replacements <p>City of Okeechobee City:</p> <ul style="list-style-type: none"> • SR 70 Tune Lanes @ SE 12th Ave. (Okeechobee City CRA)
<p>Contact: Phone: 772-464-3532 e-mail: smatthes@ct-eng.com Address: 151 SW Flagler Ave. Stuart, Fla, 34994</p>	



STEVEN J. DOYLE, P.E.
Director of Utilities Division

Mr. Doyle has over 30 years experience in civil and environmental engineering services including water supply, water distribution, groundwater remediation, water treatment, wastewater collection, wastewater treatment, and wastewater transmission systems. He is proficient in process evaluation, hydraulic analysis, economic and treatability studies, engineering reports as well as the design and preparation of plans and specifications.

Mr. Doyle was the Assistant Director of Utility Services for Indian River County. Mr. Doyle oversaw the operations, maintenance, expansion and day-to-day operations of a public utility with an annual operating budget of \$29 million, an R&R budget of approximately \$8 million and capital expenditures of approximately \$20 million. He coordinated the management of projects involving development plan reviews, wastewater collection, wastewater treatment, water resources, water distribution, & water treatment. The County operated two reverse osmosis WTPs and four regional WWTFs.

REPRESENTATIVE PROJECTS:

Water/Water/Reclaim/Industrial

- City of Stuart – WWTF/WRF Facility Odor Control Improvements
- City of Stuart – Sewer System Expansion Program
- City of Stuart – Veterans Memorial Park Redevelopment
- City of Stuart – Water Main Replacement Program
- City of Stuart – 10-Year Water System Expansion Program
- City of Stuart – 5-year Transit Water Main Replacement Program
- City of Stuart – Water Plant Expansion, 1995-1999
- City of Stuart – East Stuart, Phase I. & II. CDBG Community Revitalization Project
- City of Port St. Lucie – Cross-town Parkway Utility Coordination w/ FDOT
- City of Port St. Lucie – Cross-town Parkway Utility Master Plan Improvements
- City of Port St. Lucie – Water Main Replacement Project (City Wide)
- City of Port St. Lucie – Raw Water Main Extensions (City Wide)
- City of Port St. Lucie – Southport to Westport WWTF Interconnect
- City of Port St. Lucie – Prineville Hydraulic Evaluation
- City of Port St. Lucie – Water/ Waste Water/ Reuse Water Main Ext. (Citywide)
- City of Port St. Lucie – Directional Bore under the St Lucie River
- Indiantown Company – Plan Reviews
- Indiantown Company – Reclaim Water Permit Renewal
- Martin County Utilities – Martin Downs WTP/WWTF Expansion
- SLC Engineering – Midway Road Utility Relocates
- SLC Solid Waste – Leachate Disposal Transmission/Deep Well Injection
- SLC Solid Waste/FPWA/Private Client – Ind. Deep Injection Well Permitting
- St Lucie West Utility Services District. – Acquisition Report/Master Plan
- TTHM Removal for Private Industrial Client
- Industrial Wastewater Permitting for Private Client
- FDEP Wastewater Treatment Plant Permit Renewals for

Parks & Recreation (Utility Related)

- City of Stuart - Memorial Park (APWA, Project of the Year)
- City of Stuart – 10th Street Park (conceptual planning))
- City of Fort Pierce – Jetty Park
- City of Fort Pierce – Inlet Linear Park
- St. Lucie County Parks & Rec – North Causeway Boat Ramp & Boardwalks
- St. Lucie County Parks & Rec– Pepper Park Boardwalks
- St. Lucie County Parks & Rec – Multiple Locations – Water & Sewer Connection

Roadways (Utility Line/Systems Related)

- Port St Lucie – Range Line Road Turn Lanes
- Port St Lucie – Westport WWTF Entry Road
- Port St Lucie – Glades Cutoff Road/ Copper Creek

Residence:

Ft. Pierce, Florida

Education

Bachelor of Science, Civil Engineering
Polytechnic Institute of New York, 1985.

Associate of Science, Engineering,
Nassau Community College, 1982.

Years of Experience

30

Professional Registrations

Registered Professional Engineer, Fl.
Registered Professional Engineer, NY.

Professional Affiliations

Fla. Eng. Society, Treasure Coast Chpt
Florida Water Environ. Assoc. (FWEA)

Recent Award /Publication

FES Engineer of the Year 2013

Award: Fl. Stormwater Assoc. (FSA) Stuart
Memorial Park Redevelopment

Award: American Public Works Assoc. (APWA)
Stuart Memorial Park Redevelopment

Award: Water/Wastewater Digest Project of
Year, Stuart WWTF/WRF

Award: Fl. Institute of Consulting Engineers
(FICE) Engineering Excellence Award, 2008
Grand Award, *Site Unseen – A Trilogy*

Paper: FICE 2012 Grand Award Submission–
*The Disappearing Sewage Treatment Plant – A
Paradigm Shift.*

Award: 2008, FICE Grand Award Winner 2008

Award: U.S. Environmental Protection Agency
(USEPA) & American Society of Civil Engineers
(ASCE) 1991 Project of the Year"

Contact:

Phone: 772-464-3532
e-mail: sdoyle@ct-eng.com
Address: 151 SW Flagler Ave.
Stuart, Fla, 34994



PATRICK J. FERLAND, P.E.
Roadway Design Engineer

Patrick J. Ferland, P.E., has over 30 years of land development engineering experience in Florida, including both technical and managerial competencies. His well-rounded project management experience was gained from project engineer with a local municipality to corporate oversight of engineering and surveying operations. He has extensive design, permit and construction management credentials from small to large scale projects valued at \$40 million. His responsibilities have included project management with significant experience in design, permitting, and construction management including contract administration and quality assurance. He also has experience on multi-million dollar residential and commercial projects.

REPRESENTATIVE PUBLIC IMPROVEMENT PROJECTS

Residence:

Palm City, Florida

Education:

Univ. of Florida Bachelor of Science
Civil Engineering, 1978

Professional Registration:

Professional Engineer

Affiliations:

Florida Engineering Society
Treasure Coast Chapter

America Society of Civil Engineers

St. Lucie County

- West Side Parking Lot Rehabilitation @ SLC Admin. Center

Martin County School Board:

- Palm City Elementary School - Drainage Improvements
- Design, permitting and construction management for adult vocational school and several elementary schools

City of Port St. Lucie:

- SW Annexation Infrastructure Design
- Ravenswood Community Center

Florida Power & Light

- Florida Power & Light Company - Project Manager for several dozen FP&L electrical substations throughout service area

Seminole Tribe of Florida

- Chupco's Landing Community Center, St. Lucie County

Other

- Humane Society of SLC – Kindness Center
- Waste pro Fleet Fueling Facility
- PGA Clubhouse Expansion, St. Lucie County
- Floridian National Golf Club, Martin/ St. Lucie County

Contact:

Phone; 772-464-3537
e-mail: pferland@ct-eng.com
Address: 151 SW Flagler Ave.
Stuart, Fla, 34994



MICHAEL T. KOLODZIEJCZYK, PSM
 Director of Survey Division



Mr. Kolodziejczyk has 40 years of surveying experience including transportation surveys, baseline control surveys, design and right-of-way surveys, land development construction surveys, boundary surveys for plat preparation, architectural design surveys, and detailed surveys of vacant or partially developed lands for analysis or design of improvements or additions. Along with an extensive knowledge of surveying, Mr. Kolodziejczyk has experience with research, map preparation, coordination with municipal and state governments, plat preparation, and supervision and preparation of ALTA surveys. He has also successfully performed route surveys for major sanitary sewer trunk lines, water transmission lines, gas, and electric lines. During his years of experience, he has also had the privilege to serve as district surveyor for two local community development projects.

REPRESENTATIVE PROJECTS:

Roadway (with Utility):

- City of Fort Pierce – North 10th Street Reconstruction
- City of Fort Pierce – Pincrest Estates Drainage Improvements
- City of Fort Pierce – North 31st Street Sidewalk
- City of Fort Pierce – Jetty/Inlet Linear Park
- St. Lucie County - North Lennard Road Improvements,
- St. Lucie County - Weatherbee Road Sidewalk Improvements

Utility (Water/ Sewer)

- City of Port St. Lucie - Water Main Replacement Project
- City of Port St. Lucie - Raw Water Main Extensions
- City of Port St. Lucie - Southport to Westport WWTF Interconnect
- City of Stuart - Sewer System Expansion
- City of Stuart – Memorial Park Reclaim System
- City of Stuart – Water Main Replacement Program
- City of Stuart - WWTF/WRF Facility Improvements
- Martin County Utilities - Martin Downs WTP/WWTF Expansion
- SLC Engineering Midway Road Utility Relocates
- SLC Solid Waste – Leachate Disposal Transmission/Deep Well Injection
- SLC Solid Waste/FPUA/Private client – Ind. Deep Injection Well Permitting

Other (Misc. Representative)

- St. Lucie County - PGA Clubhouse Expansion
- St. Lucie County - Marine and Oceanographic Academy
- City of Port St. Lucie - Floridian National Golf Club
- City of Port St. Lucie - Crosstown Parkway Platting,
- City of Port St. Lucie - Village Pkwy (Biotech Corridor) – CEI
- Martin County - Palm City Elem. Sch Drainage Improvements
- Martin County - Jensen Beach Boulevard Sidewalk
- Martin County - Seabranh East Coast Greenway/Pedestrian Path –

Residence:

Port St. Lucie, Florida

Education

AAS Surveying Technology, State University of New York-Alfred, 1968
 Two years toward BS in Engineering, Utah State University, 1968-1970
 Various Continuing Education Seminars

Years of Experience

Total – 37
 With ARCADIS – 21

Professional Registrations

Professional Land Surveyor, State of Florida,
 Registration No. 3864
 Professional Land Surveyor, State of Tennessee,
 Registration No. 1313 (Inactive)

Contact:

Phone; 772-464-3532
 e-mail: mkolo@ct-eng.com
 address: 151 SW Flagler Ave.
 Stuart, Fla, 34994



MARCELO DIMITRIOU, P.E.
 Director of CEI & QA/QC Division

Marcelo Dimitriou has over 20 years of project management experience with consultants, owners, and contractors. Performed construction administration/management on complex transportation projects of up to \$300 million including municipal, county, and state level projects. Responsibilities have included Project Management with significant experience in: cost/schedule, payment/cash flow, change orders, claims, progress reports, estimating, construction inspection, and quality assurance. Performed design review and interface coordination of significant transportation projects from \$150 million to \$300 million. Mr. Dimitriou has experience on structural transportation projects with elements including mass concrete, slurry walls, soil mix walls, box culverts, bridges and post tensioned beams.

REPRESENTATIVE PUBLIC IMPROVEMENT PROJECTS

Martin County (CEI):

- US #1/ Kanner Highway Intersection Improvements
- Green River Parkway – new construction
- Savannah Road Roundabout and Ped Bridge
- Dixie Highway – 4 lane (reconstruction)
- Palm Beach Road1 - reconstruction
- US -1 Widening (Martin County) - reconstruction

St. Lucie County (CEI)

- Walton Road – Reconstruction
- North Lennard Road – New Construction
- Shinn Road - Emergency Culvert Replacement
- St. Lucie/ Ft. Pierce Intermodal Transfer Station
- Stan Blum Boat Launch Areas/ Restroom Enhancements
- River Park Marina Park/ Renovations And Reconstruction

St. Lucie County School Board:

- Multiple School Access Improvements (School Bus And Parent Areas)

City of Port St. Lucie:

- SW PSL Blvd Landscape (LAP)
- SW Savona Blvd Sidewalks w/ bridge (LAP) (C-24 to Gatlin Blvd)
- SW Village Parkway - new construction (multi lanes)
- SW Community Boulevard - new construction (multi lanes)
- SW Discovery Way - new construction (multi lanes)
- St. Lucie/Port St. Lucie Intermodal Transfer Station
- Ravenswood Community Center

City of Stuart:

- Veterans Memorial Park Redevelopment

City of Ft. Pierce:

- North 13th street (LAP/ARRA)
- SR A-1-A Reconstruction (So. Bridge to Boardwalk Pk)
- Ft. Pierce Jetty Park Improvements

Residence

Stuart, Florida

Education

B.S. Civil Engineering, Northeastern University
 Construction Management Graduate Coursework Northeastern University

Registration

Florida Professional Engineer License No.: 59005
 Massachusetts Professional Engineer License No.: 38742

Training and Certifications

(CTQP ID D536-545-65-184-0)

- Advanced Maintenance of Traffic Certification
- CTQP QC Manager
- CTQP Asphalt Paving Inspection Levels 1 & 2
- Erosion Control and Stormwater Management
- Parsons Project Management Training
- Site Manager Training
- Claims & Changes (Bechtel)
- Caissons (Bechtel)
- Soil Stabilization (Bechtel)
- Support of Excavation (Bechtel)

Contact:

Phone: 772-464-3537
 e-mail: mdimitriou@ct-eng.com
 Address: 151 SW Flagler Ave.
 Stuart, Fla, 34994



WILLIAM ARCHEBELLE
Project Engineer



Mr. Archebelle has over 19 years experience in civil and environmental engineering design and project management. Mr. Archebelle specializes in stormwater management; water and wastewater treatment, distribution and collection, Reuse Water distribution, permitting and construction observation. He also has extensive experience in lift station design, as well as small and large diameter horizontal directional drilling.

Mr. Archebelle previously served as the Commercial Development Manager for the City of Port St. Lucie Utilities Department. He managed a staff of eight technical and administrative personnel and was responsible for coordination with developers and other City Departments, and the utility design review and approval process.

REPRESENTATIVE PUBLIC IMPROVEMENT PROJECTS:

Martin County:

- Park Manor Drainage Improvement Evaluation
- Highpoint Drainage Improvement Evaluation
- Indiantown/Booker Park – CDBG Grant Administration

City of Stuart:

- City of Stuart - Memorial Park (APWA, Project of the Year)
- East Stuart Neighborhood Revitalization- Infrastructure Replacement

City of Port St. Lucie

- Water Main Replacement Project (City Wide)
- Southport to Westport WWTF Interconnect
- Force Main Extension - Darwin Blvd.
- JGA WTP Plant Expansion – Phase 3 (20 mgd)
- Wastewater Lift Stations (New and Upgrades) City Wide
- Ravenswood Community Center
- PSL Police Dept. Evidence Building

Indian River County

- Central Regional WWTF Odor Control Project
- Central Regional WWTF – plant expansion – two (2) MGD to four (4) MGD.
- West Regional WWTF – plant expansion – two (2) MGD to six (6) MGD.

Non-Governmental Utility Services

- Indiantown Company - Water Distribution System Improvements
- Immokalee Water and Sewer District – Reuse System Design
- NUI Gas Inc. – Canaveral and CCAS High Pressure System Reinforcement
- NUI Gas Inc. – Mid Florida Reinforcement Project

Specialty Permitting for Water, Wastewater, & Stormwater –

Mr. Archebelle has prepared, submitted and permitted stormwater, lift station, and hydraulic models for ENCON, the South Fl. Water Mgt Dist. (SFWMD), the Southwest Fl. Water Mgt Dist. (SWFWMD), the St. Johns River Water Mgt Dist. (SJRWMD), the Florida Department of Environmental Protection (FDEP), Florida Department of Transportation (FDOT), Georgia Soil and Water Conservation District, and over 20 municipalities throughout the States of Florida and Georgia.

Residence:

Ft. Pierce, Florida

Education

Environmental Engineering (pending),
University of Central Florida

Years of Experience

19

Professional Registration

pending

Professional Affiliations

Florida Engineering Society
Treasure Coast Chapter

Publications

Carroll, Collier and Archebelle, *The Seven "C's" for Conducting Successful Infrastructure Rehabilitation Project*, 71st Annual Florida Water Resources Conference, May 1996.

Contact:

Phone; 772-464-3537
e-mail: barchebelle@ct-eng.com
Address: 2980 South 25th Street.
Ft. Pierce, Florida, 34981



JOSH KILLIAN, EI
Design Engineer

Josh Killian, EI, provides engineering and project design support for Culpepper and Terpening's Municipal and land Development divisions. A double major of the University of Pittsburgh. Mr. Killian has been involved in the design of two LAP (local area projects) projects since joining Culpepper and Terpening on 2013, in addition to providing engineering design and stormwater analysis for a number of private development projects.

REPRESENTATIVE PUBLIC IMPROVEMENT PROJECTS:

Martin County:

- SR A-1-A/ J Bch Causeway Roundabout
- SR A-1-A – Gateway Improvements

City of Port St. Lucie:

- Bayshore Blvd. Sidewalk (LAP)
- Savonna Blvd. Sidewalk w/ Bridge (LAP).

Private & Other Clients:

- Family Dollar, Jensen Beach Stormwater modeling
- The Floridian, Stormwater modeling
- Veranda Gardens, Stormwater modeling
- Century Plaza Stormwater modeling
- CDD Annual Financial Reports for (8)
- Portofino Isles, SFWMD Water Use Permit Renewals
- Becker Tree Farm, SFWMD Water Use Permit Renewals

Residence:

Ft. Pierce, Florida

Education

Bachelor of Science, Civil & Environmental Engineering
University of Pittsburgh, 2012

Bachelor of Science, Biology
(Chemistry Minor)
University of Pittsburgh, 2005

Years of Experience

1

Professional Registration

Engineer In Training

Professional Affiliations

Florida Engineering Society
Treasure Coast Chapter

Contact:

Phone; 772-464-3537
e-mail: jkillian@ct-eng.com
Address: 2980 South 25th Street.
Ft. Pierce, Florida, 34981



TAYLOR ENGINEERING, INC.

Delivering Leading-Edge Solutions

June 9, 2014

Mr. Dennis Murphy
Senior Vice President
Culpepper and Terpening, Inc.
2980 South 25th Street
Ft. Pierce, FL 34981

Re: City of Stuart REI# 2014-146
Professional Civil Engineering Services

Dear Mr. Murphy:

Taylor Engineering, Inc. (Taylor Engineering) is pleased to join your team on the submittal to the City of Stuart for professional civil engineering services. Since 1983, Taylor Engineering has focused its attention on water-related challenges and the effects of water resource activities on the environment. Throughout its history, Taylor Engineering has remained true to its vision – be the best in developing leading-edge solutions to challenges in the water environment.

Taylor Engineering has successfully completed projects throughout the eastern and southern United States, Puerto Rico, and South America. The diverse nature of these projects range from design, permitting, and construction of marine facilities, stormwater installations, constructed wetland, shore protection projects, and dredged material management facilities to advanced mathematical modeling of complex water bodies for the design and evaluation of flood control and ecosystem restoration projects, bridges, jetties, breakwaters, channel deepening, and more.

Taylor Engineering is committed to providing the following services as a part of your team to the City of Stuart:

- Hydrologic and hydraulic studies
- Floodplain studies
- Structural studies and design for bridges, culverts and retaining walls
- Construction plans for waterfront and marine facilities (docks, seawalls, river walks, upland support facilities)

We contend that few companies, if any, can match Taylor Engineering's combination of assets: our superb working relationship with local, state and federal agency personnel; our proven success with shoreline, dock, waterfront, marine structure, coastal and dredging projects; and, our dedicated Florida-based staff.

Sincerely,

Jonathan T. Armbruster, P.E.
Vice President, Waterfront Engineering



HAZEN AND SAWYER
Environmental Engineers & Scientists

Hazen and Sawyer, P.C.
2101 Corporate Boulevard
Boca Raton, FL 33431
561 997-8070
Fax: 561 997-8159

Steven J. Doyle, P.E.
Culpepper & Terpening, Inc.
2980 South 25th Street
Fort Pierce, Florida 34981

City of Stuart, Florida - Request for Proposals #2014-146
Professional Civil Engineering Services

Dear Steve:

Hazen and Sawyer is pleased to offer its services to Culpepper & Terpening related to the above referenced Request for Proposals (RFP). Hazen and Sawyer has a long track record of serving the City, going back to 1992 and our development of the original Stormwater Utility Program. In addition, for the better part of the past two decades we have provided significant assistance to the City regarding permitting, remediation, and development of the Old City Landfill. We believe our project history, institutional knowledge, and relationships developed relative to the City's Stormwater Program and Old City Landfill will be extremely valuable as Culpepper & Terpening continues to provide the City with a high level of Professional Civil Engineering Services.

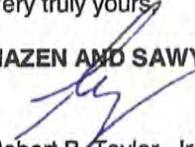
As a firm focused on the Water Environment, Hazen and Sawyer is certainly able to assist you with any water, wastewater, reuse or stormwater issues you may tackle on the City's behalf. These include:

- Water supply, treatment, storage and distribution
- Wastewater collection, transmission, treatment and disposal
- Water reclamation/reuse
- Hydraulic modeling and pump station/lift station design associated with the above
- Plant (water and wastewater) modeling and optimization
- Stormwater utility management
- Stormwater modeling, design and permitting
- Regulatory compliance (NPDES MS4, TMDLs, etc.)
- Construction services

We look forward to the opportunity of continuing to serve the City of Stuart, into a third decade, as part of the Culpepper & Terpening Team. If you have any questions or need additional information, please give me a call.

Very truly yours,

HAZEN AND SAWYER, P.C.


Robert B. Taylor, Jr., P.E.
Vice President

Steven Doyle_City of Stuart RFP 2014-146

New York, NY • Armonk, NY • Philadelphia, PA • Boston, MA • Detroit, MI • Ramsey, NJ • Cincinnati, OH • Raleigh, NC • Charlotte, NC • Greensboro, NC • Fairfax, VA • Atlanta, GA • Baltimore, MD
Hollywood, FL • Boca Raton, FL • Fort Pierce, FL • Tampa, FL • Sarasota, FL • Coral Gables, FL • Jacksonville, FL • Bogotá, Colombia, S.A.



Public Resources Management Group, Inc.

Utility, Rate, Financial and Management Consultants

June 13, 2014

Steven J. Doyle, P.E.
Culpepper & Terpening, Inc.
2980 South 25th Street
Fort Pierce, Florida 34981

Subject: **City of Stuart, Florida – Request for Proposals #2014-146
Professional Civil Engineering Services**

Dear Mr. Doyle:

Public Resources Management Group, Inc. (PRMG) is pleased to offer its services to Culpepper & Terpening related to the above referenced Request for Proposals (RFP). PRMG has served the City on a variety of rate and utility financial issues since 2001. Specifically over the past 13 years, we have assisted the City in the review of system development fees, the evaluation of retail and wholesale water, wastewater and reclaimed rates, assisted in the development of billing policies and procedures, reviewed service agreements and assisted the City with its strategic initiatives. We believe our project history, institutional knowledge, and relationships developed relative to the City's utility strategy will be extremely valuable as Culpepper & Terpening continues to provide the City with a high level of Professional Civil Engineering Services.

As a firm focused on the utility rate, financial and management issues, PRMG is certainly able to assist you with any water, wastewater, reuse or stormwater issues you may tackle on the City's behalf. The services we can assist you with include:

- Rate and Cost of Service Studies
- Capital Financial and Bond Feasibility Studies
- Water and Wastewater Capital Facility Charges
- Municipal Fee Studies
- Valuation and Acquisition Studies, Including Transitional Activities Due to the Utility Transfer
- Wholesale Rate Studies and Service Agreements
- Contract Negotiations, Developer Agreements/Uniform Extension Policies
- Litigation Services and Expert Testimony
- Strategic Business Planning Services
- Rates for Solid Waste Services
- Rates and Policies for Reclaimed Water Service
- Water Conservation Rates
- Computer Modeling for Rate and Financial Planning

P:\2014-04\Ltr.

341 NORTH MAITLAND AVENUE – SUITE 300 – MAITLAND, FL 32751
telephone: (407) 628-2600 • fax: (407) 628-2610 • email: prmg@prmginc.com • website: www.prmginc.com



Mr. Steven J. Doyle, P.E.
Culpepper & Terpening, Inc.
June 13, 2014
Page 2

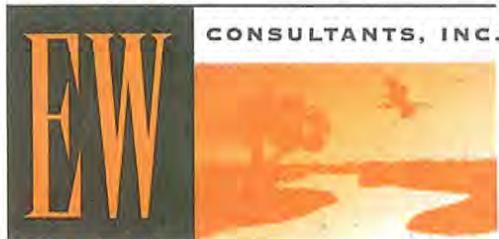
We look forward to the opportunity of continuing to serve the City of Stuart as part of the Culpepper & Terpening Team. If you have any questions or need additional information, please give me a call.

Very truly yours,
Public Resources Management Group, Inc.

Robert J. Ori
President



NATURAL RESOURCE MANAGEMENT, WETLAND, AND ENVIRONMENTAL PERMITTING SERVICES



EDWARD R. WEINBERG, PWS, PRESIDENT

EDUCATION

M.S. Oceanography, Florida Institute of Technology, 1987

B.S. Biology (cum laude), St. Bonaventure University, 1985

ADDITIONAL TRAINING AND LICENSES

Certified Professional Wetland Scientist (#000670)

U.S. Army Corps of Engineers Certified Wetland Delineator, Jacksonville District

PROFESSIONAL AFFILIATIONS

Florida Academy of Sciences

Society of Wetland Scientists

National Association of Environmental Professionals

Florida Association of Environmental Professionals

Treasure Coast Builders Association

American Water Works Association

American Membrane Technology Association

QUALIFICATIONS AND EXPERIENCE

Mr. Weinberg is an environmental professional with broad knowledge in freshwater, marine and terrestrial systems. With over 25 years of practical experience, he has participated in a wide variety of natural resource assessments, listed species surveys and relocations, land management plan preparations, and environmental permitting projects. A biologist and regulatory specialist with substantial field experience in Florida's natural systems, he founded EW Consultants, Inc. in 1997 to specialize in the identification and evaluation of natural resource issues and their relationship to Florida's regulatory climate.

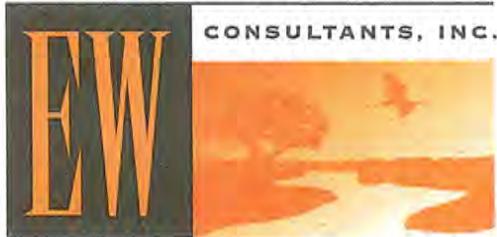
Mr. Weinberg's experience includes delineation of wetlands, native habitat, and wildlife evaluation on thousands of acres throughout Florida. This experience has included everything from preliminary due diligence evaluation to highly complex permitting efforts. The field information collected during these assessments has been used to develop management plans for wetland and upland systems, prepare maps for environmental acquisition projects, and to support permit applications and project planning.

Since the formation of EW Consultants, the firm has focused its practice on developing strong working relationships with natural resource agency staff throughout the Florida regulatory community. This approach, along with thorough natural resources analysis and evaluation, leads to continued success for EW Consultants' clients in achieving their project objectives. The myriad environmental regulatory programs and concerns of the citizens in Florida result in a complex process for achieving project success and protecting its natural resources.

1000 SE MONTEREY COMMONS BLVD., SUITE 208 • STUART, FL 34996 • PH: 772-287-8771 •
FAX: 772-287-2988
WWW.EWCONSULTANTS.COM



NATURAL RESOURCE MANAGEMENT, WETLAND, AND ENVIRONMENTAL PERMITTING SERVICES



PAUL EZZO, AICP, PROJECT PLANNER

EDUCATION

M.S. City and Regional Planning, University of North Carolina at Chapel Hill, 1989
B.S. Social Science, Florida State University, 1987

ADDITIONAL TRAINING AND LICENSES

American Institute of Certified Planners (AICP No. 064566)

PROFESSIONAL AFFILIATIONS

American Institute of Certified Planners
American Planning Association
Florida Planning Association, Treasure Coast Chapter

QUALIFICATIONS AND EXPERIENCE

Mr. Ezzo is an environmental and project planner with more than 20 years of experience, including both governmental and private consulting positions. He possesses a unique combination of extensive environmental and natural resources experience as well as a formal education and certification in city and regional planning. As a senior planner with the South Florida Water Management District, his responsibilities included review of DRI proposals as well as extensive intergovernmental coordination with Palm Beach, Martin and St. Lucie Counties and the Treasure Coast Regional Planning Council. As a planner for Martin County, he was instrumental in implementing natural resource management plans in an effort to balance the demands of growth with the requirements of natural resources.

Mr. Ezzo joined EW Consultants, Inc. in 2001 and has played a pivotal role in providing environmental and natural resource consulting services to both public and private sector clients over the past 13 years. He has successfully managed natural resource-related projects on behalf of numerous clients, including environmental assessments, permitting, mitigation design, natural resource restoration, and monitoring of projects throughout the Treasure Coast region.

His extensive knowledge and experience within the South Florida scientific and regulatory communities have resulted in a wide network of contacts and resources on the federal, state, and local levels. His familiarity of a wide range of habitat assessment methods have allowed him to develop meaningful natural resources management plans and recommendations to a variety of clientele, including those both in the private and public sectors.

In his 13 years with EWC, Mr. Ezzo has worked on over 300 projects ranging from site assessments on quarter-acre lots to determining environmental protocols for 2,000-acre DRI's as well as assisted large land owners in central Florida with agricultural permitting. This experience has allowed Mr. Ezzo the opportunity to work with a multitude of government agencies and thus build relationships with many of those agencies' staff members.

1000 SE MONTEREY COMMONS BLVD., SUITE 208 • STUART, FL 34996 • PH: 772-287-8771 •
FAX: 772-287-2988
WWW.EWCONSULTANTS.COM



8. **CERTIFICATION BY THE WOMEN’S BUSINESS DEVELOPMENT COUNCIL OF FLORIDA:**

Culpepper and Terpening, Inc. has been certified by the Women’s Business Development Council of Florida (WBENC) as a woman-owned business.

WBENC | Women's Business Enterprise National Council

hereby grants

National Women’s Business Enterprise Certification
to
Culpepper & Terpening, Inc.

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE).
This certification affirms the business is woman-owned, operated and controlled; and is valid through the date herein.

WBENC National WBE Certification was processed and validated by Women's Business Development Council of Florida, a WBENC Regional Partner Organization.

Expiration Date: 10/01/2014
WBENC National Certificate Number: 2005121023

Nancy Allen
Authorized by Nancy Allen, President & CEO,
Women's Business Development Council of Florida



NAICS Codes: 541330, 541360
UNSPSC Codes: 81100000, 81101500, 81151604





9. PROFESSIONAL LICENSES:

State of Florida
Board of Professional Engineers
Attests that
Culpepper & Terpening, Inc.



is authorized under the provisions of Section 471.023, Florida Statutes, to offer engineering services to the public through a Professional Engineer, duly licensed under Chapter 471, Florida Statutes.

Expiration: 2/28/2015	Certificate of Authorization	CA Lic. No: 4286
Audit No: 228201502631		



Florida Department of Agriculture and Consumer Services
 Division of Consumer Services
 Board of Professional Surveyors and Mappers
 2005 Apalachee Pkwy Tallahassee, Florida 32399-6500
 800HELPLA(435-7352) or (850) 488-2221

February 20, 2013

CULPEPPER & TERPENING INC
 2980 SOUTH 25TH STREET
 FORT PIERCE, FL 34981

SUBJECT: Professional Surveyor and Mapper Business Certificate # LB4286

Your application / renewal as a professional surveyor and mapper business as required by Chapter 472, Florida Statutes, has been received and processed.

The license appears below and is valid through February 28, 2015.

You are required to keep your information with the Board current. Please visit our website at www.800helpfla.com/psm to create your online account. If you have already created your online account, you can use the website to maintain your license. You can also find other valuable information on the website.

If you have any questions, please do not hesitate to call the Division of Consumer Services, Board of Professional Surveyors and Mappers at 800-435-7352 or 850-488-2221.

 Detach Here



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.: **LB4286**
 Expiration Date: February 28, 2015

Professional Surveyor and Mapper Business License

Under the provisions of Chapter 472, Florida Statutes

CULPEPPER & TERPENING INC
 2980 SOUTH 25TH STREET
 FORT PIERCE, FL 34981

ADAM H. PUTNAM
 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.



10. CORPORATE CERTIFICATE:

*State of Florida
Department of State*

I certify from the records of this office that CULPEPPER & TERPENING, INC. is a corporation organized under the laws of the State of Florida, filed on November 15, 1985.

The document number of this corporation is H85712.

I further certify that said corporation has paid all fees due this office through December 31, 2014, that its most recent annual report/uniform business report was filed on January 8, 2014, and 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 Eighth day of January, 2014*



Ken Detjen
Secretary of State

Authentication ID: CC7731057559

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

<https://efile.sunbiz.org/certauthver.html>



11. W-9 TAX FORM

Form W-9
(Rev. December 2011)
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.

Name (as shown on your income tax return)
Culpepper & Terpening, Inc.

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:
 Individual/sole proprietor C Corporation S Corporation Partnership Trust/estate
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Exempt payee
 Other (see instructions) ▶ _____

Address (number, street, and apt. or suite no.)
2980 South 25th Street
City, state, and ZIP code
Fort Pierce, Florida 34981

Requester's name and address (optional)

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number									
			-				-		
Employer identification number									
5	9	-	2	6	0	6	4	2	0

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).

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 on page 4.

Sign Here Signature of U.S. person ▶ *Sherry Terpening* Date ▶ 1/24/13

General Instructions

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

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

Cat. No. 10231X Form W-9 (Rev. 12-2011)



12. FDOT CERTIFICATIONS



Florida Department of Transportation

RICK SCOTT
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

ANANTH PRASAD, P.E.
SECRETARY

August 3, 2013

James P. "Butch" Terpening, President
CULPEPPER & TERPENING, INC.
2980 South 25th Street
Ft. Pierce, Florida 34981

Dear Mr. Terpening:

The Florida Department of Transportation has reviewed your application for qualification package and determined that the data submitted is adequate to qualify your firm for the following types of work:

- Group 3 - Highway Design - Roadway
 - 3.1 - Minor Highway Design
 - 3.2 - Major Highway Design
- Group 6 - Traffic Engineering and Operations Studies
 - 6.1 - Traffic Engineering Studies
 - 6.2 - Traffic Signal Timing
- Group 7 - Traffic Operations Design
 - 7.1 - Signing, Pavement Marking and Channelization
 - 7.3 - Signalization
- Group 8 - Survey and Mapping
 - 8.1 - Control Surveying
 - 8.2 - Design, Right of Way & Construction Surveying
 - 8.4 - Right of Way Mapping
- Group 10 - Construction Engineering Inspection
 - 10.1 - Roadway Construction Engineering Inspection
- Group 13 - Planning
 - 13.4 - Systems Planning
 - 13.5 - Subarea/Corridor Planning
 - 13.6 - Land Planning/Engineering

www.dot.state.fl.us

RECEIVED
AUG 07 2013

Culpepper & Terpening, Inc.



Your overhead audit has been approved, enabling your firm to compete for projects with estimated fees of any dollar amount. This status shall be valid until June 30, 2014 for contracting purposes.

Overhead Rate	<u>Home/Branch Office</u>	<u>Facilities Capital Cost of Money</u>	<u>Overtime Premium Reimbursed</u>	<u>Direct Expense</u>
	116.80%	0.398%		5.38% (Home)

Should you have any questions, please feel free to contact me by phone at 850-414-4597 or by email at Carliayn.Kell@dot.state.fl.us.

Sincerely,

Carliayn Kell
Professional Services
Qualification Administrator



Florida Department of Transportation
CERTIFICATE OF COMPLETION

is hereby granted to

Marcelo Dimitriu

Culpepper & Terpening, Inc

to certify the satisfactory completion of a six hour training program
 EEO, DBE and Payroll Compliance on Local Area Projects
 Including USDOT, OIG Video:
 "Fraud Awareness: False Statements and Claims"

Granted: June 15, 2010

Barbara Handrahan

Barbara Handrahan
 FDOT District 4
 Local Agency Program Administration



Marty Anderson

Marty Anderson
 FDOT District 4
 Construction Contract Compliance Manager

State of Florida Department of Transportation
Certificate of Training
Stefan Matthes
Culpepper & Terpening, Inc.
 Successfully completed on June 5, 2012 a 7-hour training program

Delivered for
 District 4
 Local Agency Project Administration

**EEO, DBE, & Payroll
 Compliance
 on Local Area Projects**

Ellen H. Daniel, PE, CPM
 D4 Local Program Engineer

Marty Anderson
 D4 Contract Compliance Manager






13. RECENT, CURRENT, AND PROJECTED WORKLOAD

1.) Recent Workload

Culpepper & Terpening, Inc. prides itself on has managing the workload and staffing to meet our Client's Scope, Schedule and Budget. Over the past several years, we have had the opportunity to provide complete Engineering Services on a number of project's for **The City of Stuart**. Culpepper & Terpening has demonstrated its commitment to successfully meet **the City of Stuart's** Scope Schedule and Budget on every project and we will continue to do so as part of this continuing services agreement for Professional Engineering Services

2.) Current and Projected Workload

Culpepper & Terpening, Inc. has been fortunate during these economic times to have a continuing workload that has allowed us to continue to service both our public and private clients. As **The City of Stuart** brings individual projects forward, we have the resources to commit towards those projects in order to ensure the timely completion of all activities. Present staffing within the firm is adequate to meet our projected needs. However, should changed conditions warrant the need for staffing expansions, we are committed to taking the steps necessary to ensure that our clients are fully served.



14. COMMITMENT TO MEETING TIME AND BUDGET REQUIREMENTS:

Culpepper & Terpening, Inc., (C&T) will meet **The City of Stuart's** objectives by assigning our highly skilled team utilizing the most efficient and expeditious methods to accomplish the tasks assigned.

C&T has the personnel to address any critical time frame. It is not unusual for us to perform assignments on an expedited schedule. We understand that the Scope, Schedule and Budget of every project are critical, regardless of the magnitude of the work.

In addressing the scope, schedule and budget requirements, we are proud to say that we have achieved the City's objectives on every project. We have the experience to continue providing the City with an experienced team that supports the scope of work for the project.

The following outlines **Culpepper & Terpening, Inc.'s** proven process of providing Professional Civil Engineering Services to **The City of Stuart**.

- A work request arrives from the City of Stuart requesting Professional Services
- Project scope, schedule and budget is determined and a contract is set up
- The project is set up in Basecamp or Laserfiche (electronic document management system) & FTP Site
- The determination is made as to which specialized team is best suited for the task
- The team determines the best method to complete the assignment within the time provided
- A continuous communication and information flow with City personnel is performed through the duration of the project.
- Project manager verifies deliverables for quality assurance.
- A non project professional checks the deliverable for quality, as a separate control form that used in the plans preparation.
- Deliverables are produced and undergo final quality control verification by project manager
- Along with each milestone submittal, and then prior to bidding of the work, C&T will prepare a detailed construction cost estimate based upon most recent FDOT price indices. Should the detailed cost estimate be higher than the budget, C&T, along with City Staff will look for value adjustment to the plans to ensure budgets are met.
- Assist the City of Stuart in improving the " Quality of Life for the Present and Future Community Residents"

Culpepper & Terpening, Inc.'s has the proven the ability to meet **The City of Stuart's** scope, schedule and budget with our extensive knowledge, a streamlined management approach and a flexible staff.



TAB 5: INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

CULP&TE-01 LAWLESS

DATE (MM/DD/YYYY)

1/14/2014

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...

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must 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-JUP, Abacoa Town Center, 1200 University Blvd, Suite 200, Jupiter, FL 33458. CONTACT NAME: Teresa Barwick, PHONE: (561) 776-0660, FAX: (561) 776-0670, E-MAIL: Teresa.Barwick@ioausa.com. INSURER(S) AFFORDING COVERAGE: Travelers Indemnity Company, Travelers Indemnity Company of America, Bridgefield Employers Insurance Company.

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.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL SUBR INSR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include General Liability, Automobile Liability, Umbrella Liability, and Workers Compensation.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) For information purposes only.

CERTIFICATE HOLDER

CANCELLATION

Certificate holder information: Culpepper & Terpening Inc., 2980 S. 25th Street, Ft. Pierce, FL 34981. Cancellation notice: 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 signature: John M. Blagop.

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ACORD 25 (2010/05)

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TAB 6: PROHIBITION AGAINST CONTINGENT FEES/NON-COLLUSION/CONFLICT OF INTEREST DISCLOSURE STATEMENTS

Culpepper and Terpening, Inc. [the respondent] warrants that we have not employed or retained any company or person, other than a bona fide employee working solely for the respondent to solicit or secure this agreement and that we have not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for Culpepper and Terpening, Inc. any fee, commission, percentage, gift, or other consideration contingent upon or resulting from award or making of this agreement.

Culpepper and Terpening, Inc. [the respondent] certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, that in connection with this solicitation the information provided has been arrived at independently, without consultation, communication, or agreement with any other respondent or with any competitor for the purpose of restricting competition, or in any other way influencing the competitive arena.

Culpepper and Terpening, Inc. is not aware of any potential conflict of interest, real or apparent, that the firm, employee, officer, or agent of the firm may have due to ownership, other clients, contracts or interests associated with this projects(s) for the City of Stuart.

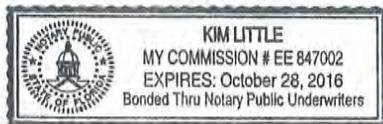


Title: SENIOR VICE PRESIDENT
CULPEPPER; TERPENING

STATE OF Florida

COUNTY OF St. Lucie

The foregoing instrument was acknowledged before me this 19 day of June, 2014 by Stefan K. Matthes who is personally known to me or who has produced _____ as identification.



NOTARY PUBLIC

SIGN: Kim Little

PRINT: Kim Little

Notary Public, State at large
My Commission Expires:

(Seal)



TAB 7: OTHER INFORMATION

C&T Industry Recognition

Culpepper & Terpening, Inc. is proud to have been recognized nationally for our outstanding Civil Engineering and Land Surveying Services. In 2012, we received an Outstanding Achievement Award from the Florida Stormwater Association and the Project of the Year from the American Public Works Association for projects in **Martin County**. In 2011, we received a Top Ten Project Award from Water and Wastes Digest for the City of **Stuarts Memorial Park** project and in 2008, we were the recipient of the FICE Engineering Excellence Grand Award.

2012: FSA Outstanding Achievement Award



2012: APWA Project of the Year



2011: Water & Wastes Digest Top Projects Award



2008: FICE Engineering Excellence Grand





TAB 8: ADDENDUM



City of Stuart

121 S.W. Flagler Avenue • Stuart • Florida 34994
Telephone (772) 288-5320

Department of Financial Services

Procurement & Contracting Services Division
Charles T. Iverson, Procurement Manager

Fax: (772) 600-1202
tiverson@ci.stuart.fl.us

Date: June 5, 2014, 2014
To: All Prospective Proposers
Subj: Addendum #1 to RFP #2014-146, Professional Engineering Services

ADDENDUM #1

This addendum is issued to expand the scope of services for this project:

To Section II, Scope of Service add item T:

- T. Preparation of design studies, design plans and design specifications for water distribution, wastewater collection, and reclaimed water systems, specific water and wastewater process control evaluations and reports, and other related water, wastewater, and reclaimed water projects.

This Addendum must be acknowledged, signed and returned with your proposal. Failure to comply may result in disqualification of your proposal.

Sincerely,

Charles T. Iverson
Purchasing Manager
City of Stuart, Florida

Acknowledgement is hereby made of Addendum #1 to RFP #2014-146, Professional Engineering Services.

Signature

6/18/14

Date

CULP... TRADING

Firm

*** END OF DOCUMENT ***

EXHIBIT B

“ORIGINAL REQUEST FOR PROPOSAL AS ISSUED BY CITY”



City of Stuart

121 S.W. Flagler Avenue • Stuart • Florida 34994
Telephone (772) 288-5320

Department of Financial Services

Procurement & Contracting Services Division
Charles T. Iverson, Procurement Manager

Fax: (772) 600-1202
tiverson@ci.stuart.fl.us

LEGAL NOTICE FOR REI #2014-146

PROFESSIONAL CIVIL ENGINEERING SERVICES

The Stuart City Commission, Stuart, Florida, in compliance with Florida Statute 287.055, Consultants' Competitive Negotiation Act (CCNA), invites Expressions of Interest from qualified, experienced, licensed civil engineers to provide Civil Engineering Services to the City of Stuart.

Description: The intent of this solicitation is to select the most highly qualified firm(s) to provide Professional Civil Engineering services to the City of Stuart on an "as needed" basis, for an initial contract award period of one (1) year and two one year renewals. Total contract period shall not exceed three years.

Submittal information and response format may be obtained at no charge by contacting the City of Stuart Procurement & Contracting Services Office located at 121 SW Flagler Avenue, Stuart, Florida, by email at tiverson@ci.stuart.fl.us, by calling (772) 288-5320, or by accessing DemandStar by Onvia at <http://www.demandstar.com>.

Firms desiring to provide the Civil Engineering Services described above shall submit one (1) original, marked "ORIGINAL", six (6) copies, each marked "COPY", and one (1) electronic copy on a CD, PDF format preferred, of their proposals, containing all of the requested qualification data by **2:30 pm, Wednesday, June 18, 2014.** Submittals will be accepted by hand delivery, overnight delivery or U.S. mail in the Procurement Division Office, Stuart City Hall, 121 SW Flagler Avenue, Stuart, Florida 34994. Submittals received after that date and time will not be accepted or considered and will be retained in the Procurement Office unopened. Timely submittals will be opened as soon as practicable thereafter in the City Hall, First Floor Conference room, 121 SW Flagler Avenue, Stuart, Florida. Questions concerning this REI will be taken until 5:00 pm, Wednesday, June 11, 2014.

In compliance with the Americans with Disabilities Act (ADA), anyone desiring to attend this proposal opening who needs a special accommodation should contact the City's ADA coordinator at 772-288-5306 or TDD at 772-288-5302 at least 48 hours in advance of the meeting, excluding Saturday and Sunday.

Mail/Overnight or Hand Deliver Proposals to:

**Stuart City Hall
Purchasing Division
121 S.W. Flagler Avenue
Stuart, Florida 34994**

Mark outside of envelope: REI #2014-146 "Professional Civil Engineering Services"

Publish Date: June 2, 2014

Stuart City Commission
City of Stuart, Florida
Terry Iverson, Procurement Manager

REI #2014-146, Professional Civil Engineering Services

I. General

The City of Stuart is seeking qualified, experienced, licensed civil engineers to provide Professional Civil Engineering services to the City of Stuart on an "as needed basis". The final negotiated contract will be a term agreement for an initial one (1) year period with the option of two (2) additional one (1) year renewals, upon the mutual agreement of the parties. At the option of the City, and upon the agreement of the Professional, this Contract may be converted to or replaced at any time with a "Continuing Services Contract" as that term is defined in Section 287.055, et seq, Florida Statutes, Consultant's Competitive Negotiating Act (CCNA).

II. Scope of Services

The individual or firm retained to provide Professional Civil Engineering services shall work with the City Public Works Director or other City staff in advising the City and the City Commission regarding Civil Engineering services. A general description of the scope of professional services required is, but not limited to, the following:

- A. Preparation of roadway location or alignment studies
- B. Preparation of roadway design
- C. Preparation of land acquisition documents
- D. Preparation of a hydrologic & hydraulic studies
- E. Preparation of storm drainage system design
- F. Preparation of new or retrofit storm water management design
- G. Preparation of floodplain studies
- H. Preparation and procurement of requisite environmental permits
- I. Performance of traffic counts
- J. Preparation of traffic studies and analysis
- K. Preparation of maintenance of traffic design
- L. Preparation of structural studies and design for bridges, culverts and retaining walls
- M. Preparation of construction documents
- N. Preparation of cost estimates
- O. Preparation of Construction Plans for Waterfront and Marine Facilities (docks, seawalls, river walks, upland support facilities)
- P. Presentation to the Commission, staff, and the public of reports, plans, and exhibits
- Q. Preparation of as-built plans
- R. Review of plans, specifications and estimates developed by others
- S. Other customary Professional Civil Engineering Services

Contact Person: Questions or requests for additional information shall be directed to Terry Iverson, Procurement & Contracting Services Manager at (772) 288-5320, fax (772) 600-1202, or e-mail: tiverson@ci.stuart.fl.us. All questions and contacts must be made through the Procurement & Contracting Services Office. Attempts to lobby or persuade through other channels will result in disqualification.

III. Selection Criteria

The selection criteria will include the following:

- A. Task Approach: Outline of proposed manner in which scope of work will be addressed.

Approach shall demonstrate firm's capability to work within the City's budget and time constraints. Describe all quality control implementation procedures, sub-consultant supervision, contract compliance and enforcement of industry standards. Comment on firm's project schedules and budgets. Discuss ways to maintain schedules and ways to recover. Discuss cost control and value engineering. Describe any project management systems used to track and control project issues. Describe the communication procedures to be employed throughout the contract term and the plan to establish and maintain clear lines of communication with the City's Project Manager and City staff. **(30 pts)**

- B. Past Performance: Working relationships with the City of Stuart and other Florida municipalities and public entities. Include references and contact information. **(30 pts)**
- C. Familiarity: Familiarity with local conditions or an explanation of the firm's approach to become familiar quickly with local conditions. **(30 pts)**
- D. Professional Qualifications: Firm's and specific individuals' relevant experience and expertise of at least five (5) years with other Florida municipalities and public entities. A demonstrated thorough understanding of the concepts, principles, and procedures of Civil Engineering services and its applicability to the City. **(10 pts)**

SUBMITTAL REQUIREMENTS: Firms interested in providing the required professional services shall submit one (1) original, marked "**ORIGINAL**", six (6) copies, each marked "**COPY**", and **one (1) electronic copy (PDF format preferred) on a CD** of the requested qualification data for evaluation. Submittals shall be clear, concise, indexed by subject, typed on letter size paper, and individually bound. Submittals shall be mailed or delivered in a sealed package clearly marked on the outside with the project name, solicitation number, and due date. Packages must be received in the City of Stuart Procurement & Contracting Services Office by the advertised deadline.

Each respondent should ensure that they have received any/all addenda and amendments to this REI **before** submitting their proposal. Respondents may check for any addenda by calling (772) 288-5320, via the City's website: www.cityofstuart.com, or by accessing DemandStar by Onvia at <http://www.demandstar.com>. All addenda issued pursuant to this solicitation must be acknowledged and submitted as part of the proposal package. Failure to acknowledge addenda may result in the proposal being determined non-responsive.

Delivery of a package to any City location other than the Procurement & Contracting Services Office does not constitute official receipt by the City. Any package delivered after the advertised deadline will not be considered.

IV. Proposal Format

Proposals shall include the following information:

A Transmittal Letter will summarize in a brief and concise manner the professional's understanding of the scope of work and make a positive commitment to perform the work in a timely manner, within budgetary requirements. An agent authorized to contractually bind the firm must sign the Letter of Transmittal indicating the agent's title or authority. This signature shall certify the veracity of the contents of the submittal and bind the firm to the firm's offer to provide services addressed in the response to the City of Stuart's Request for Expressions of Interest. The transmittal letter shall not exceed two pages in length.

Tab 1: Task Approach

Provide an outline of proposed manner in which a scope of work will be addressed and the manner in which the approach shall demonstrate the firm’s capability to work within the City’s budget and time constraints. Describe all quality control implementation procedures, sub-consultant supervision, contract compliance and enforcement of industry standards. Comment on firm’s project schedules, budgets and adherence to those items. Discuss ways to maintain schedules and ways to recover. Discuss cost control and value engineering. Describe any project management systems used to track and control project issues. Describe the communication procedures to be employed throughout the contract term and the plan to establish and maintain clear lines of communication with the City Project Manager and City staff.

Tab 2: Past Performance in similar activities in Florida.

Provide a list of projects of similar nature within the past three years. Title and brief description of each project shall include:

- Client (contact person, address, telephone number)
- Year completed
- Nature of work involved in each project
- Total Value of the Project

Tab 3: Familiarity:

Provide a description of the firm’s familiarity with local conditions, community goals, etc., or provide a plan that outlines an explanation of the firm’s approach to become familiar quickly with local conditions, community goals, etc.

Tab 4: Qualification Data

Firms shall provide a brief profile of their company, which should include their history, locations of their corporate and satellite offices, location of their project team, corporate structure, ownership interest, and the length of company's existence. The firms shall also submit an organizational chart, staff qualifications, and experience of the firm. Resumes of proposed key personnel (name, company address, phone number, e-mail address) that will be assigned to this project shall include job skills, education, training, experience and professional affiliations/membership. All proposed sub-consultants shall be identified, and the working relationship between the respondent and the sub-consultant shall be explained. Sub-consultants shall also provide key personnel resumes. Standard forms 254 & 255 or OMB Standard Form 330 may be submitted. Provide a list of disciplines offered by the firm (i.e. mechanical, electrical, hydrogeologic, land surveying, etc.).

The firm shall provide sufficient competent and qualified personnel to effectively carry out its responsibilities under the Master Agreement. The firm shall utilize only competent personnel who are qualified by experience and education. The firm may not make changes in the personnel working on activities pursuant to the Master Agreement without written concurrence of the City.

Tab 5: Insurance

Provide a statement agreeing to obtain (prior to award) Professional Liability Insurance with coverages as detailed herein. A certificate of insurance indicating that the firm has coverage in accordance with the requirements herein set forth may be furnished by the firm to the City along with their qualification data.

A properly completed Accord Form is preferable. The City of Stuart named as additional insured for General Liability shall be required **prior to entering into a contract.**

The Firm shall either cover any sub-consultants on its policy or require the sub-consultants to conform to all requirements for insurance contained herein.

Tab 6: Prohibition against Contingent Fees/Non-Collusion/Conflict of Interest Disclosure Statements

In accordance with Florida Statute 287.055(6)(a), the following statement must be included in each submittal:

“The respondent warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the respondent to solicit or secure this agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the respondent any fee, commission, percentage, gift, or other consideration contingent upon or resulting from award or making of this agreement.”

Include the following Statement of Non-Collusion:

“The respondent certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, that in connection with this solicitation the information provided has been arrived at independently, without consultation, communication, or agreement with any other respondent or with any competitor for the purpose of restricting competition, or in any other way influencing the competitive arena.”

Include a disclosure statement advising the City of any potential conflict of interest, real or apparent, that the Respondent, employee, officer, or agent of the firm may have due to ownership, other clients, contracts or interests associated with this project. Signature on the transmittal letter shall certify the veracity of these statements.

Tab 7: Other Information

Provide any information pertinent to this project that will provide insight to the evaluators about the qualifications, fitness and abilities of the Respondent (please limit this information to two pages).

Tab 8: Addenda (if applicable)

All addenda issued pursuant to this solicitation must be acknowledged and submitted as part of the proposal package.

Confidential Materials

The City of Stuart, Florida, is governed by the Public Record Law, Chapter 119, Florida Statutes (F.S.). Only trade secrets as defined in Section 812.081(1)(c), F.S. or financial statements required by the City for road or public works projects as defined in 119.07(6)(t), F.S. (hereinafter “Confidential Materials”), may be exempt from disclosure. If a respondent submits Confidential Materials, the information **must be segregated** and each pertinent page must be clearly labeled “confidential” or “trade secret.”

The City of Stuart gives no assurance as to the confidentiality of any portion of the response once submitted. It is the responsibility of the respondent to seek counsel and determine applicability of the statute to their particular circumstances prior to submittal of their package.

V. Evaluation of Proposals

Proposals will be reviewed and evaluated for qualifications to perform the services required, by a Selection Committee which shall consist of City staff. The Selection Committee will make a recommendation for award to the City Commission. The City of Stuart reserves the right to select the most qualified individuals/firms solely from review of the packages submitted and request authorization to negotiate an agreement with the highest ranked individual/firm; or to interview the most qualified proposers prior to requesting authorization to negotiate an agreement with the highest ranked firm(s). Individuals/firms will be notified in writing if they are selected for interview. Notices for interviews will contain explicit instructions concerning location, date, time and length of interviews.

The City of Stuart reserves the right to request clarification on information submitted and to request additional information from one or more firms.

VI. Terms and Conditions

All prospective professionals are hereby cautioned not to contact any member of the Stuart City Commission, the City Manager, the City Attorney (except to discuss grievance matters) or any member of the selection committee. All questions and contacts must be made through the Purchasing Office. Attempts to lobby or persuade through other channels will result in disqualification.

Any actual or prospective professional who disputes the reasonableness, necessity or competitiveness of the terms and conditions of this request for proposals; selection or award recommendation shall file such dispute in writing with the City Manager, prior to the proposal closing date and time, as to the terms and conditions, and within ten (10) days of Commission action as to the selection or award recommendation.

The City reserves the right to reject any or all proposals without recourse, to waive technicalities and informalities or to accept the proposal(s) which in its sole judgment best serves the interest of the City.

As required by FS Section 287.133; "A person or affiliate who has been placed on the convicted vendor list following conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or a Professional under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount as stated in FS Section 287.017, for Category Two, for a period of thirty six months from the date of being placed on the convicted vendor list." Questions regarding this statement should be directed to the State of Florida, Bureau of State Procurement (904) 488-8131.

This invitation does not commit the City to award a contract. Nor shall the City be responsible for any cost or expense incurred by any respondent in preparing and submitting a reply, nor for any cost or expense incurred by any respondent prior to the execution of an agreement. The City reserves the right to require any or all respondents to appear for interviews and/or oral presentations at no cost to the City.

VII. Proposed Agreement

The successful professional shall serve at the pleasure of the City Commission. Please review the attached agreement and note any objections, or revisions that would be required by the professional within the submittal. Should no revisions be noted, the City will assume and the professional agrees that the terms and conditions of agreement are acceptable. The proposed Agreement does not authorize the performance of any work or require the City to place orders for work. The City makes no covenant or promise as to the number of available projects or that the firm shall perform any project for the City during the life of the Master Agreement.

VIII. Forms/Attachments

Attachment A: Standard Master Agreement

Attachment B: Sample Project Authorization

ATTACHMENT A

**PROPOSED AGREEMENT FOR CIVIL ENGINEERING SERVICES
BETWEEN
CITY OF STUART AND PROFESSIONAL**

PROJECT: Civil Engineering Services

PROFESSIONAL: _____

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, hereinafter "Contract," made and entered into the ____ day of _____, 2007 by and between _____, hereinafter referred to as "Professional" and the City of Stuart, Florida, a municipal corporation, 121 S.W. Flagler Avenue, Stuart, Florida 34994, hereinafter referred to as "City", for and in consideration of the following terms, conditions and covenants.

I. PURPOSE OF AGREEMENT

City intends to enter into a contract with Professional for provision of Civil Engineering services by the Professional and the payment for those services by City as set forth below.

II. SCOPE OF SERVICES

The Professional shall provide professional Civil Engineering services in all phases of any project for which a WORK AUTHORIZATION has been issued by the City pursuant to this Agreement as hereinafter provided. These services will include serving as City's professional consulting representative for the Project, providing professional consulting consultation and advice and furnishing customary Civil Engineering services and customary services incidental thereto as described in the Work Authorization. The detailed scope of services to be performed and schedule of fees for those services shall be detailed in each Work Authorization.

Section 1. Scope of Service

Professional shall work with the City Public Works Director, City Attorney, City Manager, or other City staff in advising the City and the City Commission regarding Civil Engineering services. The services will be those customarily attendant to Civil Engineering services including, but not limited to the following:

- A. Preparation of roadway location or alignment studies
- B. Preparation of roadway design
- C. Preparation of land acquisition documents
- D. Preparation of a hydrologic & hydraulic studies
- E. Preparation of storm drainage system design

- F. Preparation of new or retrofit storm water management design
- G. Preparation of floodplain studies
- H. Preparation and procurement of requisite environmental permits
- I. Performance of traffic counts
- J. Preparation of traffic studies and analysis
- K. Preparation of maintenance of traffic design
- L. Preparation of structural studies and design for bridges, culverts and retaining walls
- M. Preparation of construction documents
- N. Preparation of cost estimates
- O. Preparation of Construction Plans for Waterfront and Marine Facilities (docks, seawalls, river walks, upland support facilities)
- P. Presentation to the Commission, staff, and the public of reports, plans, and exhibits
- Q. Preparation of as-built plans
- R. Review of plans, specifications and estimates developed by others
- S. Other customary Professional Civil Engineering Services

III. AGREEMENT PROVISIONS

Section 1. Period of Service

1.1 Term of Agreement

Upon award of this Agreement, the effective date of this Agreement shall be the date of execution of this Agreement by both City and Professional. Term of this agreement shall be for an initial period of one (1) year with the option of two (2) additional one-year renewal periods, upon the mutual agreement of the parties. At the option of the City, and upon the agreement of the Professional, this Contract may be converted to or replaced at any time with a "Continuing Services Contract" as that term is used in Section 287.055, et seq, Florida Statutes (CCNA).

1.2 Work Authorization

Each "Work Authorization" shall specify the Period of Service agreed to by the City and the Professional for services to be rendered under said "Work Authorization".

Section 2. Compensation and Method of Payment

2.1 Fee Schedule

CITY will compensate Professional for services under each Work Authorization. The fee due to the Professional shall be set forth in each Work Authorization and shall be in accordance with Professional's personnel hourly rate schedule formalized in "Exhibit C" to this Agreement. Professional's personnel hourly rate schedule may be updated annually prior to each optional renewal period.

2.2 Invoices

Professional shall submit monthly invoices to the City no later than the last day of the month for work accomplished under this Contract. Each invoice shall be detailed and include, but not be limited to, hours worked by each person assigned to the Project, date worked and all ancillary expenses incurred and by whom.

2.3 Payment

Payment for services rendered is due within thirty days of receipt and approval of invoice by City. Payment is delinquent 30 days following receipt and approval of invoice by City.

Section 3. Reimbursable Expenses

Professional shall be reimbursed only for approved out pocket expenses directly chargeable to the Project, at actual cost incurred. Reimbursable expenses will include travel, lodging and meals when traveling at the City's request and on the City's behalf. These expenses shall conform to rates and allowances set forth in Florida State Statute, Sec 112.061, regarding per diem and traveling expenses. Identifiable communication expenses, reproduction costs, and special accounting expenses not applicable to general overhead shall be reimbursed at actual cost.

Section 4. Additional Services

4.1 Requests for Additional Services

The undertaking by the Professional to perform professional services defined within this Contract extends only to those services specifically described herein. If upon the request of the City, the Professional agrees to perform additional services hereunder, the City shall pay the Professional for the performance of such additional services an amount (in addition to all other amounts payable under this Agreement) based on an hourly fee in accordance with Professional's current personnel fee schedule, plus reimbursable expenses so incurred by the Professional; unless a lump sum addendum to this Contract is executed by the parties to this Contract which addresses the additional services.

4.2 Changes in Scope/Conditions

Additional Services shall include revisions to work previously performed that are required because of a change in the data or criteria furnished to the Professional, or a change in the scope of concept of the Project initiated by the City, or services that are required by changes in the requirements of public agencies, after work under this Contract has commenced.

Section 5. Use of Documents

5.1 Ownership of Original Documents

All deliverable analyses, reference data, survey data, plans and reports or any other form of written instrument or document that may result from the Professional's services or have been created during the course of the Professional's performance under this Contract shall become the property of and shall be delivered to the City after final payment is made to the Professional.

Section 6. Termination

6.1 Termination for Convenience

Either party upon a seven (7) day written notice to the other party may terminate this Contract. In the event of any termination, Professional shall be paid for all services rendered to the date of termination including all reimbursable expenses.

Section 7. CITY's Obligations

7.1 Data to be Furnished

The CITY shall provide Professional with all data, studies, surveys, plats and all other pertinent information concerning the Project in the possession of the CITY upon request.

7.2 Designated Representative

The Designated Representative of the City to act with authority on the City's behalf with respect to all aspects of the Project shall be identified in each Project Authorization.

Section 8. Persons Bound by Agreement

8.1 Parties to the Agreement

The persons bound by this Contract are the Professional and the City and their respective partners, successors, heirs, executors, administrators, assigns and other legal representative.

8.2 Assignment of Interest in Agreement

This Contract and any interest associated with this Contract may not be assigned, sublet or transferred by either party without the prior written consent of the other party. Nothing contained herein shall be construed to prevent Professional from employing such independent Professionals, associates and subcontractors as Professional may deem appropriate to assist in the performance of the services hereunder.

8.3 Rights and Benefits

Nothing herein shall be construed to give any rights or benefits arising from this Contract to anyone other than Professional and the City.

Section 9. Indemnification of City

Professional shall to the fullest extent allowed by law, defend, indemnify and hold harmless the CITY, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Professional and other persons employed or utilized by the Professional in the performance of the contract. Specific consideration for this indemnity is \$10.00, the receipt and sufficiency of which are hereby acknowledged by Professional.

Professional shall obtain, maintain and pay for general liability insurance coverage to insure the provisions of this paragraph.

Section 10. Insurance.

10.1. Workers' Compensation

The Professional shall procure and maintain, during the life of this Contract, Worker's Compensation insurance as required by Florida Statutes, Chapter 440 for all of employees of the Professional engaged in work on the Project under this Contract.

10.2 Insurance Policy Limits

Professional shall procure and maintain insurance policies with at least the following coverage and amounts, during the life of this contract:

10.2.1 **General Liability Insurance.** In a combined single limit of \$1,000,000.00 per occurrence, \$2,000,000.00 aggregate.

10.2.2 **Automobile Liability Insurance.** In a combined single limit of \$250,000.00 each occurrence.

10.2.3 **Professional Liability or Errors and Omissions Insurance.** In a combined single limit of \$1,000,000.00 aggregate.

10.3 Insurance Cancellation

The Professional shall furnish to the City Certificates of Insurance allowing thirty (30) days notice for any change, cancellation, or non-renewal. If the insurance policies expire during the terms of the Contract, a renewal certificate or binder shall be filed with the City fifteen (15) days prior to the renewal date.

10.4 City to be Named Additional Insured

The plans and specifications and other contract documents to be prepared by Professional pursuant to this Contract shall require the insurance of liability of the person, firm or corporation which would, as contractor, perform the work described in such plans and specifications. The amounts of insurance shall be determined by the City. The City shall be named as "additional insured" with regard to the coverage of such policies of insurance.

10.5 Status of Claim.

The Professional shall be responsible for keeping the City currently advised as to the status of any claims made for damages against the Professional resulting from services performed under this Contract. The Professional shall send notice of claims related to work under this Contract to the City. Copies of the notices shall be sent by fax, hand delivery or regular mail to:

City Manager, City of Stuart
121 S.W. Flagler Avenue
Stuart, Florida 34994
FAX: (772) 288-5316

Section 11. Professional Standards

11.1 Other Agreements

THIS SECTION NOT USED.

11.2 Approvals Not Guaranteed

All work performed by Professional will be in accordance with the highest professional standards and in accordance with all applicable governmental regulations. However, Professional does not warrant or represent that any governmental approval will be obtained, only that the Professional will exercise its best efforts to obtain all such approvals contemplated under this Contract.

11.3 Governmental Regulations

Professional shall assure that work performed under each Project Authorization shall be in accordance with all applicable governmental regulations.

Section 12. Opinions of Cost

Since the Professional has no control over the cost of labor, materials, equipment or services furnished by others, or over methods of determining prices, or over competitive bidding, or market conditions, any and all opinions as to costs rendered hereunder shall be made on the basis of its experience and qualifications and represent its best judgment as an experienced and qualified Professional, familiar with the current market. The Professional cannot and does not guarantee that proposals, bids or actual costs will not vary from opinions of probable cost. If at any time the City wishes greater assurance as to the amount of any cost, the City shall employ an independent cost estimator to make such determination. Consulting services required to bring cost within any limitation established by the City will be paid for as additional services hereunder by the City.

Section 13. General Conditions

13.1 Venue in Martin County

Venue for any lawsuit to enforce the terms and obligations of this Contract shall lie exclusively in the County Court or the Circuit Court in and for Martin County, Florida.

13.2 Laws of Florida

The validity, interpretation, construction, and effect of this Contract shall be in accordance with and governed by the laws of the State of Florida.

13.3 Attorney's Fees and Costs

In the event the Professional defaults in the performance of any of the terms, covenants and conditions of this Contract, the Professional agrees to pay all damages and costs incurred by the CITY in the enforcement of this Contract, including reasonable attorney's fees, court costs and all expenses, even if not taxable as court costs, including, without limitation, all such fees, costs and expenses incident to appeals incurred in such action or proceeding.

13.4 Mediation as Condition Precedent to Litigation

Prior to the initiation of any litigation by the parties concerning this Contract, and as a condition precedent to initiating any litigation, the parties agree to first seek resolution of the dispute through non-binding mediation. Mediation shall be initiated by any party by serving a written request for same on the other party. The party shall, by mutual agreement, select a mediator within 15 days of the date of the

request for mediation. If the parties cannot agree on the selection of a mediator then the CITY shall select the mediator who, if selected solely by the CITY, shall be a mediator certified by the Supreme Court of Florida. The mediator's fee shall be paid in equal shares by each party to the mediation.

13.5 Contract Amendment

No modification, amendment or alteration in the terms or conditions contained in this Contract shall be effective unless contained in a written documents executed with the same formality and of equal dignity herewith. No verbal agreement by the CITY or the CITY's representative identified herein shall be binding or enforceable against the CITY.

Section 14. Exhibits

The following Exhibits are attached to and made a part of this Contract:

“**Exhibit A**” - "Proposal as Submitted by Professional and Accepted by City"

“**Exhibit B**” - “Original Request for Proposal as Issued by City, including all Addenda”

“**Exhibit C**” - "Professional's Personnel Hourly Rate Schedule"

“**Exhibit D**” - "Insurance and Indemnification"

IN WITNESS WHEREOF, the CITY and the Professional have made and executed this Contract the day and year first above written:

ATTEST:

CITY

Cheryl White
City Clerk

Troy McDonald
Mayor

APPROVED AS TO FORM
AND CORRECTNESS

Paul J. Nicoletti
City Attorney

WITNESSES:

PROFESSIONAL

(Signature)

(Signature)

(Signature)

(Printed Name & Title)

EXHIBIT A

**“PROPOSAL AS SUBMITTED BY PROFESSIONAL AND ACCEPTED BY THE CITY OF
STUART”**

EXHIBIT B

“ORIGINAL REQUEST FOR PROPOSAL AS ISSUED BY CITY”

EXHIBIT C

“PROFESSIONAL'S PERSONNEL HOURLY RATE SCHEDULE”

EXHIBIT D

“INSURANCE AND INDEMNIFICATION”

ATTACHMENT B

“SAMPLE”

WORK AUTHORIZATION
TO THE
AGREEMENT FOR CIVIL ENGINEERING SERVICES
BETWEEN THE CITY OF STUART AND
THE FIRM OF
XXXXXXXXXX

PROJECT DESCRIPTION: *NAME OF PROJECT*

I. PURPOSE

This is an attachment to the Master Agreement for Civil Engineering Services dated XXXXX between the City of Stuart (CITY) and the firm of XXXXX. (PROFESSIONAL) and made a part thereof. The purpose of this Project Authorization is to specify the required services of the PROFESSIONAL to design xxxx, prepare Construction documents, provide Bidding Phase services, and to provide Construction Phase services for the *Project Name*.

II. PROFESSIONAL'S SERVICES

The PROFESSIONAL shall design xxxx, prepare Construction documents, provide Bidding Phase services, and Construction Phase services for the *Project Name*.

III. GENERAL SCOPE OF WORK

The PROFESSIONAL's services shall include, but not be limited to, the following items:

A. TASK A: DESIGN AND PERMITTING

1. Data Collection
2. Analysis of xxxxxx
3. Design of xxxxxx
4. Preparation of Technical Specifications
5. Monthly meetings with CITY staff
6. The PROFESSIONAL shall procure the necessary permits required for the items described in this Project Authorization.
7. Prepare minutes and agendas for all meetings and submit to the CITY.

B. TASK B: CONSTRUCTION DOCUMENTS

1. The PROFESSIONAL shall prepare complete Construction Drawings (100% drawings) and specifications for the work as described in III.A. (above).
2. Drawings shall be furnished to the CITY in reproducible form and to a satisfactory scale. They shall be accurate, legible, complete and suitable for

bidding purposes. The PROFESSIONAL shall furnish, when requested, all necessary prints, sepias and other information during the design process, for review by the CITY, utility suppliers and other parties having jurisdiction and to fulfill requests by other government agencies and the public. The construction drawings must meet the following minimum plans and design documentation packaging requirements:

Plan sets:

- a. Cover / Key Sheet
- b. Summary of Pay Items
- c. Reference Points
- d. Typical Sections
- e. Miscellaneous Detail Sheet

3. Based upon the final Construction Documents, the PROFESSIONAL shall prepare and submit an estimate of probable cost for construction.

C. TASK C: BIDDING PHASE SERVICES

The PROFESSIONAL shall:

1. Attend Pre-Bid Conference.
2. Prepare Pre-Bid Meeting Minutes.
3. Respond to questions during bidding, as needed.
4. Review bid submittals for compliance with the plans and specifications, and prepare a comparative bid analysis.
5. Make a recommendation for award based on bids received and reference checks.

D. TASK D: CONSTRUCTION PHASE SERVICES

1. The PROFESSIONAL's responsibility to provide Construction Phase Services under this agreement commences with the award of each Contract for Construction and terminates at the earlier of the issuance by the CITY of the final Certificate for Payment or 30 days after the date of Substantial Completion of the Work, but may be extended.
2. The PROFESSIONAL shall attend and administer the preconstruction conference.
3. Visits to Site and Observation of Construction: In connection with observations of the work of Contractor(s) while it is in progress, PROFESSIONAL shall make visits to the site at intervals appropriate to the various stages of construction as PROFESSIONAL deems necessary in order to observe as an experienced and qualified design professional the progress of the various aspects of Contractor(s)' work.
4. Defective Work: During such visits and on the basis of such observations, PROFESSIONAL may disapprove or reject Contractor(s)' work while it is in progress if PROFESSIONAL believes that such work will not produce a completed PROJECT that conforms to the Contract Documents or that it will

prejudice the integrity of the design concept of the PROJECT as reflected in the Contract Documents.

5. Interpretations and Clarifications: PROFESSIONAL shall issue necessary interpretations and clarifications of the Contract Documents and in connection therewith prepare work directive changes and change orders as required.
6. Shop Drawings: PROFESSIONAL shall review and approve (or take other appropriate action in respect of) Shop Drawings, samples and other data which Contractor(s) are required to submit, but only for conformance with the design concept of the PROJECT.
7. Substitutes: PROFESSIONAL shall evaluate and determine the acceptability of substitute materials and equipment proposed by Contractor(s).
8. Inspections and Tests: PROFESSIONAL shall have authority, as CITY's representative, to require special inspection or testing of the work, and shall receive and review all certificates of inspections, testings and approvals required by laws, rules, regulations, ordinances, codes orders or the Contract Documents (but only to determine generally that their content complies with the requirements of, and the results certified indicate compliance with, the Contract Documents).
9. Disputes between CITY and Contractor: PROFESSIONAL shall act as initial interpreter of the requirements of the Contract Documents and judge of the acceptability of the work thereunder and make decisions on all claims of CITY and Contractor(s) relating to the acceptability of the work or the interpretation of the requirements of the Contract Documents pertaining to the execution and progress of the work.
10. Applications for Payment: Based on PROFESSIONAL's on-site observations as an experienced and qualified design professional, and on review of applications for payments and the accompanying data and schedules:
 - a. PROFESSIONAL shall verify the amounts owing to Contractor(s) and recommend in writing payments to Contractor(s) in such amounts. Such recommendations of payment will constitute a representation to CITY, based on such observations and review, that the work has progressed to the point indicated, and that, to the best of PROFESSIONAL's knowledge, information and belief, the quality of such work is in accordance with the Contract Documents (subject to an evaluation of such work as a functioning whole prior to or upon Substantial Completion, to the results of any subsequent tests called for in the Contract Documents and to any other qualifications stated in the recommendation). In the case of unit price work, PROFESSIONAL's verifications of payment will include determinations of quantities and classifications of such work (subject to any subsequent adjustments allowed by the Contract Documents).
11. Contractor(s)' Completion Documents: PROFESSIONAL shall receive and review maintenance and operating instructions, schedules, guarantees, bonds and certificates of inspection, tests and approvals which are to be assembled by Contractor(s) in accordance with the Contract Documents and shall transmit them

to the CITY with written comments.

12. Inspections: PROFESSIONAL shall conduct an inspection to determine if the work is substantially complete and a final inspection to determine if the completed work is acceptable to the CITY and other governing agencies so that PROFESSIONAL may recommend, in writing, final payment to Contractor(s) that the work is acceptable (subject to any conditions therein expressed).
13. Closeout: PROFESSIONAL shall provide assistance in the closing of any financial or related transaction for the PROJECT (project closeout book, summary of testing, rectifying change orders, final pay estimate, summary of Resident Project Representative (RPR) time, PROFESSIONAL and owner certification letter).
14. As-Built Drawings: PROFESSIONAL shall prepare a set of mylar record prints of Drawings (3 sets of prints and 1 CD) showing those changes made during the construction process, based on the marked-up prints, drawings and other data furnished by Contractor(s) to PROFESSIONAL and which PROFESSIONAL considers significant, including ALP Update.

IV. CITY RESPONSIBILITIES

The CITY will provide specific data for *project*.

V. WARRANTY

The PROFESSIONAL warrants that the plans and specifications produced as a result of this contract are complete, correct and suitable for the purpose intended.

VI. AMERICANS WITH DISABILITIES

The PROFESSIONAL shall ensure compliance with all applicable governmental accessibility standards, including without limitation those applicable under Section 35.151 CFR.

VII. DELIVERABLES

The PROFESSIONAL shall supply 60%, 90%, and 100% Plans and Specifications to the CITY for review. Each draft submittal shall include two copies of the draft Plans and Specifications. The PROFESSIONAL shall submit to the CITY the final Plans and Specifications in the following amounts:

1. Unsealed Copy of Final Plans – 1 set
2. Sealed Copy of Final Plans – 1 set
3. Digital Copy of Final Plans – 1 copy
4. Unbound set of Technical Specifications – 1 set
5. Digital Copy of Technical Specifications – 1 copy

VIII. PLAN AND SPECIFICATIONS REPRODUCTION

The PROFESSIONAL will provide two (2) sets of the plans and specifications for bidding purposes. One set is to be a signed and sealed record set. The cost of these sets is included in the design costs paid the PROFESSIONAL as compensation for services required under this Project Authorization. If additional sets of Construction Documents are required by the City, the PROFESSIONAL shall furnish such sets at cost. Payment for such additional sets shall be promptly made by the CITY, upon properly supported invoices, submitted by PROFESSIONAL.

IX. PLANS AND DOCUMENT OWNERSHIP

The original plans and specifications will become the property of the CITY upon completion of this Project. Computer systems (CADD) are to be used in the preparation of the construction plans; a copy of all electronic data and drawing files are to be submitted on CD media. These will utilize AutoCAD version 14.0 or 2000 software. If other software is used, it is to be translated to the aforementioned software. The supplied disks are to include all point and working files.

X. SCHEDULES AND TIME CONSTRAINTS

Within ten (10) days after receiving the Notice to Proceed, the PROFESSIONAL shall provide a schedule and an anticipated payment schedule. The total time allowed for the PROFESSIONAL's services required under this Project Authorization shall be XXXX (XX) months from the date of the Notice to Proceed. The construction documents shall be completed within XXX (X) months from the date of the Notice to Proceed.

XI. COMPENSATION

Payment for all services will be in accordance with the Standard Agreement for Civil Engineering Services. Total compensation shall, based on the man hours shown in Exhibit A, for all services, material, supplies and any other items or requirements necessary to complete the work as described herein to include actual salary costs, overhead and profit in an amount equal to 100% of actual salary cost and reimbursement of actual direct non-salary expenses shall not exceed XXXXXX dollars (\$XXXX). Out of pocket expenses including postage, printing, copying, and long distance telephone calls shall be billed as a reimbursable expense at the PROFESSIONAL's actual cost. Reimbursable expenses shall not exceed XXXXX dollars (\$XXXX); therefore total compensation for all work shall not exceed XXXXXXXX dollars (\$XXXX).

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the parties have made and executed this Agreement, the day and year first above written.

PROFESSIONAL: *FIRM*

(SEAL)

By: _____
(Signature)

BY _____
Corporate Officer Name & Title

Date _____

ATTEST:

=====

APPROVED AS TO COMPLIANCE WITH PURCHASING & CONTRACTS
POLICIES AND PROCEDURES

Charles T. Iverson
Procurement Manager

Date _____

=====

TECHNICAL PROVISIONS OF CONTRACT AND BUDGETARY REQUIREMENTS
APPROVED

Samuel T. Amerson
Director Public Works

Date _____

=====

CITY OF STUART

BY: _____
Paul Nicoletti
City Manager

Date _____

=====

APPROVED AS TO FORM AND LEGALITY FOR THE USE AND BENEFIT OF
STUART CITY ONLY

Michael J. Mortell
City Attorney

Date _____

EXHIBIT 'A'

Position	Hours	Hourly Rate	Total Fee
Principal			
Project Manager			
CAD Technician			
Clerical			
Subconsultants			
Hydrogeologic			
Electrical			
Surveying			
TOTAL COMPENSATION			



City of Stuart

121 S.W. Flagler Avenue • Stuart • Florida 34994
Telephone (772) 288-5320

Department of Financial Services

Procurement & Contracting Services Division
Charles T. Iverson, Procurement Manager

Fax: (772) 600-1202
tiverson@ci.stuart.fl.us

Date: June 5, 2014, 2014
To: All Prospective Proposers
Subj: Addendum #1 to RFP #2014-146, Professional Engineering Services

ADDENDUM #1

This addendum is issued to expand the scope of services for this project:

To Section II, Scope of Service add item T:

- T. Preparation of design studies, design plans and design specifications for water distribution, wastewater collection, and reclaimed water systems, specific water and wastewater process control evaluations and reports, and other related water, wastewater, and reclaimed water projects.

This Addendum must be acknowledged, signed and returned with your proposal. Failure to comply may result in disqualification of your proposal.

Sincerely,

Charles T. Iverson
Purchasing Manager
City of Stuart, Florida

Acknowledgement is hereby made of Addendum #1 to RFP #2014-146, Professional Engineering Services.

Signature

Date

Firm

EXHIBIT C

“PROFESSIONAL'S PERSONNEL HOURLY RATE SCHEDULE”

EXHIBIT 'A'

Position	Hourly Rate
Principal	\$195
Project Manager	\$125
CAD Technician	\$75
Clerical	\$40
Subconsultants	
Hydrogeologic	
Electrical	
Surveying	\$125

EXHIBIT D

“INSURANCE AND INDEMNIFICATION”



CULP&TE-01

BARWICKT

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/29/2014

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 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-JUP Abacoa Town Center 1200 University Blvd, Suite 200 Jupiter, FL 33458		CONTACT NAME: Teresa Barwick PHONE (A/C, No, Ext): (561) 776-0660 FAX (A/C, No): (561) 776-0670 E-MAIL ADDRESS: Teresa.Barwick@ioausa.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A : Travelers Indemnity Company	NAIC # 25658
		INSURER B : Travelers Indemnity Company of America	25666
		INSURER C : Bridgefield Employers Insurance Company	10701
		INSURER D : Federal Insurance Company	20281
		INSURER E :	
		INSURER F :	

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> GENERAL LIABILITY	X		6609D794955TCT14	1/16/2014	1/16/2015	EACH OCCURRENCE \$ 1,000,000	
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						<input checked="" type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	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	X		BA9D79508514GRP	1/16/2014	1/16/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000	
	<input checked="" type="checkbox"/> ANY AUTO						<input type="checkbox"/> SCHEDULED AUTOS	BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$	
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (PER ACCIDENT) \$	
							\$	
A	<input checked="" type="checkbox"/> UMBRELLA LIAB	X		XSMCUP4194T132IND14	1/16/2014	1/16/2015	EACH OCCURRENCE \$ 5,000,000	
	<input checked="" type="checkbox"/> EXCESS LIAB						<input type="checkbox"/> CLAIMS-MADE	AGGREGATE \$ 5,000,000
	<input type="checkbox"/> DED	<input checked="" type="checkbox"/> RETENTION \$ 10,000					\$	
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	N/A		830-37409	1/16/2014	1/16/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
	<input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						Y/N <input type="checkbox"/>	E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000	
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000	
D	Equipment Floater			45462936	1/16/2014	1/16/2015	Leased/Rented 100,000	
D	Equipment Floater			45462936	1/16/2013	1/16/2014	Deductible 1,000	

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

Project: 12-271 Stuart - Water Distribution System Rehabilitation; Certificate holder is additional insured with respects to general liability per form CGD381 09 07 & auto liability per form CA T3 53 as required by written contract.

CERTIFICATE HOLDER**CANCELLATION**

City Manager, City of Stuart
 121 S. W. Flagler Ave.
 Stuart, FL 34994

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

John M. Esquipp

Client#: 1051523

CULPETER

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 02/20/2014

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 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: USI Insurance Services, LLC, 1715 N. Westshore Blvd. Suite 700, Tampa, FL 33607. CONTACT NAME: USI Insurance Services, LLC. PHONE (A/C, No, Ext): 813 321-7500. FAX (A/C, No): 813 321-7525. INSURER(S) AFFORDING COVERAGE: Liberty Insurance Underwriters, NAIC #: 19917.

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.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSR, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Includes sections for General Liability, Automobile Liability, Umbrella Liab, Excess Liab, Workers Compensation and Employers' Liability, and Professional Liability.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) Professional Liability coverage is written on a claims-made basis. RE: City of Stuart Civil Engineering Services 2008-65

CERTIFICATE HOLDER: City of Stuart, 121 SW Flagler Avenue, Stuart, FL 34994. 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: [Signature]