CITY OF KEY WEST
GENERAL ENGINEERING SERVICES
RFQ NO. 22-006

Submitted To:

City Clerk
City of Key West
1300 White Street
Key West Fl. 33040

PEREZ ENGINEERING
& DEVELOPMENT, INC

1010 Kennedy Drive, Suite 202
Key West, FL. 33040
(305) 293-9440
aperez@perezeng.com

Committed to Your Success!

December 7, 2022

TABLE OF CONTENTS

1.0 Cover Letter
- 1.1 Letter of Interest

2.0 Information Page

3.0 Organization Chart

4.0 Company Information
- 4.1 Professional Services
- 4.2 Civil Engineering Services
- 4.3 Utility Engineering Services

5.0 Methodology and Approach
- 5.1 Competency and Proficiency

6.0 Personnel
- 6.1 Staffing Summary
- 6.2 Additional Information and Certifications

7.0 Qualifications
- 7.1 Relevant Experience

8.0 Representative Engineering Experience and Client References

9.0 Sworn Statements and Affidavits

1.0 Cover Letter

1.0 Cover Letter

Mr. Ian McDowell
Project Manager
City of Key West
1300 White Street
Key West, Fl. 33040

Reference: RFQ #22-006 General Engineering Services

Dear Ian:

Perez Engineering & Development, Inc. (Perez) is pleased to respond to your request for qualifications to provide General Engineering Services. In accordance with your request, we are enclosing five (5) printed copies of our Statement of Qualifications along with two (2) flash drives containing a pdf file of our Qualifications. Our submittal includes the following information: our specialized experience and technical competence, our key staff members' capabilities and experience, our proficiency in design, permitting, and contract document preparation, and our relevant project experience.

We have been one of the City's "General Storm Water and Wastewater Consultants" for over the past fifteen (15) years. We expect to provide Professional Engineering Services relating to the following disciplines:

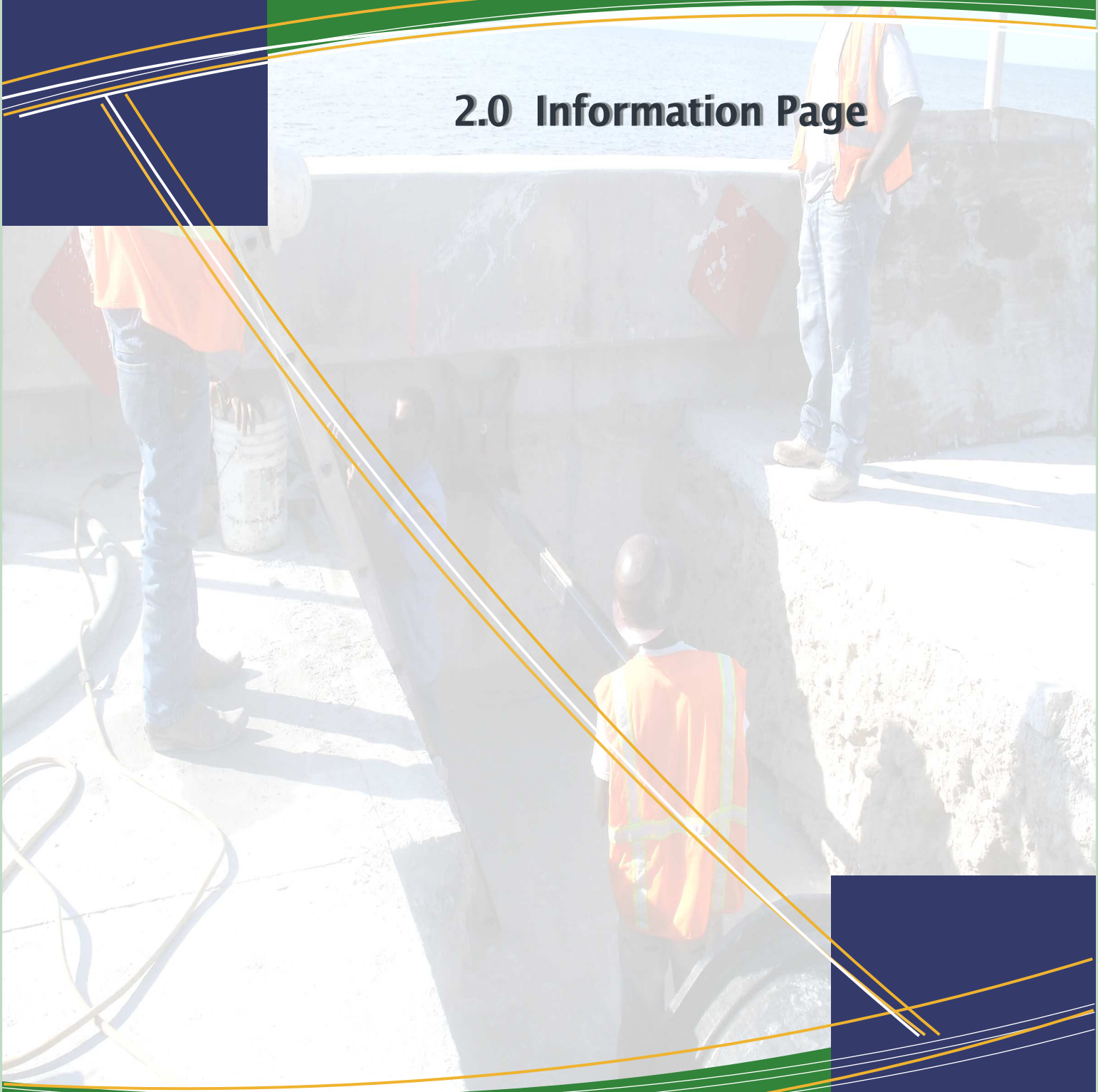
- ***Civil Engineering Services***
- ***Utility Engineering Services***

We are very eager to continue to provide the City with quality, timely, and cost-effective professional engineering and consulting services. Please do not hesitate to contact us with any questions.

Sincerely,

Allen E. Perez, P.E.
President

2.0 Information Page



2.0 Information Page

Engineer & Client Manager

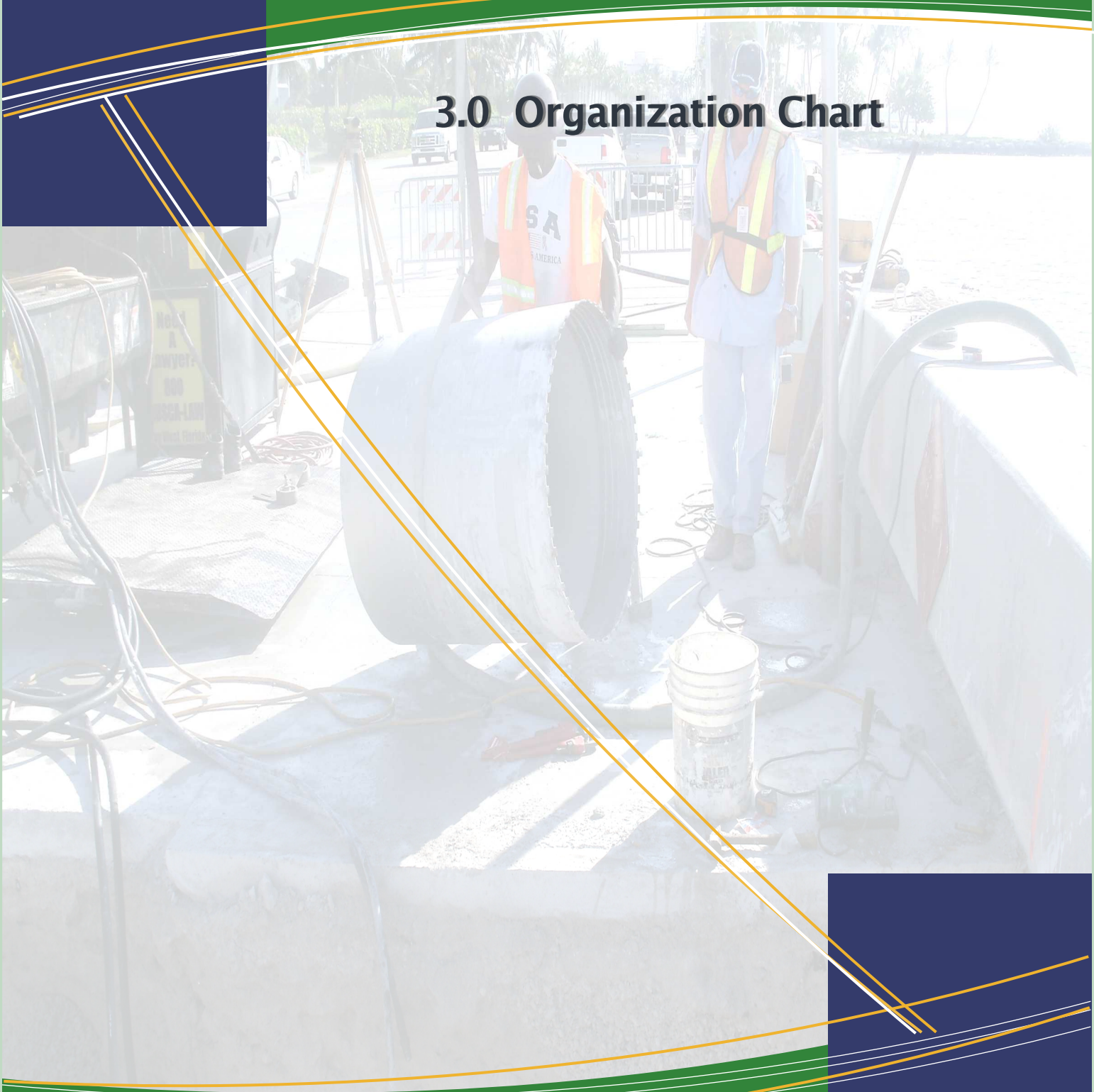
Allen E. Perez, P.E.
President
1010 Kennedy Drive, Suite 202
Key West, Fl. 33040
(305) 293-9440
aperez@perezeng.com

Mr. Perez has authority to make representations for the firm.

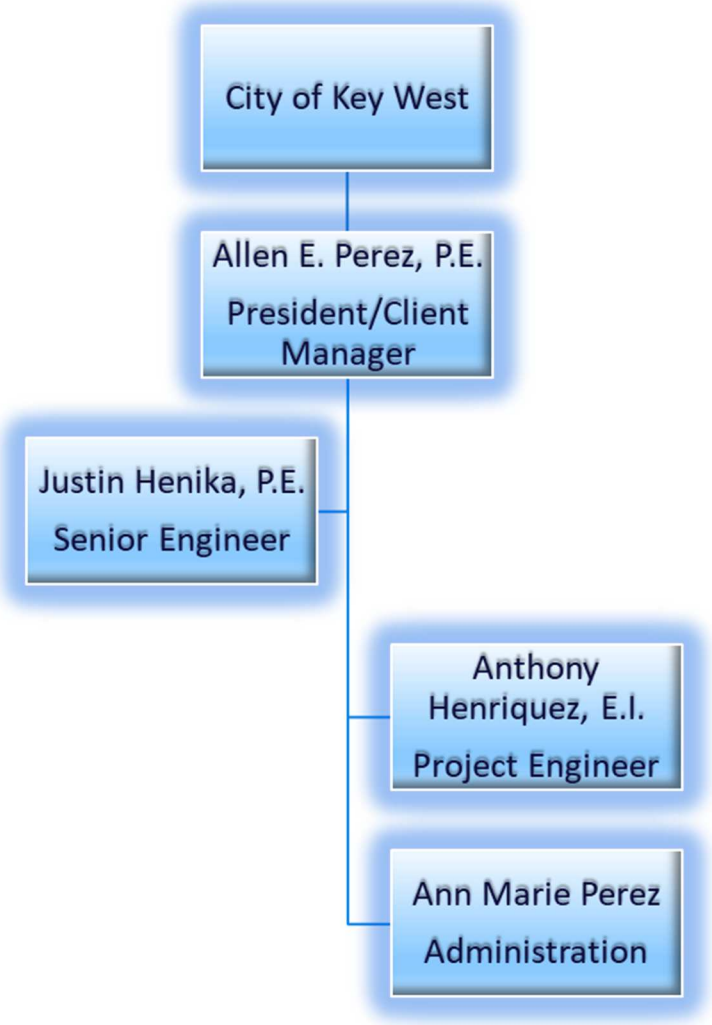
Key Attributes:

- **Commitment of principal-in-charge**
- **Local experience on relevant projects**
- **Proven performance in the City and throughout Monroe County**
- **Vested interest in the City and their projects**

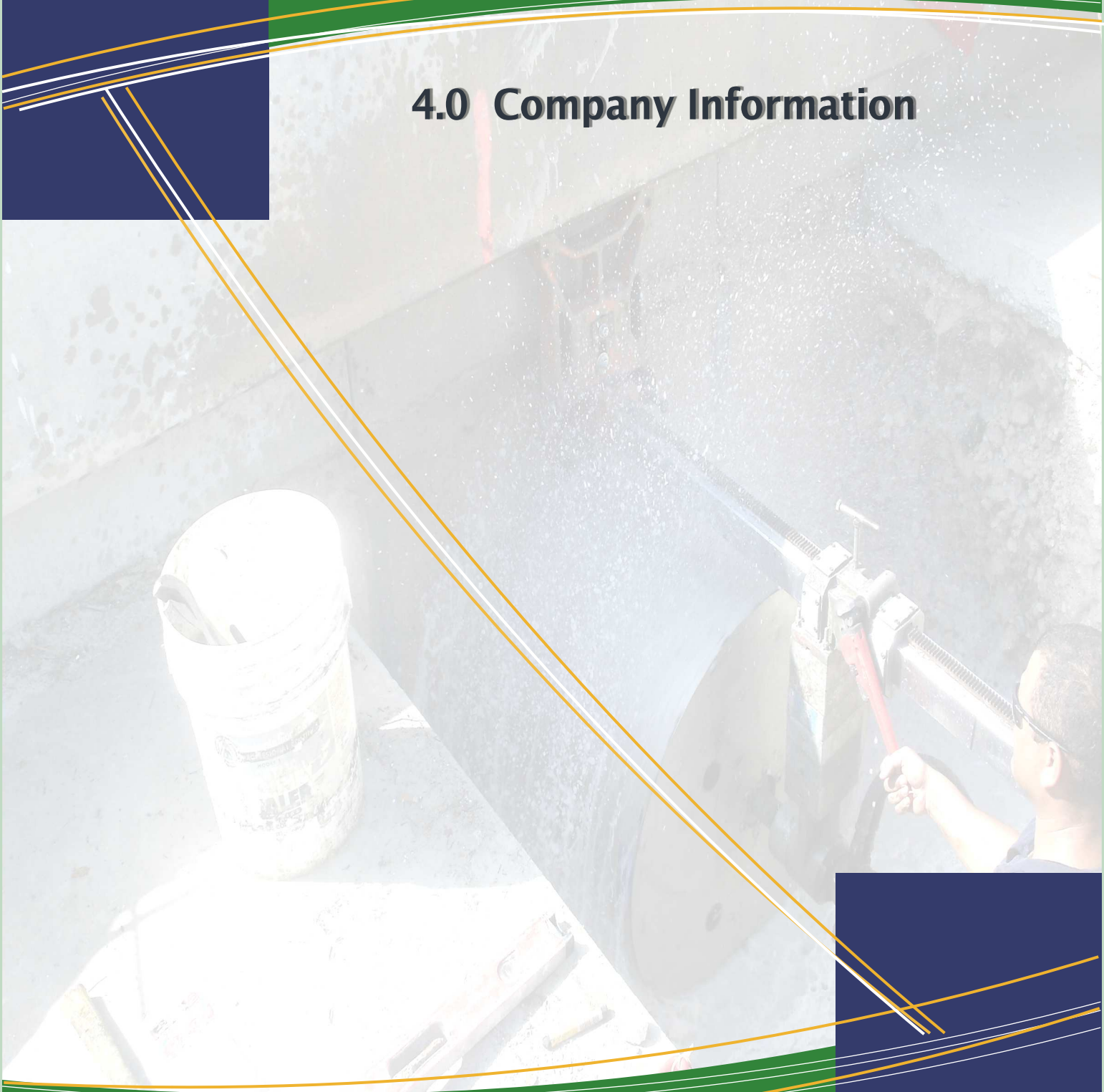
3.0 Organization Chart



3.0 Organization Chart



4.0 Company Information



4.0 Company Information

Perez Engineering & Development, Inc., is a professional engineering consulting firm. We have provided professional services in the public, industrial, military, and private sectors for more than twenty (20) years. Based in Key West, Florida, our staff has a proven record in successfully managing and completing complex multi-discipline projects throughout the State of Florida and the Caribbean. Our staff of local experts has successfully served municipal and private sector clients throughout Key West and Monroe County with the implementation of civil engineering and utility engineering projects. Our engineering design experience includes hydraulic and hydrologic computer modeling of storm water management systems; the design of potable and sanitary utility systems, pump stations, paving and grading design.

We have successfully managed and completed various types of multi-discipline contracts including continuing services contracts for municipal and state government, federal government and private industry. Our performance on past and current contracts confirms our ability to meet both schedule and budget requirements with a strong emphasis on quality.

We have been one of the City's "General Engineering Consultants" for the past fifteen (15) years.

We have been involved in more than one-hundred (100) projects within the City of Key West for which we were responsible for general civil engineering design, the design of new infrastructure, replacement of infrastructure or upgrades to infrastructure.

Our professional experience is fairly diversified and encompasses the design and preparation of construction documents, permitting, and construction services for a variety of projects. Our engineering design experience includes hydraulic and hydrologic computer modeling of storm water management systems, the design of potable and sanitary utility systems, pump stations, paving and grading design.

4.0 Company Information

The following is a list of some of our current and previous municipal clients and contracts:

City of Key West
- General Storm Water and Wastewater Engineer
- Professional Engineering Consulting Services

Monroe County
- General Airport Consultant
- Architectural/Engineering Services for Small Projects

Florida Keys Aqueduct Authority
- General Engineering Services

Monroe County Housing Authority
- General Engineering Services

Key West Housing Authority
- General Engineering Services

Monroe County School Board
- General Engineering Services

We are located in Key West at 1010 Kennedy Drive, Suite 202, and the location of our office and commitment of our staff ensure easy accessibility of key team members to the City of Key West. Our proximity and state-of-the-art technology guarantee ongoing communication…a key to success on continuing services contracts.

We have experience with numerous federal, state, and local agencies, including FDEP, SFWMD, ACOE, EPA, and FDOT. We are a State classified DBE firm.

4.0 Company Information

Professional Services

Perez Engineering & Development, Inc., has a team of dedicated professionals that have been helping clients by providing sensible solutions to their complex problems through our collaborative approach of working closely with clients to provide solutions to ensure successful projects.

- Utility Evaluations
- Design of gravity and vacuum sanitary sewer systems
- Sanitary Sewer lift station design
- Roadway Design
- Site plan development
- Design of storm water management systems
- Design of potable water systems
- Structural Evaluations
- Structural Engineering and Design
- Preparation of construction drawings and details
- Preparation of construction specifications and contract documents
- Construction cost estimates
- Value engineering and QA/QC reviews
- Construction Phase Inspection Services

Professional Services—Continued

We are prepared to provide comprehensive full-scale engineering, design, permit preparation, preparing contract specifications, preparing bid and proposal documents and assisting the Client with technical review and ranking of the same to attain qualified contractors for work, construction administration and owner project representation services relating to operation, new construction, permit modification, construction improvements, rehabilitation and/or retrofit of existing facilities and structures for the following categories:

- ***Civil Engineering Services***
- ***Utility Engineering Services***

Civil Engineering Services

Our Civil Engineering Services address challenges associated with:

- Site Development
- Road and Parking Lot Design
- Stormwater Management Facilities
- Hydraulic and Hydrologic Computer Modeling
- Regulatory Permitting
- Structural Evaluations
- Structural Engineering and Design

Civil Engineering Services—Continued

Site Development - The process of developing land requires strategic coordination of many regulatory and non-regulatory groups' interests, regardless of whether the development is commercial, industrial, educational or residential. During this process, issues such as suitability for the intended use, ordinance requirements, stormwater management, integration with existing site features, and impact on the environment need to be considered.

Road and Parking Lot Design — The process of designing roads and parking lots requires coordination of traffic movement, parking needs, ordinance requirements, grading issues, drainage, and aesthetics. Most importantly, client input is needed so our designs are consistent with your objectives.

Stormwater Management Facilities— Protecting our natural resources is of utmost importance to us and our communities. Proper storm water practices are essential to protecting our nearshore water quality. Our experienced team of professionals is prepared to work with you to provide sensible solutions that meet or exceed your expectations.

Hydraulic and Hydrologic Computer Modeling—Our civil engineering design experience includes the use of ICPR software. This software is listed with FEMA as a nationally accepted hydraulic software applicable to almost any type of terrain.

Regulatory Approvals - In most design applications for facilities in Florida, permitting plays a major role. We are committed to a streamlined permitting approach to ensure adherence to the project schedule and budget. We investigate opportunities for co-location and combining permits up-front

Civil Engineering Services—Continued

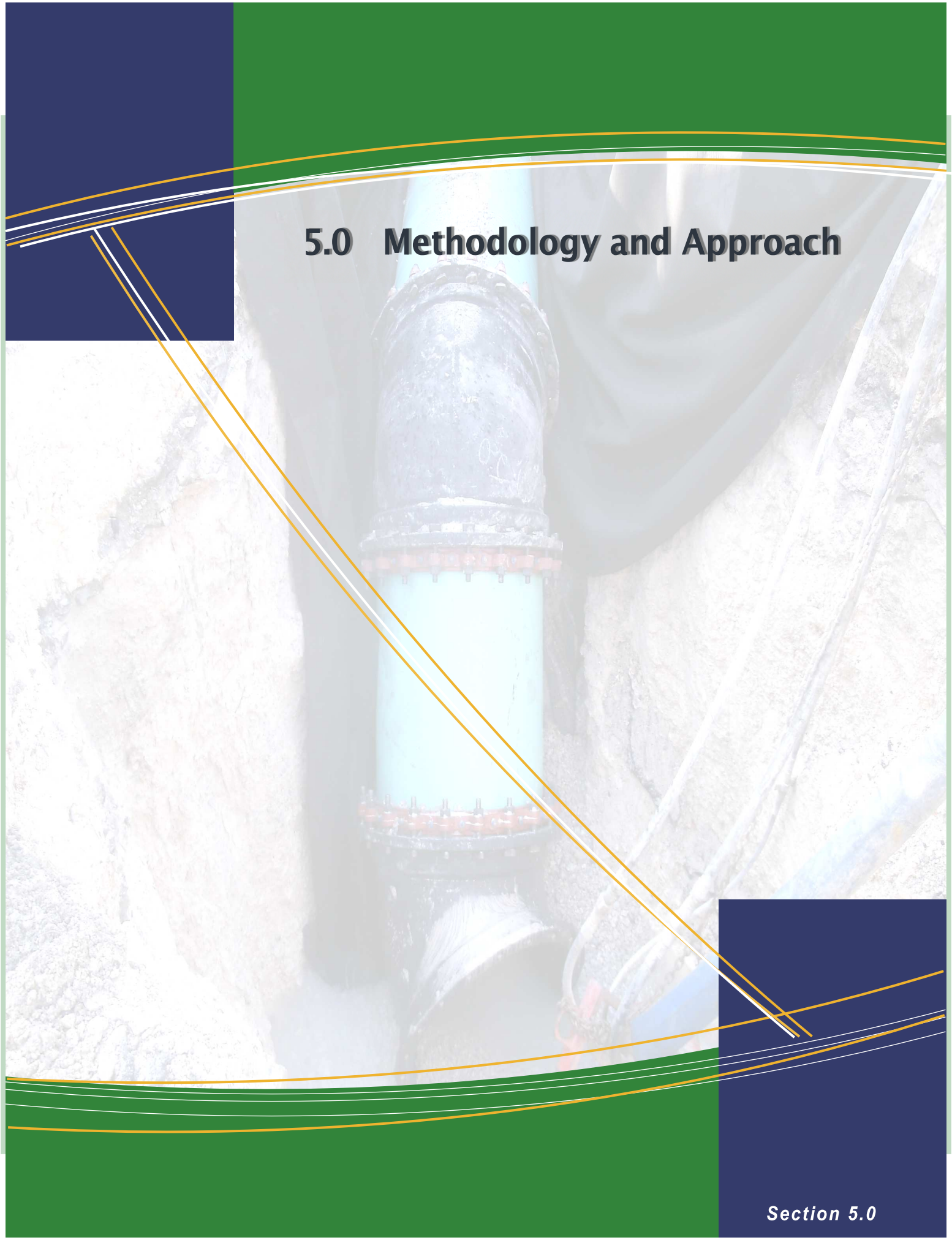
to reduce overall work efforts. Our clients benefit from reduced Agency review time, good Agency working relationships, and an overall reduced cost in consulting services. Perez has experience in permitting through the Florida Department of Environmental Protection (FDEP), U.S. Army Corps of Engineers (ACOE), Environmental Protection Agency (EPA), various water management districts, and other related state and federal agencies.

Structural Evaluations and Design —Our structural engineering design experience includes structural condition assessments, rehabilitation and renovation design of existing structures, and analysis/design of flood and wind load mitigation of existing structures. We utilize nationally accepted software such as Wind Loads on Structures and Enercalc.

Utility Engineering Services

Our Utility Engineering Services include providing comprehensive full-scale engineering, design, surveying, permit preparation, preparing contract specifications, preparing bid and proposal documents and assisting the City with technical review and ranking of the same to attain qualified contractors for work, environmental assessments, construction administration and owner project representation services relating to operation, new construction, permit modification, construction improvements, rehabilitation and/or retrofit of City Utilities including but not limited to stormwater, sewer, electrical, communications, and water for both facilities and structures.

5.0 Methodology and Approach



5.0 Methodology & Approach

Competency and Proficiency

At the core of a proficient project is a client-focused application of those principles that will most influence the performance of our projects. Those principles that underlie the project delivery process include project manager as leader, client satisfaction, and consistent project planning and project execution.

Project manager as leader. A project manager who can both lead and manage the project and who is trained in the application of the project delivery process will deliver successful projects. The project manager's primary responsibility is to ensure that projects achieve client satisfaction.

Client satisfaction and strong relationships. Every aspect of project delivery should be driven by a clear focus on client satisfaction. Viewing the client as an integral part of the project, rather than as an outsider, requires developing robust relationships with the client at the outset and maintaining these relationships throughout the project.

Consistent project planning and execution. The application of clearly defined planning and execution processes, including the following, is the primary means to improving project performance.

Our approach is broken down into five distinct phases:

- Project Definition
- Schematic Design
- Final Design Development
- Construction Documents Preparation
- Agency Permitting

Competency and Proficiency—Continued

Project Definition— Sufficient information will be gathered to define the primary project goals and requirements. The Project Definition phase primary project goals and requirements. The Project Definition phase consists of accurately defining the problem that is to be solved due to current conditions.

Our understanding of the project will depend on the project type and the level of initial planning that has already been accomplished. The end result will be a clear statement of required performance, with defined measures and evaluation criteria. Many data sources are required in this collection and analysis phase; they typically include the City staff, key officials, external requirements and standards, and the designer's experience.

The goals for Project/Task Order Definition:

- Define the City's Goals for the Project or task order
- Build on information developed in facilities plan or other planning documents
- Collect Required Data
- Analyze and Organize Data
- Communicate Data and Project Design Concepts
- Evaluate Results

Schematic Design involves using the data and guidelines developed in the Project/Task Order Definition to develop a preliminary project design that incorporates the requirements and constraints identified during Project Definition, and bring together various design concepts in a

Competency and Proficiency—Continued

package that is free from major conflicts. The schematic design also provides sufficient information for an informed City staff review and for design team coordination and review. This is the point in the Project/Task Order implementation process where innovative or alternative design approaches will be considered, and a single design concept is established and selected by the City.

The goals for Schematic Design phase are:

- Investigate design alternatives
- Develop/select single design alternative
- Clearly define design approach and intent
- Communicate our design concepts to client and develop project team consensus.
- Obtain local, state and federal agency review and input.

During Final Design Development, the basic design elements identified in the Schematic Design phase will be further refined and developed. Once the basic decisions are made, the designs of supporting systems are addressed. Additional modeling and visualization will be performed during Final Design Development to adequately define and communicate the design and O & M aspects for City staff review, input, and endorsement, and for review by outside agencies and stake holders.

The goals for Final Design Development phase are:

- Finalize all major design and technical decisions.
- Resolve outstanding issues from Schematic Design.
- Provide sufficient design detail to convey design intent to client and others, and gain meaningful endorsement.
- Prepare all necessary information for production of Construction Documents.
- No design concept changes during next phase. After review by City staff, QC review, and resolution of comments, basic design elements are frozen.

Competency and Proficiency—Continued

During the **Construction Document Preparation**, we will accurately document the technical, management and design decisions that were finalized at the end of the Design Development. As a result of the outstanding teamwork between the City and our Team on the previous three phases, this phase will be straightforward, without major changes or revisions. This is important because changes at this stage of the Project/Task Order can adversely affect budget and schedule; the risk of creating undetected conflicts or inconsistencies increases.

The end result of this phase will be a set of construction documents that contains all information appropriate for the construction delivery approach being used on the project. For traditional projects, this will be a set of biddable, constructible plans and specifications. For other methods of project delivery, such as fast-track or design build, there may be intermediate deliverable deadlines, requiring that drawings and specifications be issued in multiple smaller packages over a longer period of time. The project design deliverables produced will be consistent with the construction delivery method being used by the Client.

The goals for Construction Document Preparation are:

- Prepare bidding documents, including legal and general requirements
- Prepare final construction drawings
- Prepare final technical specifications

In most design applications for facilities in Florida, permitting plays a major role. We are committed to a streamlined permitting approach to ensure adherence to the project schedule and budget. We investigate opportunities for co-location and combining permits up-front to reduce overall work efforts. With strengths in all areas of Civil and Utility Engineering Services, ***the City of Key West will benefit in reduced review time, good agency working relationships, and an overall reduced cost in consulting services.***

Competency and Proficiency—Continued

In order to uniformly address all aspects of project permitting, we will manage permits through a single person assigned specifically to meet project permit requirements. This person has sole responsibility for directing all permit activities and reports directly to the project manager.

Our approach to project permitting involves several basic areas as follows:

- Continuous monitoring of rule changes
- Permit identification, scheduling, and tracking
- Pre-application meetings
- Submittal of complete applications
- Careful review of draft permits
- Follow-up, negotiation, and issuance

Adequately addressing these major areas provides assurances that projects will be permitted in a timely and cost effective manner.

Technical Quality Control—The most important factor in assuring technical excellence in any engineering project is the quality of the key personnel. In addition, it is crucial that effective project review procedures be used to avoid problems caused by the team members' proximity to the project.

Our approach to project planning and management controls both capital costs and engineering fees and demonstrates our ability to meet both schedule and budget requirements. In addition to being completed on time and within budget, a successful project must be technically adequate.

Competency and Proficiency—Continued

To ensure technical adequacy of all our work, various types of review mechanisms have been established. The result is a systematic approach to ensure the following:

- Every project meets its quality objective
- Quality is continuously improved
- Cycle time is continuously reduced
- Costs are continuously reduced

The factors that make us a cut above and which will directly benefit the City in the execution of this contract are:

- Commitment of principals-in-charge
- Local experience on relevant projects
- Proven performance in Monroe County
- Commitment to the City and their projects
- Team education and expertise

6.0 Personnel

6.0 Personnel

Staffing Summary

We understand the success of any project depends on the experience and capabilities of the personnel assigned to the project. Our staff members assigned to this project are highly skilled and experienced professionals. We are dedicated to provide the County with professional Civil Engineering Services. All of our key personnel have a significant amount of experience with similar projects. The following individuals will be performing the work pertaining to this contract:

Allen E. Perez, P.E.—President
Justin Henika, P.E.—Project Engineer
Anthony Henriquez, E.I.—Project Engineer

Mr. Perez has more than twenty-five (25) years of experience in roadway design, sanitary sewer systems, stormwater systems, potable water systems, and general civil engineering services. His experience includes the management and technical preparation of master plans, construction documents, permit submittals, and construction services for a wide variety of development activity. Mr. Perez has been providing professional engineering services, from his Key West office, for projects throughout the Florida Keys for over twenty (20) years.

Mr. Perez has experience in providing Civil Engineering services for a variety of private and public sector clients. The following is a summary of some of his current and past public sector continuing services contracts:

City of Key West
General Storm Water and Wastewater Engineer
Professional Engineering Consulting Services
Monroe County
General Airport Consultant
Architectural/Engineering Services for Small Projects
Florida Keys Aqueduct Authority
General Engineering Services
Monroe County Housing Authority
General Engineering Services

Staffing Summary—Continued

Key West Housing Authority
General Engineering Services
Monroe County School Board
General Engineering Services
Florida Keys Community College
General Engineering Services
Key West Housing Authority
General Engineering Services
Florida Keys Community College
General Engineering Services

Mr. Perez's engineering design experience is fairly diversified and includes hydraulic and hydrologic computer modeling of storm water management systems; the design of potable and sanitary utility systems, pump stations, paving and grading design.

Education
University of South Florida, Bachelor of Science in Civil Engineering, 1992
University of South Florida, Master of Science in Civil Engineering, 1995

Registrations
Registered Engineer – Florida No. 51468

Staffing Summary—Continued

Justin Henika, P.E.—Project Engineer

Mr. Henika has over six (6) years of experience in providing both structural design and civil site analysis. His recent work includes the following, for both public and private sector clients:

- Technical preparation of construction documents
- Residential and commercial structural design
- Rehabilitation and renovation design of existing structures
- Stilt foundation design
- Analysis and design of flood and wind load mitigation for existing structures
- Resident project representative services
- Structural condition assessments
- Grading and drainage design
- Parking lot design

Academic and Professional Qualifications:
Bachelor of Science in Civil Engineering
University of Florida, 2012

Master of Science in Civil Engineering
Structural Engineering Specialization
University of Florida, 2013

Professional Registration:
Professional Engineer, Florida #86478

Staffing Summary—Continued

Anthony J. Henriquez, EI
Project Engineer

Mr. Henriquez has more than one (1) year of experience in providing both structural design and civil site analysis. His recent work includes the following, for both public and private sector clients:

- Technical preparation of construction documents
- Residential and commercial structural design
- Rehabilitation and renovation design of existing structures
- Stilt foundation design
- Analysis and design of flood and wind load mitigation for existing / proposed structures
- Resident project representative services
- Structural condition assessments
- Grading and drainage design
- Parking lot design
- Structural load analysis

EDUCATION
Bachelor of Science in Civil Engineering
University of Florida, May 2020

REGISTRATIONS
Engineer Intern: Florida #1100025041

Additional Information and Certifications

FGBC/LEED PROJECTS

Perez Engineering & Development, Inc. (Perez) has provided professional engineering services for numerous projects that have been Florida Green Building Coalition (FGBC) and/or LEED certified. The following is a brief summary of FGBC/LEED projects:

- Poinciana Royale—FGBC Platinum Certified
- Grassy Key Fire Station—FGBC Certified
- Stock Island Fire Station—FGBC Silver Certified
- Boy Scouts' Camp Sawyer– LEED Certified Silver
- City of Key West City Administration Building Complex—LEED Design
- City of Key West Fire Station No. 2—LEED Design

FDOT, DBE, AND LAP

Perez is qualified by FDOT to perform the following types of work:

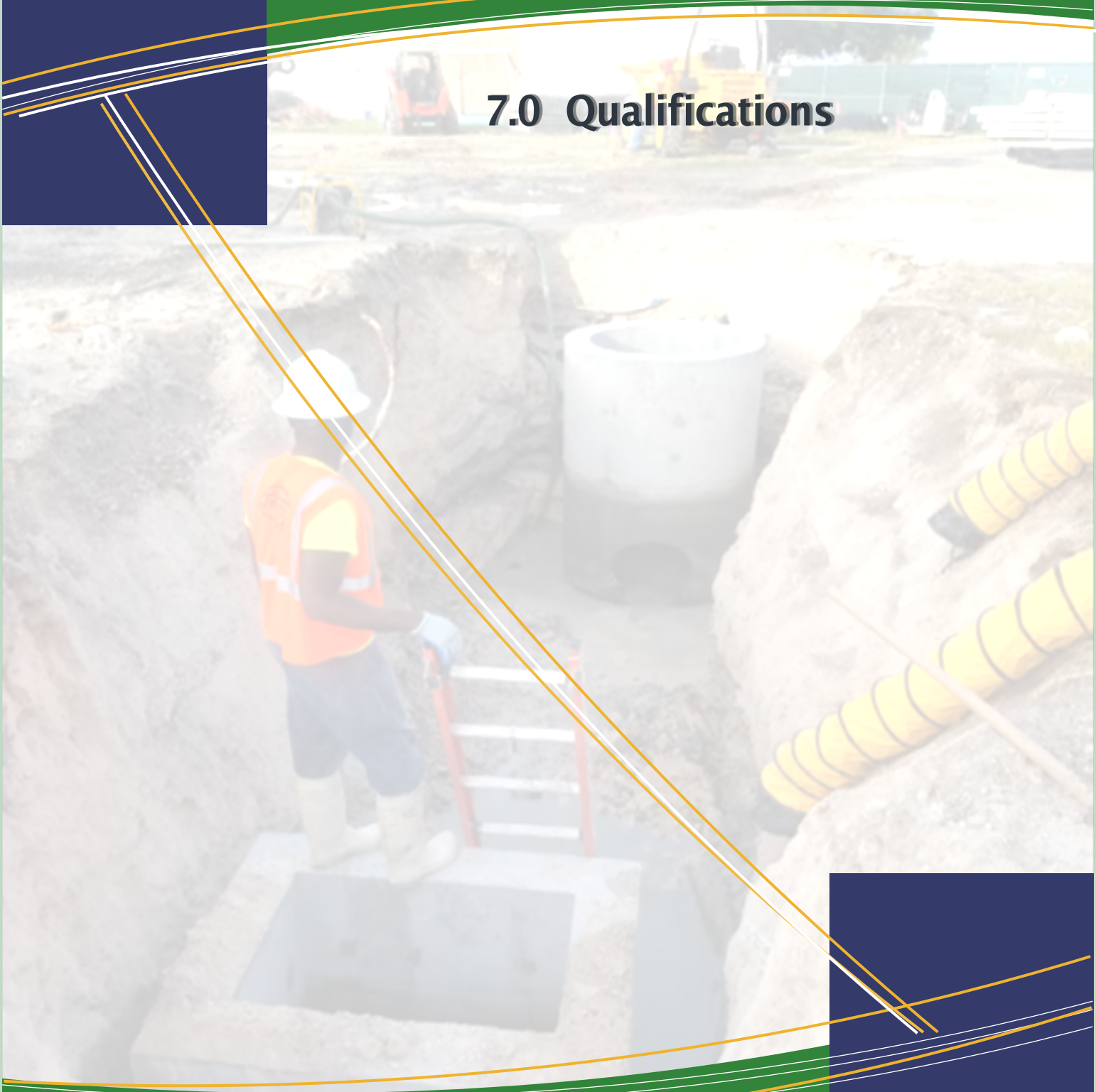
- Group 3.1 Minor Highway Design

Perez is also classified as a Disadvantaged Business Enterprise (DBE) through the FDOT Unified Classification Program.

The following is a brief summary of FDOT LAP project experience:

- Gerald Adams/College Road Sidewalk Enhancement – FDOT/City of Key West LAP Project (FM 425851-1)
- Glynn Archer Drive/14th Street Roadway Construction – FDOT/City of Key West LAP Project (FM 420042-1-52-01)
- United Street Milling & Paving – FDOT/City of Key West LAP Project
- Flagler Avenue Improvements – FDOT/City of Key West LAP Project (FM 4213-78-1 & 4213-78-2).

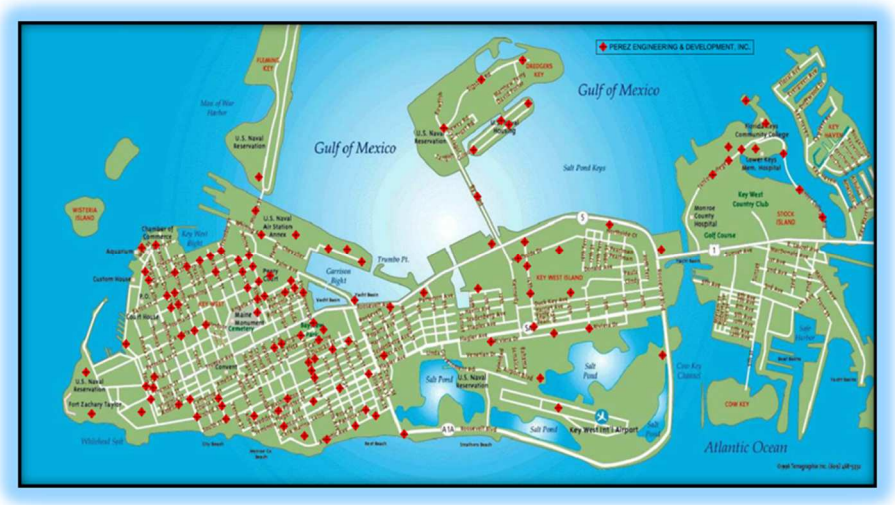
7.0 Qualifications



7.0 Qualifications

Relevant Experience

Perez Engineering & Development, Inc. has been one of the City's General Engineering Consultants for more than the past fifteen (15) years. We have an extensive amount of engineering experience throughout the City of Key West. The following depicts locations of some of our past and current projects:



The following is a list of some of our past and current projects:

- Caroline Street Improvements—City of Key West
- Truman Waterfront Park—City of Key West
- Fort Street Parking Lot—City of Key West
- Truman Waterfront Conceptual Stormwater Master Plan—City of Key West

Relevant Experience—Continued

List of some of our past and current projects continued:

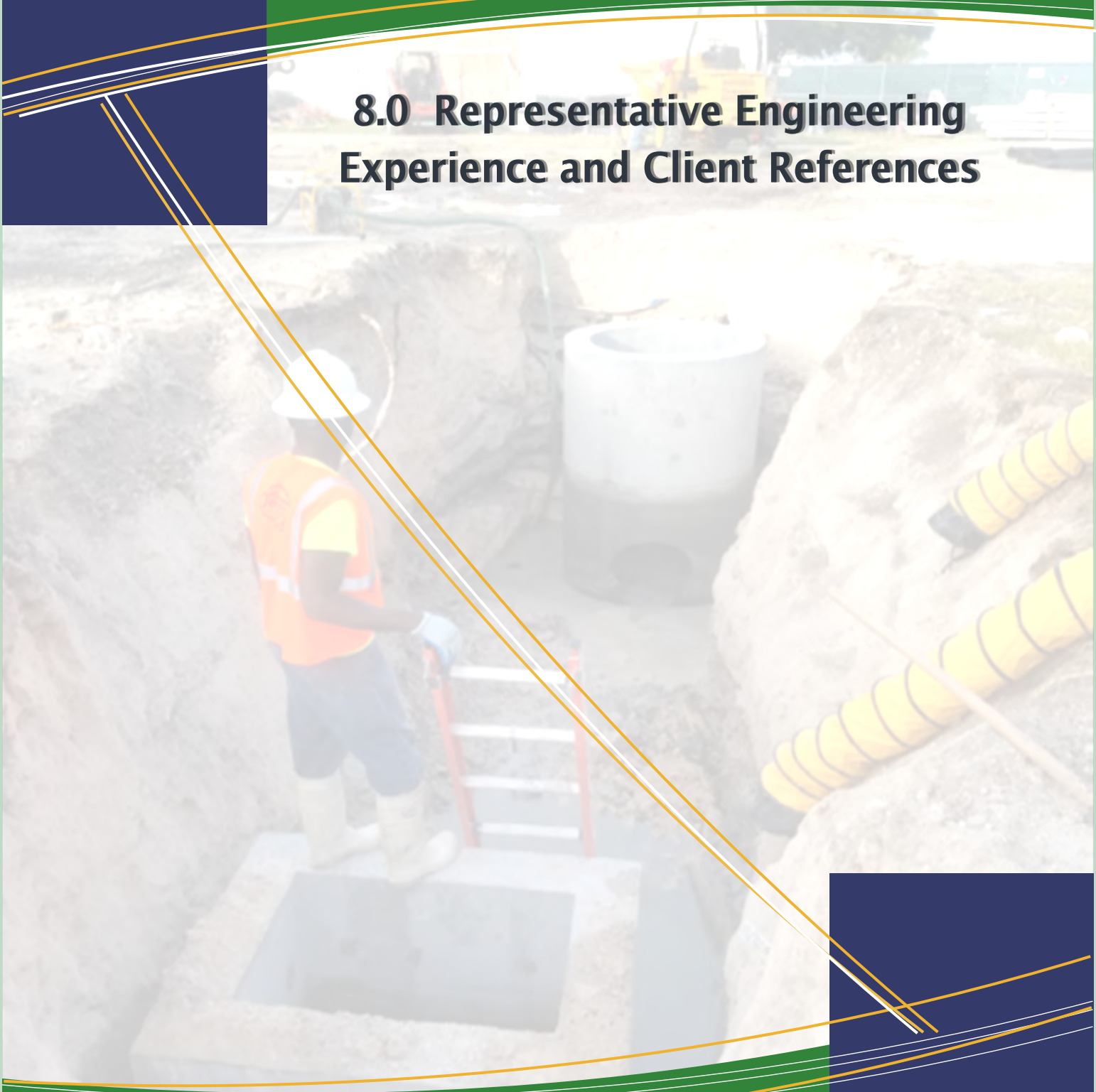
- Truman Waterfront Park Amphitheater - City of Key West
- Glynn Archer Drive Improvements—City of Key West
- United Street Resurfacing—City of Key West
- City of Key West Administration Building Complex—City of Key West
- Fire Station No. 2—City of Key West
- East Front Street Drainage Improvements—City of Key West
- George Street Outfall—City of Key West
- Patricia and Ashby Emergency Outfall—City of Key West
- Stormwater Gravity Injection Wells Phase 5—City of Key West
- Stormwater Gravity Injection Wells Phase 4—City of Key West
- Stormwater Gravity Injection Wells Phase 2—City of Key West
- Stormwater Gravity Injection Wells Phase 1—City of Key West
- Deep Well at the Richard Heyman WWTP—City of Key West
- Deep Well Operational Permits—City of Key West
- Deep Well Mechanical Integrity Test—City of Key West
- Mole Pier Entry Control Point – City of Key West
- Garrison Bight Restroom – City of Key West
- North Roosevelt Boulevard Force Main – City of Key West
- Pump Station DA Force Main – City of Key West
- Flagler Avenue Sidewalk – City of Key West
- Fleming Street Resurfacing – City of Key West
- College Road Sidewalk – City of Key West
- Pump Station F Force Main – City of Key West
- Fleming Key Shoreline Protection – City of Key West
- Historic Seaport Improvements – City of Key West
- Caroline Street Outfalls – City of Key West
- Smathers Beach Restroom – City of Key West
- Garrison Bight Dockmaster Building – City of Key West
- Donald Avenue Canal Improvements – City of Key West
- Salt Ponds Hydrologic Improvements – City of Key West

Relevant Experience—Continued

List of some of our past and current projects continued:

- WWTP Sulfate Tank Replacement - City of Key West
- Stormwater Outfall Tide Valves – City of Key West
- Clinton Square Park – City of Key West
- WWTP Gangways Replacement – City of Key West
- Transfer Station Scale House Canopy – City of Key West
- WWTP Tank Leak Repair – City of Key West
- Staples Avenue Pedestrian Bridge Replacement – City of Key West
- WWTP Contact Basin Leak Repair – City of Key West
- Martin Luther King Pool Structural Assessment – City of Key West

8.0 Representative Engineering Experience and Client References



8.0 Representative Experience

Truman Waterfront Park and Amphitheater

Client:

Mr. Gary Volenec, P.E.
City of Key West
1300 White Street
Key West, Fl. 33040

Project Description:
The initial stage of the park construction is mostly for the infrastructure to serve approximately 20 acres of the park. The work consists of roads, parking lots, new sanitary sewer system, new potable water system, and a stormwater management system. Other improvements will include playgrounds, a water feature, restroom building, promenade along the Quay, landscaping, irrigation, lighting, park furniture, etc.

Our services also included permitting through the South Florida Water Management District and the Florida Department of Environmental Protection.

This project shows our ability to work efficiently with City staff and the local community to provide the following services: evaluations, schematic design, design development, preparation of scope of work, specifications, contract documents for bidding, bid reviews, cost estimates, and regulatory permitting/approval.

8.0 Representative Experience

Hazard Mitigation Tide Valve Project

Client:

Mr. John Paul Castro
City of Key West
1300 White Street
Key West, Fl. 33040

Project Description:
The City was awarded a Hazard Mitigation Grant (FEMA Project 4337-231-R) for this project.

The purpose of this scope of work is to improve drainage in Key West, Florida by installing tide valves on existing stormwater outfalls at approximately twenty-five (25) different locations. The project will help reduce tidal intrusions from storms and high tides. This will help protect structures and reduce loss of use of roads, business, and other associated response costs.

The project consists of the general construction and furnishing of all materials, equipment and labor for the construction/installation of tide valves, vaults, triple chamber treatment boxes, storm sewer pipe, catch basins with inlets, concrete /asphalt pavement removal & replacement, earthwork, dewatering, silt removal boxes for approved dewatering discharges, utility adjustments, utility conflict boxes, environmental protection, site restoration, sidewalk improvements, site clean up, and all necessary appurtenances and record drawings, surveys, and incidental work to provide a complete and serviceable project.

This project shows our ability to provide the following services: evaluations, schematic design, design development, preparation of scope of work, specifications, contract documents for bidding, bid reviews, cost estimates, and regulatory permitting/approval.

Deep Well Mechanical Integrity Test and Operational Permit

Client:
Mr. John Paul Castro
City of Key West
1300 White Street
Key West, Fl. 33040

Project Description:
As specified in Rule 62-528, Florida Administrative Code (FAC), deep injection wells must demonstrate both internal and external mechanical integrity test (MIT) every five (5) years and undergo permit renewals every five (5) years. In order to conduct the operating permit renewal and the MIT on the injection wells, we used the services of McNabb Hydrogeologic Consulting, Inc. (MHC) to assist PE&D with professional consulting services for the MIT.

Project tasks included:

- Operating Permit Renewal
- Mechanical Integrity Testing Plan
- Mechanical Integrity Testing Specifications
- Bid Phase Services
- Mechanical Integrity Testing Field Services
- Mechanical Integrity Testing Report Preparation

Duval Street Park

Client:

Mr. Kelly Crowe, P.E.
City of Key West
1300 White Street
Key West, Fl. 33040

Project Description:

This project consisted of converting the southernmost block of Duval Street into a pedestrian friendly pocket park. The development of the park required coordination with City staff as well as the adjacent local land owners.

The project included the removal of the existing road, new landscape/planters, lighting, pavers, utility coordination/adjustments, and some new storm drains.

WWTP Tank Leak Repair (Emergency)

Client:
Mr. Kelly Crowe, P.E.
City of Key West
1300 White Street
Key West, Fl. 33040

Project Description:

This project consisted of professional engineering services to assist the City of Key West utility department with repairing the leak in the aeration basin at the wastewater treatment plant. Our scope of services included performing site visits and coordinating with utility department/plant operations to develop concrete repair plans. Repair plans will included an interim repair as well as a long-term repair.

This project demonstrated our ability to respond quickly to the City/staff on an emergency basis and to provide an efficient and timely solution.

Martin Luther King Pool—Structural Assessment

Client:

Ms. Karen Wilman
City of Key West
1300 White Street
Key West, Fl. 33040

Project Description:

This project will consist of a structural condition assessment of the Martin Luther King Jr. Community building and Pool. The following is a summary of the services to be provided during the structural condition assessment:

Initial Shoring Plan
Drafting Existing Layout and Floor Plans
Field Assessment
Preparation of a Structural Condition Assessment Report

This project demonstrated our ability to respond quickly to the City/staff and to provide an efficient and timely solution.

2855 Overseas Highway—Structural Assessment

Client:

Mr. Kevin Wilson. P.E.
Asst. County Administrator
Monroe County
1100 Simonton Street
Key West, Fl. 33040
(305) 292-4429

Project Description:

This project consisted of the structural analysis of an existing commercial building. Monroe County was considering acquiring the property and utilized our services to determine the cost-benefit of the structure. The structure was damaged during hurricane Irma and showed evidence of long term maintenance issues. Additionally, we provided a repair cost estimate consistent with local construction pricing in Monroe County.

This project demonstrates our ability to work with county staff and private owners to provide thorough and professional engineering services. The structure is of similar size and age to multiple properties owned by Monroe County; knowledge of these structures is beneficial to maintaining and improving Monroe County's current assets.

Monroe County Tax Collector—Concrete Repair

Client:

Mr. Steven Sanders
Project Manager
Monroe County
1100 Simonton Street
Key West, Fl. 33040
(305) 292-4429
sanders-steven@monroecounty-fl.gov

Project Description:
This project consisted of concrete repairs to the Monroe County Tax Collectors Office at 3107 Overseas Hwy, Marathon FL. Existing concrete damage included spalling of concrete walls and a floor slab that settled up to two inches. Perez Engineering and Development, Inc. was hired to assess the existing damage and provide repair plans. During our onsite assessments and design, we were able to determine that the settlement was isolated to the floor slab and not a foundation issue. Additionally, we were able to utilize ground penetrating radar to determine the extent of the area of concern, without inhibiting the county's operation of the office space.

This project demonstrates our ability to work with county staff and provide the following services: structural assessment, design development, and preparation of construction documents. Our knowledge of local construction practices allows us to identify structural failures and demonstrates our ability to design repairs for concrete spalling; a prevalent issue with structures located in Monroe County.

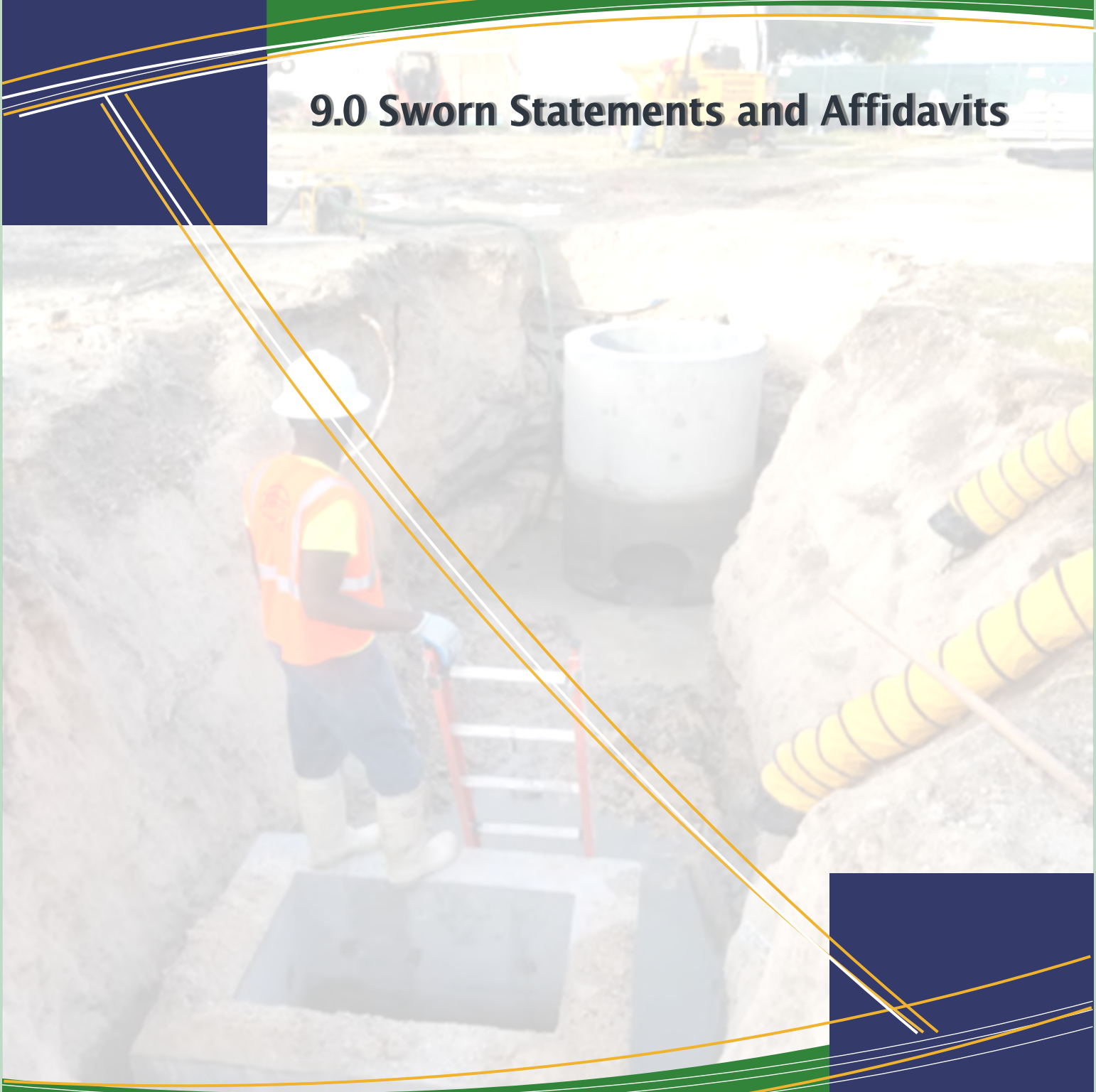
Additional Client References

Mr. Don Leland Craig, AICP
Land Use Director
Spottwood, Spottswood, Spottswood, and Sterling
500 Fleming Street
Key West, Fl. 33040
(305) 924-0249
dcraig@spottswoodlaw.com

Mr. Carlos A. Solis, P.E.
Director of Public Works & Engineering
City of Marathon
9805 Overseas Highway
Marathon, Fl. 33050
(305) 289-5008
solisc@ci.marathon.fl.us

Mr. Everett Atwell
Ironwood VG
6565 Heritage Park Place
Lakeland, Fl. 33813
(863) 602-0332
eatwell@tampabay.rr.com

9.0 Sworn Statements and Affidavits



Section 9.0

THE CITY OF KEY WEST
Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3883

ADDENDUM NO. 1

Engineering Services RFQ 2022

This addendum is issued as supplemental information to the Request for Qualifications package for clarification of certain matters of both a general and a technical nature. The referenced Request for Qualifications package is hereby amended in accordance with the following items:

1) Question: Are sub-consultants only to be shown as supplemental staff to the prime or are we to include only in-house staff? There is some confusion per "A.3 Ability to provide required services with in-house staff."
   Response: Both in-house staff and sub-consultants should be listed. A.3 highlights that the ability for in-house staff to provide services will be part of the selection criteria, so in-house capabilities are of value.

2) Question: Does the City plan to provide an extension due to the Thanksgiving holiday?
   Response: The original deadline was 11/23 and has already been extended for the holiday to 11/30.

3) Question: Will the City include covers, tabs, and table of contents in the 40-page max?
   Response: The items listed will not be included in the 40-page limit.

4) Question: Can a firm serve as both sub and prime?
   Response: To avoid any conflicts of interest, the City will not accept proposals where consultants considered the prime are listed as sub-consultants on other proposals.

5) Can the City please confirm the deadline for clarification; the RFP stats Oct. 21, 2022.
   Response: The deadline for clarification is November 21, 2022.

Prior to final award, proposers shall acknowledge receipt and acceptance of all Addendums. Proposals submitted without acknowledgement may be considered non-responsive.

Signature

PEREZ ENGINEERING & DEVELOPMENT, INC.
Name of Business

THE CITY OF KEY WEST
Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3883

ADDENDUM NO. 2

Engineering Services RFQ 2022

This addendum is issued as supplemental information to the Request for Qualifications package for clarification of certain matters of both a general and a technical nature. The referenced Request for Qualifications package is hereby amended in accordance with the following items:

1) **Question:** Can the City confirm if staff resumes are included in the 40 single-page limit?
Response: Pages used for organizational and formatting purposes, like cover sheets, table of contents, section headers, etc. and required forms like sworn statements and affidavits are not included in the page limit. Content to be considered for ranking, such as company and staff information and background, resumes, past projects, references, etc. are to be included in the page limit.

2) **Question:** Can 11"x17" pages be used? If so, how many 11"x17" pages will count towards the 40 single-page limit?
Response: The proposal should consist of standard 8.5"x11" pages. Pages can be displayed in landscape orientation if desired.

3) **Question:** Due to the page limit on the proposal, will the City consider resumes for personnel identified on the Organization Chart be excluded from the page count in the proposal?
Response: All resumes will be included in the page count.

4) **Question:** Do resumes have to be provided for everyone identified on the Organization Chart or only key personnel?
Response: Resumes are not required for all personnel.

5) **Question:** There are several office closures in place for staff to prepare for Tropical Storm Nicole. Would the City consider moving the submission date another week to have sufficient time to put proposals together?
Response: The proposal due date has been changed to 12/7/2022 at 3PM.

Prior to final award, proposers shall acknowledge receipt and acceptance of all Addendums. Proposals submitted without acknowledgement may be considered non-responsive.

Signature

Pepe Engineering & Development, Inc.
Name of Business

ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA

SS:

COUNTY OF MONROE

I the undersigned hereby duly sworn, depose and say that no portion of the sum herein response will be paid to any employee of the City of Key West as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

BY:_____

MONICA BROADWAY
Notary Public - State of Florida
Commission # HH 296434
My Comm. Expires Aug 2, 2026

sworn and prescribed before me this 1 day of Dec, 2022

NOTARY PUBLIC, State of Florida

My commission expires: 08/02/2026

STATE OF FLORIDA COUNTY OF Monroe
Sworn to (or affirmed) and subscribed before me by means of (X) physical presence or ( ) online notarization, this day of December 1 **, 2022, by** Allen E. Perez
(name of person making statement).
Personally Known ( ) OR Produced Identification (X)
Type of Identification Produced: Drivers license
(Signature of Notary Public)
(Print, Type, or Stamp Commissioned Name of Notary Public)
Affix Notary SEAL

NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA)

: SS

COUNTY OF MONROE)

I, the undersigned hereby declares that the only persons or parties interested in this Proposal are those named herein, that this Proposal is, in all respects, fair and without fraud, that it is made without collusion with any official of the Owner, and that the Proposal is made without any connection or collusion with any person submitting another Proposal on this Contract.

By: _____

Sworn and subscribed before me this

1st day of December, 2022.

Monica Broadway

NOTARY PUBLIC, State of Florida at Large

MONICA BROADWAY
Notary Public - State of Florida
Commission # HH 296434
My Comm. Expires Aug 2, 2026

My Commission Expires: 08/02/2026

STATE OF FLORIDA COUNTY OF Monroe
Sworn to (or affirmed) and subscribed before me by means of
(✓) physical presence or ( ) online notarization, this
day of December 1 **, 2022, by** Allen E Perez
(name of person making statement).
Personally Known ( ) OR Produced Identification (✓)
Type of Identification Produced: Driver's License
(Signature of Notary Public) Monica B
(Print, Type, or Stamp Commissioned Name of Notary Public)
Affix Notary SEAL

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

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

1. This sworn statement is submitted for Allan E. Porter, President
(print individual's name and title)

by Porter Engineering & Development, Inc.
(print name of entity submitting sworn statement)

whose business address is 1010 Kennedy Drive, Suite 202
Key West, FL 33040

and (if applicable) its Federal Employer Identification Number (FEIN) is

65-0903931

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

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

3. I understand that "conviction" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 01, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

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

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

   b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime.

The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agent who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment of income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

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

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

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

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 01, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 01, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (attach a copy of the final order.

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

(SIGNATURE)

12/1/22
(DATE)

STATE OF Florida

COUNTY OF Monroe

PERSONALLY APPEARED BEFORE ME, the undersigned authority
Allen Perez who, after first being sworn by me,
(name of individual)
affixed his/her signature in the space provided above on this
1 day of Dec, 2022

Monica Broadway NOTARY PUBLIC

My commission expires: 08/02/2026

MONICA BROADWAY
Notary Public - State of Florida
Commission # HH 296434
My Comm. Expires Aug 2, 2026

STATE OF FLORIDA COUNTY OF
Sworn to (or affirmed) and subscribed before me by means of
(✓) physical presence or ( ) online notarization, this
day of December 1, **2022, by** Allen E. Perez
(name of person making statement).
Personally Known ( ) OR Produced Identification (✓)
Type of Identification Produced: Drivers license
(Signature of Notary Public) Monica B
(Print, Type, or Stamp Commissioned Name of Notary Public)
Affix Notary SEAL

EQUAL BENEFITS FOR DOMESTIC PARTNERS AFFIDAVIT

STATE OF Florida)

: SS

COUNTY OF Monroe)

I, the undersigned hereby duly sworn, depose and say that the firm of _____

Perez Engineering & Development, Inc.

provides benefits to domestic partners of its employees on the same basis as it provides benefits to employees' spouses, per City of Key West Code of Ordinances Sec. 2-799.

By: _____

Sworn and subscribed before me this 1 day of December 2022.

NOTARY PUBLIC, State of Florida at Large

My Commission Expires: 08/02/2026

MONICA BROADWAY
Notary Public - State of Florida
Commission # HH 296434
My Comm. Expires Aug 2, 2026

STATE OF FLORIDA COUNTY OF Monroe
Sworn to (or affirmed) and subscribed before me by means of (X) physical presence or ( ) online notarization, this day of December 1, 2022, **by** Allen E. Perez
(name of person making statement).
Personally Known ( ) OR Produced Identification (X)
Type of Identification Produced: Drivers License
(Signature of Notary Public)
(Print, Type, or Stamp Commissioned Name of Notary Public)
Affix Notary SEAL

CONE OF SILENCE AFFIDAVIT

Pursuant to City of Key West Code of Ordinances Section 2-773 (attached below)

STATE OF Florida)
: SS
COUNTY OF Monroe)

I the undersigned hereby duly sworn depose and say that all owner(s), partners, officers, directors, employees and agents representing the firm of Perez Engineering & Development, Inc. have read and understand the limitations and procedures regarding communications concerning City of Key West issued competitive solicitations pursuant to City of Key West Ordinance Section 2-773 Cone of Silence (attached).

Sworn and subscribed before me this

1 day of December, 2022

12/1/2022

Monica Broadway
NOTARY PUBLLIC, State of Florida at Large

My Commission Expires: 08/02/2026

MONICA BROADWAY
Notary Public - State of Florida
Commission # HH 296434
My Comm. Expires Aug 2, 2026

STATE OF FLORIDA **COUNTY OF** Monroe
Sworn to (or affirmed) and subscribed before me by means of
(X) physical presence or ( ) online notarization, this
day of December 1 **, 2022, by** Allen E. Perez
(name of person making statement).
Personally Known ( ) OR Produced Identification (X)
Type of Identification Produced: Drivers license
(Signature of Notary Public)
(Print, Type, or Stamp Commissioned Name of Notary Public)
Affix Notary SEAL

Sec. 2-773. Cone of Silence.

(a) *Definitions.* For purposes of this section, reference to one gender shall include the other, use of the plural shall include the singular, and use of the singular shall include the plural. The following definitions apply unless the context in which the word or phrase is used requires a different definition:

(1) *Competitive solicitation* means a formal process by the City of Key West relating to the acquisition of goods or services, which process is intended to provide an equal and open opportunity to qualified persons and entities to be selected to provide the goods or services. Completive solicitation shall include request for proposals ("RFP"), request for qualifications ("RFQ"), request for letters of interest ("RFLI"), invitation to bid ("ITB") or any other advertised solicitation.

(2) *Cone of silence* means a period of time during which there is a prohibition on communication regarding a particular competitive solicitation.

(3) *Evaluation or selection committee* means a group of persons appointed or designated by the city to evaluate, rank, select, or make a recommendation regarding a vendor or the vendor's response to the competitive solicitation. A member of such a committee shall be deemed a city official for the purposes of subsection (c) below.

(4) *Vendor* means a person or entity that has entered into or that desires to enter into a contract with the City of Key West or that seeks an award from the city to provide goods, perform a service, render an opinion or advice, or make a recommendation related to a competitive solicitation for compensation or other consideration.

(5) *Vendor's representative* means an owner, individual, employee, partner, officer, or member of the board of directors of a vendor, or a engineer, lobbyist, or actual or potential subcontractor or sub-consultant who acts at the behest of a vendor in communicating regarding a competitive solicitation.

(b) *Prohibited communications.* A cone of silence shall be in effect during the course of a competitive solicitation and prohibit:

(1) Any communication regarding a particular competitive solicitation between a potential vendor or vendor's representative and the city's administrative staff including, but not limited to, the city manager and his or her staff;

(2) Any communication regarding a particular competitive solicitation between a potential vendor or vendor's representative and the mayor, city commissioners, or their respective staff;

(3) Any communication regarding a particular competitive solicitation between a potential vendor or vendor's representative and any member of a city evaluation and/or selection committee therefore; and

(4) Any communication regarding a particular competitive solicitation between the mayor, city commissioners, or their respective staff, and a member of a city evaluation and/or selection committee therefore.

(c) *Permitted communications.* Notwithstanding the foregoing, nothing contained herein shall prohibit:

(1) Communication between members of the public who are not vendors or a vendor's representative and any city employee, official or member of the city commission;

(2) Communications in writing at any time with any city employee, official or member of the city commission, unless specifically prohibited by the applicable competitive solicitation.

(A) However, any written communication must be filed with the city clerk. Any city employee, official or member of the city commission receiving or making any written communication must immediately file it with the city clerk.

(B) The city clerk shall include all written communication as part of the agenda item when publishing information related to a particular competitive solicitation;

(3) Oral communications at duly noticed pre-bid conferences;

(4) Oral presentations before publicly noticed evaluation and/or selection committees;

(5) Contract discussions during any duly noticed public meeting;

(6) Public presentations made to the city commission or advisory body thereof during any duly noticed public meeting;

(7) Contract negotiations with city staff following the award of a competitive solicitation by the city commission; or

(8) Purchases exempt from the competitive process pursuant to section 2-797 of these Code of Ordinances;

(d) *Procedure.*

(1) The cone of silence shall be imposed upon each competitive solicitation at the time of public notice of such solicitation as provided by section 2-826 of this Code. Public notice of the cone of silence shall be included in the notice of the competitive solicitation. The city manager shall issue a written notice of the release of each competitive solicitation to the affected departments, with a copy thereof to each commission member, and shall include in any public solicitation for goods and services a statement disclosing the requirements of this ordinance.

(2) The cone of silence shall terminate at the time the city commission or other authorized body makes final award or gives final approval of a contract, rejects all bids or responses to the competitive solicitation or takes other action which ends the competitive solicitation.

(3) Any city employee, official or member of the city commission that is approached concerning a competitive solicitation while the cone of silence is in effect shall notify such individual of the prohibitions contained in this section. While the cone of silence is in effect, any city employee, official or member of the city commission who is the recipient of any oral communication by a potential vendor or vendor's representative in violation of this section shall create a written record of the event. The record shall indicate the date of such communication, the persons with whom such communication occurred, and a general summation of the communication.

(e) *Violations/penalties and procedures.*

(1) A sworn complaint alleging a violation of this ordinance may be filed with the city attorney's office. In each such instance, an initial investigation shall be performed to determine the existence of a violation. If a violation is found to exist, the penalties and process shall be as provided in section 1-15 of this Code.

(2) In addition to the penalties described herein and otherwise provided by law, a violation of this ordinance shall render the competitive solicitation void at the discretion of the city commission.

(3) Any person who violates a provision of this section shall be prohibited from serving on a City of Key West advisory board, evaluation and/or selection committee.

(4) In addition to any other penalty provided by law, violation of any provision of this ordinance by a City of Key West employee shall subject said employee to disciplinary action up to and including dismissal.

(5) If a vendor is determined to have violated the provisions of this section on two more occasions it shall constitute evidence under City Code section 2-834 that the vendor is not properly qualified to carry out the obligations or to complete the work contemplated by any new competitive solicitation. The city's purchasing agent shall also commence any available debarment from city work proceeding that may be available upon a finding of two or more violations by a vendor of this section. *(Ord. No. 13-11, § 1, 6-18-2013)*

CITY OF KEY WEST INDEMNIFICATION FORM

PROPOSER agrees to protect, defend, indemnify, save and hold harmless The City of Key West, all its Departments, Agencies, Boards, Commissions, officers, City's Engineer, agents, servants and employees, including volunteers, from and against any and all claims, debts, demands, expense and liability arising out of injury or death to any person or the damage, loss of destruction of any property which may occur or in any way grow out of any act or omission of the PROPOSER, its agents, servants, and employees, or any and all costs, expense and/or attorney fees incurred by the City as a result of any claim, demands, and/or causes of action except of those claims, demands, and/or causes of action arising out of the negligence of The City of Key West, all its Departments, Agencies, Boards, Commissions, officers, agents, servants and employees. The PROPOSER agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent. The City of Key West does not waive any of its sovereign immunity rights, including but not limited to, those expressed in Section 768.28, Florida Statutes.

These indemnifications shall survive the term of this agreement. In the event that any action or proceeding is brought against the City of Key West by reason of such claim or demand, PROPOSER shall, upon written notice from the City of Key West, resist and defend such action or proceeding by counsel satisfactory to the City of Key West.

The indemnification provided above shall obligate PROPOSER to defend at its own expense to and through appellate, supplemental or bankruptcy proceeding, or to provide for such defense, at the City of Key West's option, any and all claims of liability and all suits and actions of every name and description covered above which may be brought against the City of Key West whether performed by PROPOSER, or persons employed or utilized by PROPOSER.

The PROPOSER's obligation under this provision shall not be limited in any way by the agreed upon Contract Price as shown in this agreement, or the PROPOSER's limit of or lack of sufficient insurance protection.

COMPANY SEAL

PROPOSER: Porez Engineering & Development, Inc.

Address: 1010 Kennedy Drive, Suite 202
Key West, FL 33040

Signature

Allen E. Porez
Print Name

12/1/22
Date

President
Title

NOTARY FOR THE PROPOSER

STATE OF Florida

COUNTY OF Monroe

The foregoing instrument was acknowledged before me this 1 day of Dec, 2022 By Allen Perez of_____ (Name of officer or agent, title of officer or agent) Name of corporation acknowledging) Perez Engineering & Development, Inc.

or has produced_____as identification.

MONICA BROADWAY
Notary Public - State of Florida
Commission # HH 296434
My Comm. Expires Aug 2, 2026

Signature of Notary

STATE OF FLORIDA COUNTY OF Monroe
Sworn to (or affirmed) and subscribed before me by means of (X) physical presence or ( ) online notarization, this day of December 1 **, 2022, by** Allen E. Perez
(name of person making statement).
Personally Known ( ) OR Produced Identification (X)
Type of Identification Produced: Drivers license
(Signature of Notary Public)
(Print, Type, or Stamp Commissioned Name of Notary Public)
Affix Notary SEAL

Return Completed form with Print, Type or Stamp Name of Notary

Supporting documents to: City of Key West Purchasing

Title or Rank