

QUALIFICATIONS TO

CITY OF KEY WEST

RFQ # 18-001

General Traffic Engineering Services



Submitted by:

Mathews Consulting

A Baxter & Woodman Company

www.baxterwoodman.com

February 28, 2018



February 28, 2018

Cheri Smith, City Clerk
City of Key West
1300 White Street
Key West, Florida 33040

Subject: RFQ No. 18-001 General Traffic Engineering Services

Dear Ms. Smith and City Officials:

We respectfully submit the enclosed response for the City of Key West's General Traffic Engineering Services. Mathews Consulting has been providing engineering support to municipalities and governments in South Florida for the last twenty years. In 2016 we merged with Baxter & Woodman, a regional firm from the Midwest, with a goal of expanding our footprint and providing additional engineering services in South Florida. As a part of this goal we recently opened an office in Key West.

Our proposed Client Services Manager, Mark Dachsteiner, PE, is local and available to respond immediately to City inquiries and concerns. In addition, Mark has the support of 25 staff members stationed in South Florida and a 230+ corporate team with dedicated transportation and traffic expertise. Mark can complete field verification and coordination with City staff on traffic-related issues. Our location offers the unique ability to provide both responsive 24/7 service and efficient traffic engineering support to the City without the travel-related costs associated with a national firm.

The City will receive traffic expertise from certified PTOEs and senior transportation engineers that are familiar with the region and have a solid understanding of City needs. Our goal is to help analyze traffic concerns, safety, and potential improvements and suggest solutions that best coincide with your vision for the future. If you have any questions regarding our qualifications, please feel free to contact us. We look forward to collaborating with the City and we are ready to begin!

Sincerely,

MATHEWS CONSULTING, A BAXTER & WOODMAN COMPANY

A handwritten signature in blue ink, appearing to read "D. L. Mathews".

David L. Mathews, PE
Executive Vice President
dmathews@baxterwoodman.com

A handwritten signature in blue ink, appearing to read "Mark Dachsteiner".

Mark Dachsteiner, PE
Key West Region Manager
mdachsteiner@baxterwoodman.com

1111 12th Street, Suite 310E, Key West, FL 33040 • 815.482.9124

www.baxterwoodman.com

CONTENTS

Proposal Letter	2
Mathews Consulting	4
Understanding City Needs	5
Relevant Engineering Expertise	6
Project Team	11
Relevant Services & Project Examples	14
Required Forms & Licenses	20



MATHEWS CONSULTING

Mathews Consulting, a Baxter & Woodman Company, is a forward-thinking civil engineering firm dedicated to combining sound engineering practices with emerging technologies to provide sustainable, innovative solutions. We offer a full range of municipal services from project inception to construction close-out. We are invested in providing full service engineering to the City of Key West from our Local Key West location:



1111 12th Street, Suite 310E, Key West, FL 33040
815.482.9124

Our Key West office is supported by professionals in Fort Lauderdale, West Palm Beach and our firm's 235 professionals at seven other locations. Our service disciplines include:



Transportation



Stormwater



Water



Wastewater



Infrastructure



Bridges/Structures



Environmental



Sustainability



Electrical



Lighting



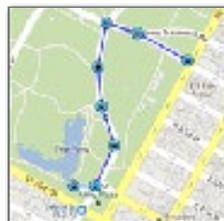
Survey



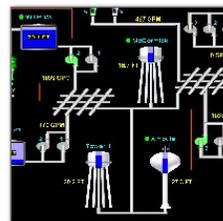
Construction



Public Outreach



GIS



Automation/Controls



Grants/Funding

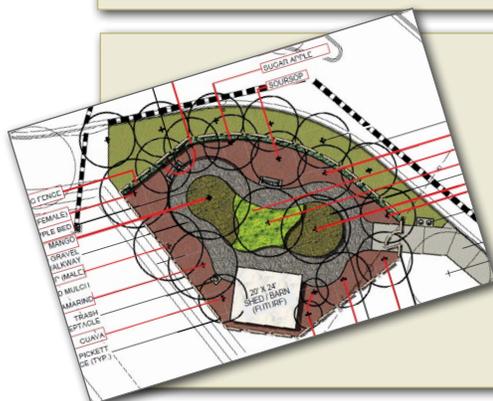
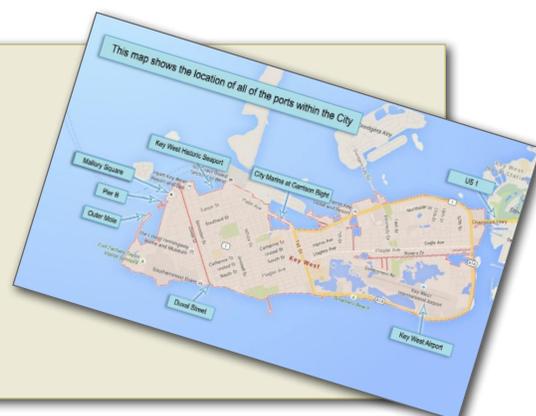


UNDERSTANDING CITY NEEDS

The City of Key West is home to many residents as well as a seasonal destination with much to offer in the way of travel, culture, and entertainment. The City’s 27,000 population greatly increases with the 10-12 cruise ships at port each week during the peak tourist season. The City’s warm weather and variety of outdoor facilities makes pedestrian access and safety a main priority.

There are many bicycles, scooters, and heavy pedestrian traffic throughout the City and especially in the Old Town neighborhood. Parking is very limited and seasonally high traffic levels have the potential to cause delays in the City’s public Bus system. Key West’s goal is to select a firm with a solid understanding of City needs to help analyze City traffic concerns, safety, and potential improvements and suggest solutions that best coincide with your vision for the future. With an office in Key West and a current contract with Monroe County, we have a good understanding of City needs and future plans . . .

7 ports within the City of Key West are visited by **10 to 12 cruise ships** each week during the peak tourist season, making pedestrian access and safety a main priority (Key West Port Map from City website).



The **Truman Waterfront Park** Phase 1A and Amphitheater will be completed soon! As the City plans improvements to enhance facility operation and user experience, safety, traffic calming, and pedestrian access are some of the aspects that can be reviewed.

Future Monroe County Repair/Paving Project 1st Street/Bertha could also include work at the **Flagler Intersection** to improve bike and pedestrian safety and movement at this location.



RELEVANT ENGINEERING EXPERTISE

Providing Consistent, Accurate, and Efficient Traffic Engineering

The City's goal is to select a firm to provide consistent, accurate, and efficient Traffic Engineering Services to the City. Mathews Consulting, a Baxter & Woodman Company, has been providing these services for over 70 years and can assist Key West with the services you require:

- Traffic Studies
- Traffic Signal System Design
- Physical (Field) Timing of Traffic Signals
- Traffic Signal Detection Systems
- Roadway Capacity Calculations and Studies
- Roadway Signage - Warrants, Design/Siting
- Traffic Counting
- Florida DOT "Green Book"
- Bicycle and Pedestrian Planning
- Parking Studies
- Wayfinding Sign Program



Very limited parking within the downtown area continues to be a challenge for the City.

TRAFFIC ENGINEERING EXPERTISE

With a long history of providing municipal services to numerous municipalities in South Florida, including over twenty continuing services contracts, Mathews Consulting is an ideal choice to fulfill the City's Traffic Engineering needs. We currently have local Keys contracts with the City of Marathon, Monroe County, and the Florida Keys Aqueduct Authority (FKAA). Additionally, with firm roots in municipal engineering, our parent company Baxter & Woodman currently serves as the municipal engineer for over 30 communities where transportation engineering (planning, design, and construction) is more than 1/3 of the services we provide. The following is a summary of some of our traffic engineering capabilities:

- Traffic Signal Warrant Analysis
- Two-Way Stop Control Warrant Analysis
- All-Way Stop Control Warrant Analysis
- Speed Studies
- Origin-Destination Studies
- Traffic Counts (Utilizing Miovision Cameras)
- Intersection Design Studies
- Railroad Quiet Zone Studies
- Traffic Signal Design
- Traffic Signal Interconnect System Design
- School Zone Studies
- Traffic Impact Analysis
- Autoturn Analysis



With the many bicycles and pedestrians traveling through the City every day, safe access and crossings are a priority. Above shows a cyclist squeezing through structures at the corner of Truman Ave. and Whitehead St.

In-House PTOE’s Support City Staff

Lou Haussmann will be the Traffic Engineering Manager and will review Key West’s traffic engineering projects. As a Certified Professional Traffic Operations Engineer™ (PTOE), Lou has demonstrated the requisite knowledge, skill and ability in traffic operations engineering to the satisfaction of the Institute of Transportation Engineers to earn certification. Mathews Consulting also has three other PTOE certified engineers on staff to support Lou. He has worked as Project Manager or provided QA/QC review on all the similar projects we have included in our experience section, and has worked closely with Mark Dachsteiner and our assigned project engineers.



Lou and our local team routinely support municipal staff at City Council and public meetings in which they present projects and clearly identify issues and solutions that best serve their communities.

OUR PLAN TO DELIVER TIMELY SERVICES TO THE CITY

Local Experience and Agency Coordination

Our current clients in the Florida Keys includes the Florida Keys Aqueduct Authority (FKAA), the City of Marathon and Monroe County. Our relationship with FKAA is long-standing and we continue to actively manage various projects including design, construction administration and CEI services. To best serve these clients we have opened a multiple staff office in Key West at 1111 12th Street, which allows us to provide responsive service to our existing Florida Keys clients, as well as the City’s Traffic Engineering services.



September 1, 2017

“Mathews Consulting has provided Professional Engineering Services to the Florida Keys Aqueduct Authority since January 1999. Services include engineering design, permitting, bidding, public outreach and construction administration services for **wastewater collection systems, water mains, pumping stations, and roadway improvements.**

Mathews Consulting was also recently re-selected to continue providing Engineering Services to the FKAA through our Capital Improvements Projects and General Engineering Services Contracts. We are **very pleased with the quality of work and responsiveness** of Mathews Consulting and **recommend their engineering services.**”

Jolynn Reynolds, Manager of Engineering
 Florida Keys Aqueduct Authority
 Key West, FL



The scope of each of your projects can vary significantly depending on the nature of the site and surrounding areas. In addition, certain projects will need to consider permit requirements from the Florida Department of Transportation or Monroe County Division of Transportation. Our consistent collaboration with these agencies will provide expertise and efficiency due to understanding of each agency's unique requirements.

TRAFFIC COUNTS

Using **Miovision video camera technology**, counting traffic for signal warrant studies, speed studies, and forecast projections moves into the 21st century with automation efficiencies and greatly improved reporting and data analysis. **Mathews Consulting owns two of these counters** and we have used them successfully for numerous traffic projects to assess **turning movements, roadway volume, and capacity analysis**.

We also own other **radar detection equipment** and software suited for **traffic calming or speed studies**.



Responsive Service from Key West Location

Our Client Services Manager, Mark Dachsteiner, is located at our Key West location and is able to respond immediately to any City inquiries or concerns. Regardless of the project size you will receive the same level of customer service, with a staff of twenty-five employees in South Florida that are comfortable with all Florida standards and available to support Mark. Responsiveness to submittals and inquiries, tracking projects, and clear communication of requirements are all necessary. Our policy is to respond to all phone calls and e-mail within 24 hours. For this project we commit to contacting the City within 24 hours of project notice, to discuss fee and schedule.

Proactive Communication

Efficient and effective communication promotes project success and demonstrates a consultant's accountability. We tailor our project management to fit your needs.

- **Scoping Meeting:** At initiation we meet with City staff to determine and document the limits of the study or design, as well as information on key stakeholders, environmental attributes, historical data, etc. Cost and potential impacts to residents will be identified early in the planning process to meet budget and maintenance goals.
- **Project Status:** We will provide monthly project status reports. These updates will help you and your staff keep current during all phases of your projects and give you the opportunity to provide us with feedback (see sample status report on the following page).
- **Quality Control/Assurance:** Peer reviews are conducted by similarly experienced senior engineers, constructability reviews by the construction department, and operability reviews by licensed operators.

- **Obtaining Your Feedback:** Upon project completion we will meet with staff to get feedback from you and learn what project elements the City has found to be successful.

CITY OF KEY WEST		 a BAXTER & WOODMAN company				
Client Manager:						
Mark Dachsteiner, PE mdachsteiner@baxterwoodman.com 815-482-9124 Phone						
Project Status Report Issued On: 4/1/2018						
Project Title/Job	Project Manager	Completion Date	Tasks Completed This Period	Tasks Pending This Period	Items Waiting On Client	Status Date
Flagler Traffic Study Job Number: 180097.10	Lou Haussmann (815) 459-1260 lhaussmann@baxterwoodman.com	2/20/2018	Sign work order	Traffic Counts	None	4/1/2018
Truman Parking Study Job Number: 180096.10	Mark Dachsteiner (815) 459-1260 wbleck@baxterwoodman.com	2/1/2018	Review study results with City staff.	Staff Comments	None	4/1/2018
Port Pedestrian Safety Study Job Number: 180098.10	Bill Blecke (815) 459-1260 wbleck@baxterwoodman.com	1/31/2018	City Council Meeting	Prepare for Public Presentation	Presentation Date	4/1/2018

QA/QC & PEER REVIEWS

A formal QA/QC program emphasizes to all project members that quality is an on-going focus. Our Internal departments have a detailed formal QA/QC Plan that incorporates peer reviews and constructability reviews at specific project milestones. These are completed by senior engineers, certified operators, and construction managers and aid in accuracy regarding cost estimation and scheduling.

Key West can rest assured that our QA/QC process for every project, including traffic assignments, allows us to deliver complex and sensitive projects on-time, under-budget and with good customer service. It also allows us to provide our clients with guidance and alternative perspectives while responding to issues of local concern. Our Team strives to ensure total Quality Assurance/Quality Control is maintained during each project milestone.

READINESS TO SERVE

The project team stands ready to begin working for the City right away. The same week we receive notice to proceed, we will schedule a meeting with staff to discuss the City’s process for completing or reviewing traffic engineering projects. We commit to beginning work on projects within one week after we receive the project.

QA/QC PROCEDURES



Customized Checklists



Compliance with Project Deadlines



Ample Support Staff



Reviews by Senior Engineers

In addition, Mathews Consulting has assisted with public outreach tools/materials including:

Project Websites

- Customized project webpages that work well for large-scale projects. Efficient to update, these sites keeps anyone interested up to date!



Construction Open House & Progress Meetings

- Public pre-construction open house to provide initial construction information.
- Weekly meetings of construction staff to monitor the progress and record the completion percentage in the weekly minutes and on the website.



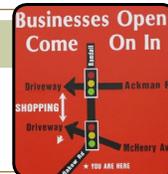
Community Meetings & Visits

- Monthly “Coffee with the Crew” information sessions held once in the morning and again in the evening to accommodate the schedules of business owners, Chamber of Commerce staff, municipal and school officials, and other community leaders.
- Supplement with regular visits by staff to individual businesses, schools, etc. to address concerns, and distribute flyers or other information.
- Attend local Chamber of Commerce meetings; provide information for their newsletter or weekly e-blast.



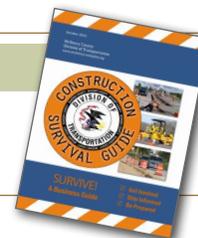
Traffic Control & Entrance Signage

- Utilize changeable message boards, temporary direction guides, and other clearly visible signage to alert motorists, customers, and delivery personnel to changing lane configurations and direct them to entrance access points.



Construction Survival Guide

- Update a project specific *Construction Survival Guide* created by Baxter & Woodman with information and suggestions tailored for the impacted residents/business owners.
- Have printed copies available for distribution or downloadable from the website.



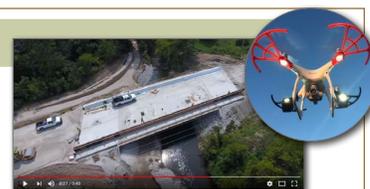
Social Media Updates & Electronic Alerts

- Post regular updates to a dedicated project Facebook page and/or Twitter feed.
- Utilize a messaging program, such as TextCaster or Nixle, to provide real-time traffic notifications via text message and/or email.



Drone Video Imagery

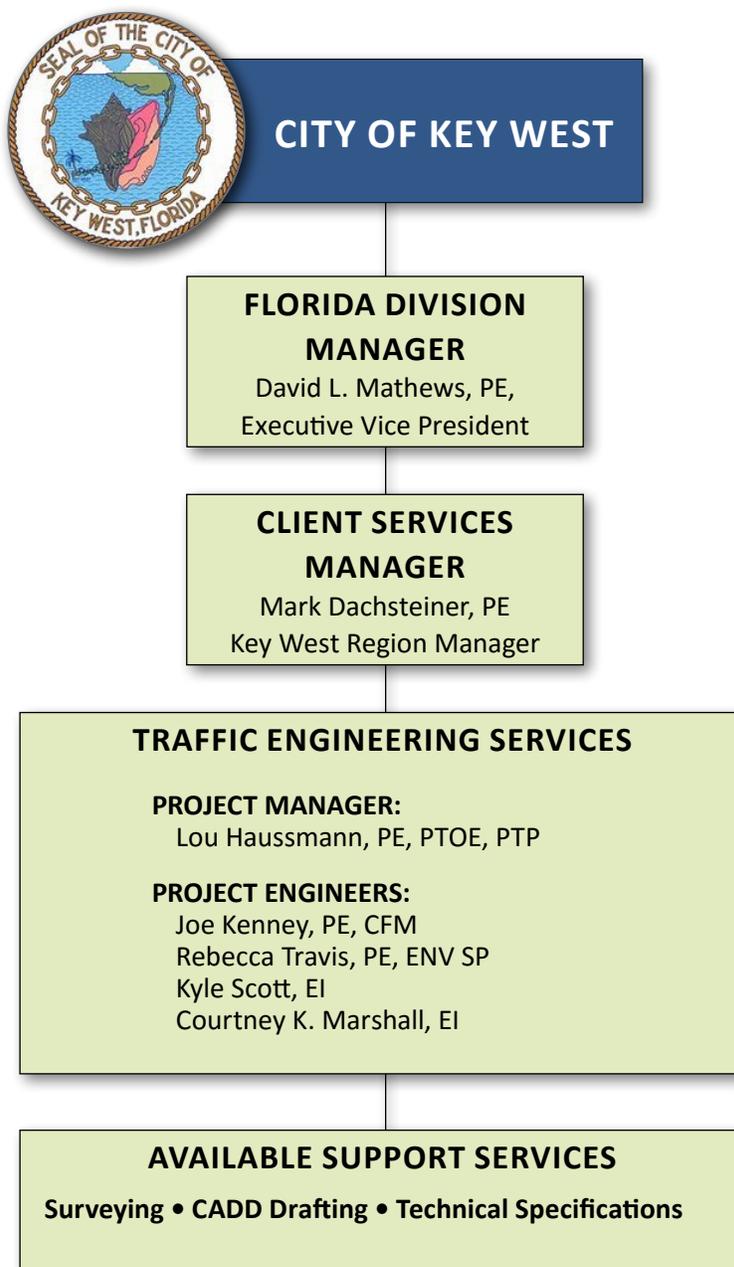
- Document construction progress and provide the public with an aerial understanding of construction traffic control, including detours.
- Display a “time lapse” progression where the same flight is used to record at various stages of the project and overlaid onto earlier videos.



PROJECT TEAM

PROJECT TEAM ORGANIZATION

Mathews Consulting is committed to providing the City of Key West with efficient traffic engineering services. We do not anticipate the need for subconsultant services on this project. Below is an organizational chart of our team's structure followed by experience summaries for key team members. Because of page limitations, detailed resumes can be provided upon request.



TEAM EXPERIENCE SUMMARIES

Experience summaries for key team members are included below. Because of page limitations, detailed resumes can be provided upon request.

David Mathews, PE Florida Division Manager & EVP

Office Location: West Palm Beach, FL

Education: BS, Civil Engineering, University of South Florida

Dave has twenty-eight years of engineering experience supporting municipalities in South Florida. As the Florida Division Manager, Dave has the full authority to designate resources for all South Florida projects and will ensure that the City of Key West receives appropriate support and that all projects are ably staffed to ensure success. Relevant project experience includes various traffic engineering services and roadway and pedestrian improvements for communities like Delray Beach, Lake Worth, West Palm Beach, and more.



Mark Dachsteiner, PE Client Services Manager

Office Location: Key West, FL

Education: BS, Mining Engineering Southern Illinois University

Mark has over thirty years of municipal engineering experience including extensive knowledge in delivering successful roadway and utility projects. Now overseeing our Key West office, Mark is always available to our Florida Keys clients from visiting project sites, collecting data, and attending meetings to providing coordination with relevant Mathews or City staff.



Louis D. Haussmann, PE, PTOE, PTP Project Manager

Office Location: West Palm Beach, FL

Education: MS/BS, Civil Engineering, University of Illinois Urbana-Champaign

Lou is our proposed project manager for this work and will help oversee a successful staffing plan, strategy and approach to each Key West traffic-related project. Lou has over twenty years of transportation and traffic engineering experience and is a license Professional Engineer, Professional Traffic Operations Engineer and Professional Traffic Planner. Lou will be responsible to ensure that current traffic engineering standards are met including best practices. His recent similar experience includes managing traffic engineering services for Delray Beach, FL and South Elgin, IL and transportation related planning Illinois communities such as Plainfield, Kenilworth, DeKalb Area Transportation Study, Oswego, and more.



Joe Kenney, PE, CFM **Traffic Project Engineer**

Office Location: Fort Lauderdale, FL

*Education: MBA, Lake Forest Graduate School of Management
BS, Civil Engineering, Marquette University*

Joe has 19 years of experience in municipal engineering. He joined Mathews Consulting in 2017 after serving one of Chicago's premier suburbs in various roles, including engineering, capital project planning, and community development.

His varied responsibilities included project development and management, and public outreach during highly visible projects in the community. Joe recently provided similar services for Delray Beach, Gulf Stream, and many communities in Illinois. Joe also has experience chairing a municipal Traffic Committee which included representatives from all departments including Police, Fire and Public Works. As Chair, Joe was responsible for responding in a timely manner to resident concerns, administering local policies and briefing Boards and Commissions on local traffic issues.



Rebecca Travis, PE **Traffic Project Engineer**

Office Location: West Palm Beach, FL

Education: BS, Civil Engineering, Iowa State University

Rebecca has over thirty years of extensive roadway design in South Florida including use of Florida's Greenbook and other engineering standards and best practices. Rebecca is the Engineer of Record for over \$250 million of projects completed in South Florida and often acts as a liaison to City staff, local officials and residents on projects she's designed. With this experience, Rebecca is well aware of different stakeholder's traffic concerns and how to best respond effectively. Relevant project experience includes roadway and pedestrian improvements for Delray Beach, Tamarac, Lake Worth, and more.



Kyle Scott, EI - Project Engineer

Office Location: West Palm Beach, FL

Education: BS, Environmental Engineering University of Central Florida

Courtney Marshall, EI - Project Engineer

Office Location: West Palm Beach, FL

Education: BS, Environmental Engineering University of Florida

Both Kyle and Courtney have been actively involved in neighborhood transportation and traffic project design and both have experience completing local traffic counts and studies for use on projects they've supported.



RELEVANT SERVICES & PROJECT EXAMPLES

TRANSPORTATION SERVICES

Mathews Consulting's transportation projects focus on environmental awareness, cost-effective solutions, and sensitivity to community issues. From shared use bike/pedestrian paths to roundabout designs to multiple-lane highway reconstruction projects, we help clients meet their individual project goals. We assume a proactive approach to each project and routinely prepare funding applications for state and federal monies. Our transportation projects are in compliance with FDOT regulations and compatible with various funding sources. Our transportation project services are listed below and followed by 5 similar examples within the last 5 years.



Planning

- Traffic Studies
- Transportation/Corridor Plans
- Intersection Design Studies
- Pavement Management Reports
- Capital Improvement Plans
- Loan/Grant Applications
- Wetland Mitigation
- Federal Phase I Studies

Construction Management

- Full and Part Time Inspection
- Surveying and Staking
- Contractor Pay Request Verification
- Social Media Project Management
- Federal Phase III Construction
- Public Relations Campaigns

Design

- Complete Street Reconstruction
- Highways
- Roadway Widening & Resurfacing
- Bridges, Culverts & Retaining Walls
- Traffic Signal Installation/Roundabouts
- Intersection Capacity Improvements
- Traffic Control/Pavement Marking
- Streetscape & Roadside Beautification
- Street Lighting
- Bicycle Paths & Sidewalk Installation
- Program Management Services
- Public Involvement/Consensus Building
- Pavement Recycling
- Sustainable Street & Parking Lot Design
- Preparation of Right-of-Way Plats
- Storm Sewers and Drainage Design
- Federal Phase II Plan Preparation



Our team recently completed improvements in Duck Key for the Florida Keys Aqueduct Authority which included design, construction administration and inspections for full roadway restoration, striping and signage.

Mathews Consulting has been assisting the City of Delray Beach with continued engineering services, including transportation planning, design, and construction since 2004. We have recently assisted with the following relevant traffic studies:

Osceola Park Neighborhood, Delray Beach (2017; \$29,000)

Residents in this neighborhood just southwest of Downtown Delray Beach had concerns with traffic volume, speed and safety. As part of a roadway resurfacing and utility project our staff completed a pre-project traffic study, recommended temporary “pilot” traffic calming measures, and after a “cool-down” period completed a post-pilot project study. This analysis allowed the City and area residents to judge the impacts of the temporary measures before constructing any permanent measures. Proactive outreach with the residents has included a project brochure, public meetings which included a traffic calming public input board and a website – www.osceolaparkproject.com. Joe, Rebecca, Kyle and Courtney are all involved as part of this project’s design team.

Swinton Commons Traffic Study in Delray Beach (2016; \$4,500)

We conducted a traffic study review and prepared comments regarding the Traffic Impact Study prepared for the Swinton Commons for Atlantic Avenue Development, LLC. The study was dated December, 2015 and was prepared by Kimley-Horn and Associates, Inc. Lou Haussmann, our proposed Project Manager, acted as the Project Engineer and his tasks were verification of trip generation rates, trip distribution and trip assignment; review of capacity analyses, and writing a technical memorandum to the city summarizing our comments and recommendations.

4591 & 4561 Atlantic Avenue Future Land Use Traffic Study in Delray Beach (2016; \$4,800)

We served as Project Engineer and provided a comparative analysis of traffic generation rates and potential average daily trips for different scenarios of existing and proposed development land use map and zoning designations.



HIGHLIGHTS:

SERVICES:

- On-call Engineering Services
- Various Traffic Studies

COMPLETED: Ongoing
TEAM: Project Manager Lou Haussmann; and Project Engineers Joe Kenney, Rebecca Travis, Kyle Scott, and Courtney Marshall

REFERENCES:
Missie Barletto, Deputy Director Program and Project Management, Public Works Department (Osceola Park) 561-243-7000 ext. 4104 barlettom@mydelraybeach.com
Timothy Stillings, Director of Planning & Zoning (Traffic Studies) 561-243-7040, ext. 6212 stillings@mydelraybeach.com



<http://osceolaparkproject.com>

VILLAGE OF SOUTH ELGIN, IL

2. ON CALL TRAFFIC CONTROL ENGINEER

Baxter & Woodman has been serving the Village of South Elgin with various municipal engineering consulting for over 40 years including transportation, water, wastewater, GIS, asset management and more.

In 2010 Baxter & Woodman was assigned as the the Village's engineer for on call traffic control studies. We have completed several of the following studies over the past 5+ years:

- Two-way stop warrant analysis
- All-way stop warrant analysis
- Speed studies
- School zone traffic control studies
- Rail road quiet zone studies

Baxter & Woodman prepared a School Zone Traffic study for improvements being made on McDonald Road.

HIGHLIGHTS:

SERVICES:

- On Call Task Orders
- Various Traffic Studies

FEE: \$2,500 - \$5,000

COMPLETED: 2010-Present

TEAM: Lou Haussmann has served as both Project Manager and QA/QC Reviewer for various projects

REFERENCE:

**Rich Gallas, Director of Public Works
630-695-2742
rgallas@southelgin.com**



3. PLANNING ASSISTANCE - TRAFFIC EXPERT

Baxter & Woodman worked with Teska Landscape Architects for this project as a traffic engineering expert. The project involved assisting the Village's planning department with creating a concept for realigning a dangerous intersection along Green Bay Road that would make the intersection safer while providing a redevelopment opportunity along the Village's main business district.

The project included meeting with staff, property owners, and the planning commission to understand desired outcomes of each, and presenting several different alternatives for intersection realignment and resulting developable opportunities. The final report produced a preferred roadway and intersection realignment, possible redevelopment opportunities for the Village, and guiding principles for both. The Village will use this planning document to guide redevelopment decisions and opportunities in the near future.

HIGHLIGHTS:

SERVICES:

- Intersection Realignment
- Alternatives Analysis
- Transportation Planning

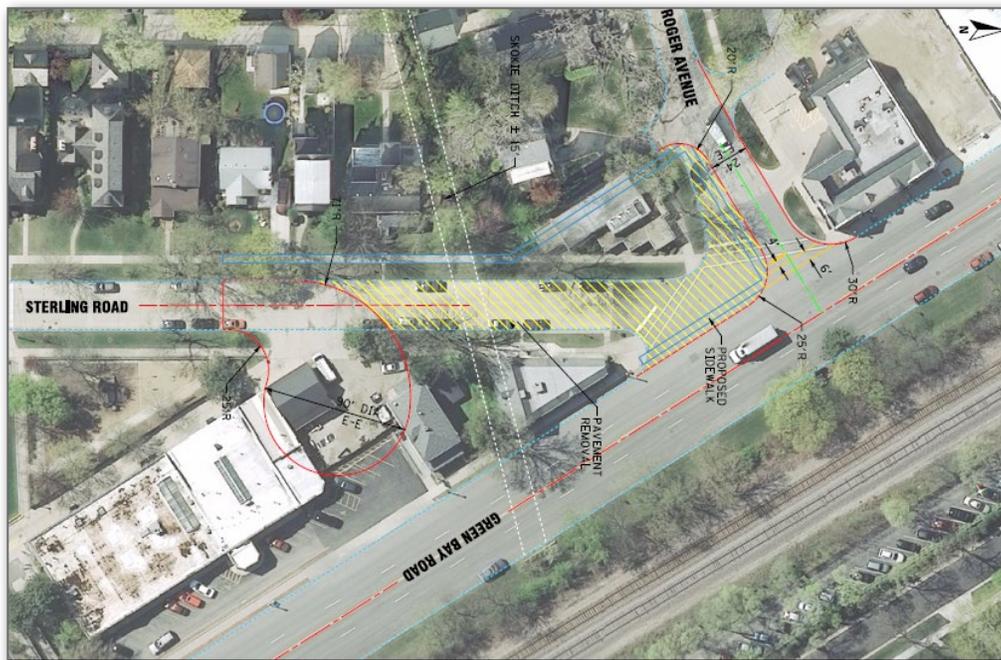
FEE: \$10,000

COMPLETED: 2017

**TEAM: Lou Haussmann, QA/QC
Reviewer**

REFERENCE:

**Susan Criezis, Community
Development Director 847-251-1666
scriezis@villageofkenilworth.org**



The Village of Franklin Park's vision is to redevelop the southeast corner of the intersection of Grand Avenue and Mannheim Road, including access modifications and new traffic signals approximately 1000' south of the intersection, in an effort to attract businesses to a busy intersection while improving the safety of ingress/egress movements along Mannheim Road. This project involved:

- Collecting traffic counts at the intersection of Mannheim Road and Schubert Avenue and also at the nearby commercial driveways;
- Preparing a revised access plan along Mannheim Road and Schubert Avenue that improves safety by directing traffic away from commercial driveways near the busy Mannheim Road and Grand Avenue intersection, to the future signalized Mannheim Road and Schubert Avenue intersection. This will be accomplished by combining accesses and restricting certain maneuvers at driveways.
- Preparing a traffic signal warrant study at the intersection of Mannheim Road and Schubert Avenue/ Commercial Driveway, which reflected the new access plan and resulting traffic pattern revisions;
- Preparing an intersection design study for IDOT review and approval, including realignment of the east and west legs of Schubert Avenue at the intersection with Mannheim Road.

HIGHLIGHTS:

SERVICES:

- Traffic Counts
- Access Plan
- Traffic Signal Warrant Study
- Intersection Design Study

FEE: \$9,300

COMPLETED: 2017

**TEAM: Lou Haussmann, QA/QC
Reviewer**

REFERENCE:

**David Talbott, VP Operations
847-671-4800 dtalbott@vofp.com**



By partnering with the Village Planner, Teska & Associates, Baxter & Woodman provided a team that knows the Village's history, current conditions, and future goals. We created a plan that focused on the needs of the Village so they can use it as a roadmap for future improvements and help take advantage of available funding opportunities.

An extensive community outreach program was created and tailored specifically to help the Village get valuable feedback from stakeholders. A project website was established so residents can share their feedback on what improvements they feel are important, along with concerns and questions, at <http://www.plainfieldtransportation.com/>. Over 100 comments were posted on the site, which also allowed residents to share photos and pinpoint the sites they feel should take priority. Several articles were written in the Plainfield Patch and project information was posted in the Villages E-News updates, Twitter account, and Village Voice newsletter. The project team also met and/or coordinated with many local agencies, including Kendall County Highway Department, Plainfield Park District, Plainfield Police Department, Plainfield Fire Protection District, Plainfield School District, and Will County Forest Preserve.

The Project expands on the transportation section of the existing 2002 Plainfield Comprehensive Plan to address a master thoroughfare plan, transit planning, pedestrian access, bicycle path network, future land use and traffic generation, pavement maintenance, and truck routing. The Project will develop a Coordinated Roadway Improvement Plan, which will include prioritized capital improvements with cost estimates. The Plan supports and implements the recommendations of several prior Village plans and serves as a basis for planning and programming funding of future Village improvements

Plainfield's Transportation Plan was introduced to the public at their annual "Cruise Night" event held in the Village's downtown!



HIGHLIGHTS:

SERVICES:

- Public relations
- Agency coordination
- CIP planning
- Funding source identification

FEE: \$84,000 (funded by grant)

COMPLETED: 2013

TEAM: Lou Haussmann, Project Manager

REFERENCE:

Randy Jessen, Superintendent of Public Improvements

815-436-3577

RJessen@goplainfield.com



PART 2

FORMS AND AFFIDAVITS

ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA)
 Palm Beach : SS
COUNTY OF ~~MONROE~~)

I, the undersigned hereby duly sworn, depose and say that no portion of the sum herein bid will be paid to any employees 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: 

Sworn and subscribed before me this

21 day of February, 2018.



NOTARY PUBLIC, State of Florida at Large



My Commission Expires: 04/12/2020

NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA)
 PALM BEACH : 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
21 day of February, 2018.


NOTARY PUBLIC, State of Florida at Large



My Commission Expires: 04/12/2020

**SWORN STATEMENT UNDER SECTION 287.133(3)(a)
FLORIDA STATUTES ON PUBLIC ENTITY CRIMES**

**THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICE
AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted with Bid, Bid or Contract No. 18-001 for
General Traffic Engineering Services

2. This sworn statement is submitted by Mathews Consulting, a Baxter & Woodman Company
(Name of entity submitting sworn statement)
whose business address is 1111 12th Street, Suite 310E, Key West, FL 33040
and (if applicable) its Federal
Employer Identification Number (FEIN) is 36-2845242 (If the entity has no FEIN,
include the Social Security Number of the individual signing this sworn statement.)

3. My name is David Mathews, P.E. and my relationship to
(Please print name of individual signing)
the entity named above is Executive Vice President.

4. 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 with 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, material misrepresentation.

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

6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means
 1. A predecessor or successor of a person convicted of a public entity crime: or
 2. An entity under the control of any natural person who is active in the management of t entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one 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.

7. I understand that a "person" as defined in Paragraph 287.133(1)(8), Florida Statutes, 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

INDEMNIFICATION

To the fullest extent permitted by law, the CONSULTANT expressly agrees to indemnify and hold harmless the City of Key West, their officers, directors, agents, and employees (herein called the "indemnitees") from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees and court costs, such legal expenses to include costs incurred in establishing the indemnification and other rights agreed to in this Paragraph, to persons or property, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the CONSULTANT, its Sub-consultants or persons employed or utilized by them in the performance of the Contract. Claims by indemnitees for indemnification shall be limited to the amount of CONSULTANT's insurance or \$1 million per occurrence, whichever is greater. The parties acknowledge that the amount of the indemnity required hereunder bears a reasonable commercial relationship to the Contract and it is part of the project specifications or the bid documents, if any.

The indemnification obligations under the Contract shall not be restricted in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the CONSULTANT under workers' compensation acts, disability benefits acts, or other employee benefits acts, and shall extend to and include any actions brought by or in the name of any employee of the CONSULTANT or of any third party to whom CONSULTANT may subcontract a part or all the Work. This indemnification shall continue beyond the date of completion of the work.

CONTRACTOR: David Mathews, P.E.

SEAL:

1111 12th Street, Suite 310E, Key West, FL 33040

Address



Signature

David Mathews

Print Name

Executive Vice President

Title

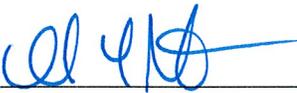
2 - 22 - 13

Date

EQUAL BENEFITS FOR DOMESTIC PARTNERS AFFIDAVIT

STATE OF Florida)
: SS
COUNTY OF Palm Beach,)

I, the undersigned hereby duly sworn, depose and say that the firm of Mathews Consulting, a Baxter & Woodman Company provides benefits to domestic partners of its employees on the same basis as it provides benefits to employees' spouses per City of Key West Ordinance Sec. 2-799.

By: 

Sworn and subscribed before me this

21 day of February, 2018.


NOTARY PUBLIC, State of Florida at Large



My Commission Expires: 04/12/2020

City Ordinance Sec. 2-799
Requirements for City Contractors to Provide Equal Benefits for Domestic Partners

(a) Definitions. For purposes of this section only, the following definitions shall apply:

- (1) **Benefits** means the following plan, program or policy provided or offered by a contractor to its employees as part of the employer's total compensation package: sick leave, bereavement leave, family medical leave, and health benefits.
- (2) **Bid** shall mean a competitive bid procedure established by the city through the issuance of an invitation to bid, request for proposals, request for qualifications, or request for letters of interest.
- (3) **Cash equivalent** means the amount of money paid to an employee with a domestic partner in lieu of providing benefits to the employee's domestic partner. The cash equivalent is equal to the employer's direct expense of providing benefits to an employee for his or her spouse.

The cash equivalents of the following benefits apply:

- a. For bereavement leave, cash payment for the number of days that would be allowed as paid time off for the death of a spouse. Cash payment would be in the form of the wages of the domestic partner employee for the number of days allowed.
 - b. For health benefits, the cost to the contractor of the contractor's share of the single monthly premiums that are being paid for the domestic partner employee, to be paid on a regular basis while the domestic partner employee maintains such insurance in force for himself or herself.
 - c. For family medical leave, cash payment for the number of days that would be allowed as time off for an employee to care for a spouse who has a serious health condition. Cash payment would be in the form of the wages of the domestic partner employee for the number of days allowed.
- (4) **Contract** means any written agreement, purchase order, standing order or similar instrument entered into pursuant to the award of a bid whereby the city is committed to expend or does expend funds in return for work, labor, professional services, consulting services, supplies, equipment, materials, construction, construction related services or any combination of the foregoing.
 - (5) **Contractor** means any person or persons, sole proprietorship, partnership, joint venture, corporation, or other form of doing business, that is awarded a bid and enters into a covered contract with the city, and which maintains five (5) or more full-time employees.
 - (6) **Covered contract** means a contract between the city and a contractor awarded subsequent to the date when this section becomes effective valued at over twenty thousand dollars (\$20,000).
 - (7) **Domestic partner** shall mean any two adults of the same or different sex, who have registered as domestic partners with a governmental body pursuant to state or local law authorizing such registration, or with an internal registry maintained by the employer of at least one of the domestic partners. A contractor may institute an internal registry to allow for the provision of equal benefits to employees with domestic partner who do not register their partnerships pursuant to a governmental body authorizing such registration, or who are located in a jurisdiction where no such governmental domestic partnership

registry exists. A contractor that institutes such registry shall not impose criteria for registration that are more stringent than those required for domestic partnership registration by the City of Key West pursuant to Chapter 38, Article V of the Key West Code of Ordinances.

- (8) **Equal benefits** mean the equality of benefits between employees with spouses and employees with domestic partners, and/or between spouses of employees and domestic partners of employees.

(b) Equal benefits requirements.

- (1) Except where otherwise exempt or prohibited by law, a Contractor awarded a covered contract pursuant to a bid process shall provide benefits to domestic partners of its employees on the same basis as it provides benefits to employees' spouses.
- (2) All bid requests for covered contracts which are issued on or after the effective date of this section shall include the requirement to provide equal benefits in the procurement specifications in accordance with this section.
- (3) The city shall not enter into any covered contract unless the contractor certifies that such contractor does not discriminate in the provision of benefits between employees with domestic partners and employees with spouses and/or between the domestic partners and spouses of such employees.
- (4) Such certification shall be in writing and shall be signed by an authorized officer of the contractor and delivered, along with a description of the contractor's employee benefits plan, to the city's procurement director prior to entering into such covered contract.
- (5) The city manager or his/her designee shall reject a contractor's certification of compliance if he/she determines that such contractor discriminates in the provision of benefits or if the city manager or designee determines that the certification was created, or is being used for evading the requirements of this section.
- (6) The contractor shall provide the city manager or his/her designee, access to its records for the purpose of audits and/or investigations to ascertain compliance with the provisions of this section, and upon request shall provide evidence that the contractor is in compliance with the provisions of this section upon each new bid, contract renewal, or when the city manager has received a complaint or has reason to believe the contractor may not be in compliance with the provisions of this section. This shall include but not be limited to providing the city manager or
his/her designee with certified copies of all of the contractor's records pertaining to its benefits policies and its employment policies and practices.
- (7) The contractor may not set up or use its contracting entity for the purpose of evading the requirements imposed by this section.

(c) Mandatory contract provisions pertaining to equal benefits. Unless otherwise exempt, every covered contract shall contain language that obligates the contractor to comply with the applicable provisions of this section. The language shall include provisions for the following:

- (1) During the performance of the covered contract, the contractor certifies and represents that it will comply with this section.
- (2) The failure of the contractor to comply with this section will be deemed to be a material breach of the covered contract.
- (3) If the contractor fails to comply with this section, the city may terminate the

covered contract and all monies due or to become due under the covered contract may be retained by the city. The city may also pursue any and all other remedies at law or in equity for any breach.

- (4) If the city manager or his designee determines that a contractor has set up or used its contracting entity for the purpose of evading the requirements of this section, the city may terminate the covered contract.
- (d) Enforcement. If the contractor fails to comply with the provisions of this section:
- (1) The failure to comply may be deemed to be a material breach of the covered contract; or
 - (2) The city may terminate the covered contract; or
 - (3) Monies due or to become due under the covered contract may be retained by the city until compliance is achieved; or
 - (4) The city may also pursue any and all other remedies at law or in equity for any breach;
 - (5) Failure to comply with this section may also subject contractor to the procedures set forth in Division 5 of this article, entitled "Debarment of contractors from city work."
- (e) Exceptions and waivers.

The provisions of this section shall not apply where:

- (1) The contractor does not provide benefits to employees' spouses.
- (2) The contractor is a religious organization, association, society or any non-profit charitable or educational institution or organization operated, supervised or controlled by or in conjunction with a religious organization, association or society.
- (3) The contractor is a governmental entity.
- (4) The sale or lease of city property.
- (5) The provision of this section would violate grant requirement, the laws, rules or regulations of federal or state law (for example, the acquisition services procured pursuant to Chapter 287.055, Florida Statutes known as the "Consultants' Competitive Negotiation Act").
- (6) Provided that the contractor does not discriminate in the provision of benefits, a contractor may also comply with this section by providing an employee with the cash equivalent of such benefits, if the city manager or his/her designee determines that either:
 - a. The contractor has made a reasonable yet unsuccessful effort to provide equal benefits. The contractor shall provide the city manager or his/her designee with sufficient proof of such inability to provide such benefit or benefits which shall include the measures taken to provide such benefits or benefits and the cash equivalent proposed, along with its certificate of compliance, as is required under this section.
- (7) The city commission waives compliance of this section in the best interest of the city, including but not limited to the following circumstances:
 - a. The covered contract is necessary to respond to an emergency. b.

Where only one bid response is received.

- c. Where more than one bid response is received, but the bids demonstrate that none of the bidders can comply with the requirements of this section.

- (f) City's authority to cancel contract. Nothing in this section shall be construed to limit the city's authority to cancel or terminate a contract, deny or withdraw approval to perform a subcontract or provide supplies, issue a non-responsibility finding, issue a non-responsiveness finding, deny a person or entity prequalification, or otherwise deny a person or entity city business.

- (g) Timing of application. This section shall be applicable only to covered contracts awarded pursuant to bids which are after the date when this section becomes effective.

City Ordinance 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. Competitive 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 consultant, 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 publically 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)

State of Florida

Department of State

I certify from the records of this office that BAXTER & WOODMAN, INC. is an Illinois corporation authorized to transact business in the State of Florida, qualified on May 2, 2016.

The document number of this corporation is F16000002059.

I further certify that said corporation has paid all fees due this office through December 31, 2018, that its most recent annual report/uniform business report was filed on January 4, 2018, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Fourth day of January, 2018*



Ken DeFoner
Secretary of State

Tracking Number: CU2615746936

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

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



Florida Board of Professional Engineers
2639 North Monroe Street, Suite B-112
Tallahassee, FL 32303-5268

Baxter & Woodman, Inc.
8678 RIDGEFIELD ROAD
CRYSTAL LAKE, IL 60012

Each licensee is solely responsible for notifying the Florida Board of Professional Engineers in writing the licensee's current address.

Name changes require legal documentation showing name change. An original, a certified copy, or a duplicate of an original or certified copy of a document which shows the legal name change will be accepted unless there is a question about the authenticity of the document raised on its face, or because the genuineness of the document is uncertain, or because of another matter related to the application.

At least 90 days prior to the expiration date shown on this license, a notice of renewal will be sent to your last known address. If you have not yet received your notice 60 days prior to the expiration date, please call (850) 521-0500, or write, Florida Board of Professional Engineers, 2639 North Monroe Street, Suite B-112, Tallahassee, FL 32303-5268 or e-mail: board@fbpe.org. Our website address is <http://www.fbpe.org>.

State of Florida

Board of Professional Engineers

Attests that
Baxter & Woodman, Inc.

d/b/a: MATHEWS CONSULTING A BAXTER & WOODMAN COMPANY

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: 2/28/2019
Audit No: 228201901016 R

CA Lic. No:
31795

