

# PARK ENHANCEMENT PROJECT

NELSON ENGLISH/WILLIE WARD  
PARKS

RFQ 11-001



PRESENTED BY



WILLIAM P. HORN ARCHITECT, P.A.

915 EATON STREET, KEY WEST, FLORIDA 33040



**PEREZ ENGINEERING**  
& DEVELOPMENT, INC

MITCHELL PLANNING &  
DESIGN

SECTION 1

**UNDERSTANDING OF WORK TO BE  
PERFORMED**

SECTION 2

**PROFESSIONAL QUALIFICATIONS,  
TEAM ORGANIZATION &  
RELEVANT PROJECT EXPERIENCE**

SECTION 3

**REFERENCES**

SECTION 4

**AVAILABILITY, ACCESSIBILITY AND  
OFFICE LOCATION**

SECTION 5

**ADMINISTRATIVE INFORMATION  
(ITEMS 7 THRU 12 UNDER SECTION 2B  
OF THE RFQ)**

## Understanding of Work to be Performed

### Nelson English / Willie Ward Park

Landwise Design and our Team Members, including William P. Horn Architect, PA, Perez Engineering & Development (PD&E) and Mitchell Planning and Design have maintained a continuous design presence from Key Largo to Key West and are intimately familiar with Bahama Village as well as the Key West Bight and the Caroline Street Corridor Redevelopment Areas. We have maintained a curious interest in the political, social and economic stimuli affecting Historic Key West. Since the initial Finding of Necessity studies conducted under the Community Redevelopment Act deemed the Caroline Street Corridor and Bahama Village areas appropriate for redevelopment considerations the City has witnessed great transformations in these areas and we continue to see potential to further the mission and vision of the Community Redevelopment Plan.

The importance of the continued revitalization and enhancement of Bahama Village and historic Key West can not be overstated. The history, culture and economy derived from this historic seaport and City proudly define and inform the character and charm of Key West. It is in understanding the value of promoting and fostering a positive, safe and community integrated quality of life for all persons in the community that this project is of such wonderful importance.

Nelson English / Willie Ward Parks and the Dr. Martin Luther King, Jr. Community Center serve a valuable need for open space and community fellowship in the Bahama Village redevelopment area, particularly for the low-income persons living in the area where “diversity of property ownership” is at a high percentile which impedes future open space from becoming available. Following the mission and vision of the Community Redevelopment Plan, our team is eager to embrace the challenges of this project and look forward to working with the City to bring positive enhancements to the parks over the next three years.

### Project Scope

It is our understanding from reading the RFQ and visiting the site that the parks’ current conditions are failing to provide an adequate environment for the health, safety and welfare of the community and patrons. In particular, the recreational components of the parks, including playgrounds, park furnishings and landscaping are prominent limiting factors. Particular attention shall also be given to the pool area and it’s compliance with Chapter 514 of the Florida Statutes and the State of Florida, Department of Health Chapter 64E-9 regulating pool and bathing places. Lastly, lighting appears to be inadequate and may be enabling nefarious activities and undesirable actions to take place within and surrounding the park campus.

Our team will employ current park and recreation design strategies, including: CPTED (Crime Prevention Through Environmental Awareness), energy and water conservation, educational awareness activities and LEED (Leadership in Energy and Environmental Design) principles. Staff has already indicated the desire to incorporate solar applications which meet City energy conservation / carbon footprint reduction efforts and we fully embrace this approach.

Our team will also propose a comprehensive drainage solution that will complement the proposed final design of the parks. Water management is a key factor in any project and is of critical importance in Key West where the water table is so close to the surface and storm water runoff can so quickly end up in natural waters unless properly handled through quality design. Our Team will ensure we met or exceed all permit requirements regarding water control.

In summary, key areas of concern for the parks project noted by staff are as follows: solar engineering, perimeter landscaping, grading corrections, pump station screening, night / path lighting, park furnishing / equipment, new play structures, traffic signage, fencing and way-finding measures.

Landwise Design is prepared to lead our team and to work closely with City Staff to take this project through the design and construction documentation process, including public involvement to garner consensus for proposed improvements. Our Team will provide comprehensive services including the following:

- Landscape Architectural Services
- Architectural Services (as needed)
- Civil Engineering Services
- Planning Services (as needed)
- Surveying Service Coordination (as needed)
- Permit Coordination
- Bid Coordination

The immediate goal of our team will be to lead the project through the design process, including the facilitation of (2) two public meetings, concept design and review, final master plan design and construction documentation resulting in permit / bid documents.

### **Design Approach (Design Process)**

As with all design projects, Landwise Design shall apply standard design practices to the problem to ultimately derive at an appropriate solution. It is only through a systematic process, as described below, that the highest potential can be achieved and client satisfaction can be obtained. It is our goal to work closely with the Client through this process, to thoroughly explore design options and to expose solutions that might not otherwise be considered.

### **Design Process**

The process applied to this project shall go through the following steps:

#### **1. Inventory and Analysis**

- a. Site Visit with the Client
- b. Photo Inventory
- c. Survey Collection and Review for completeness (It is assumed the Client shall provide base survey data in digital format, i.e.-autocad)
- d. Garner Public sentiment toward the project as needed via Client input or a Public Consensus building Workshop as needed.
- e. Inventory current and potential Uses of existing spaces.
- f. Inventory physical, ambient and potential Assets within the Project Area.
- g. Consult with the Client / Public to gain their exact programming desires for the project.
- h. Analyze the above data and distill it into a useable format.
- i. Review this information with the Client.

#### **2. Synthesis**

- a. The information obtained during the Inventory and Analysis phase shall then be utilized to begin formulating design approaches to affectively solve the design challenges presented by the Client.
- b. The Synthesis Process is primarily an internal phase of work that allows the Design Team to explore issues, rank them and then formulate design solutions uniquely qualified for each.
- c. We shall identify all beneficial assets, opportunities and constraints inherent in the project area.



- d. Once through the Synthesis phase, the Design Team shall begin Design Efforts.

### 3. Conceptual Design

- a. At this stage, the Design Team shall generate Design Concepts for Review with the Client (and Public as necessary).
- b. Provide the Client with Conceptual Design ideas, multiple ideas may be presented.
- c. This level of work is relatively broad and general in nature. Color Renderings are typically presented to the Client to affectively communicate the Design Direction to the Owner. This allows the Client to gain an understanding of the direction the Design Team would like to explore and allows the Client a forum to provide feedback and to inform the Design Team of any course corrections desired by the Owner.

### 4. Final Design

- a. Based on Client Input from the Conceptual Phase of work, the Design Team shall produce a Final Design solution, or Mater Plan approach to the Project.
- b. Color Rendering Deliverables shall be provided to the Client for their use...i.e.-marketing, public display, media release, etc...

### Construction Documentation

Once the Design process is complete and the Master Plan Approach is accepted by the Client, the Design Team shall produce Construction Documents as needed to implement the Final Design.

Construction Documents may include, but not be limited to the following:

#### 1. Construction Documents

- a. Master Plan-This plan shall be the guiding document that will inform the Design Decisions provided in the subsequent documents.
- b. Hardscape Plan with details.
- c. Geometry Plans with details.
- d. Site Furnishings Plan with details.
- e. Signage and Way-Finding Plan with details...sign details, kiosk details, etc...
- f. Landscaping Plans with details.
- g. Irrigation Plans with details.
- h. Lighting Plans with details.
- i. Structural Plans with details.
- j. Electrical Plans with details.
- k. Architectural Plans with details.
- l. Specifications

### Administrative Services

Upon completion of the Design Process, Landwise Design can provide Construction Administration Services for the City of Key West to implement the proposed revitalization and enhancement designs.

### Environmental Stewardship

Reaffirming our commitment to quality environmental design, Landwise Design considers it our professional responsibility for our Design Team to proactively seek design alternatives that embrace Best Standards and Practices through the use of LEED (Leadership in Energy and Environmental Design) applications, renewable resource utilization, indigenous and native utilization and Water Conservation. We consider our designs to be Green Solutions and will apply our best knowledge and resources to RFP #11-001 to make this project as environmentally sensitive as possible.

## Professional Qualifications and Experience

### Background and Experience

Mr. Roberts established Landwise Design after several years as a Senior Project Manager with Landers-Atkins Planners/HDR Engineering. During his tenure with HDR Mr. Roberts managed a myriad of urban planning, site design and parks and recreation projects for multiple municipalities, including St. Johns County and the City of Jacksonville. Mr. Roberts coordinated requisite design disciplines necessary to propel projects from paper to reality, including surveying, geotechnical services, environmental engineering, civil, structural, electrical engineering services and architectural services. Additionally, Mr. Roberts assisted the project consultants with Department of Environmental Protection, Army Corp of Engineers and Water Management District permitting and approvals. Past project scopes ranged from small scale neighborhood parks and boat ramps, community and regional parks and urban planning to large scale GIS Master Planning.

By 2004 Mr. Roberts resigned from HDR Engineering to launch Landwise Design to service Northeast/Coastal Florida and the Florida Keys. The Firm captured significant market share within the resort development sector while maintaining commercial and public/private clients thereby positioning Landwise Design as an emerging business with a broad spectrum of design and management experience. For nearly seven years the Firm has maintained a consistent volume of work, including High-End Residential design, Coastal Florida Resort design, Industrial and Commercial design. Recently Mr. Roberts has guided the Firm toward Public work focusing again on Urban Planning and Parks and Recreation clients in order to further build upon the vast experience garnered throughout the years by the Firm and its associates.

Landwise Design is a certified JSEB (Jacksonville Small & Emerging Business) in Duval County which meets multiple MBE / DBE criteria throughout the state.

### Staff and Office Organization

Landwise Design is an innovative boutique Firm composed of a Principal-in-Charge, a Project Manager, Construction Manager, Design Associates and Administrative positions. A benefit of our firm is manifested through efficiencies resulting from knowing exactly who you are doing business with and who is directly accountable for the duties demanded by the Client. Landwise Design provides our Clients with immediate response and keen attention to detail.

### Affirmative Statement of Proposer Acceptance of Provisions within the RFQ

Landwise Design understands and accepts the provisions included in this request for qualifications. Furthermore, Landwise Design confirms we have no conflict of Interest as described in Section 14 of the RFQ.

### Landwise Design Office Team Members:

#### President and Principal-in-Charge / Project Manager

##### Ladd B. Roberts, RLA

Mr. Roberts shall serve as the Principal-in-Charge and oversee the daily operations for the project and coordination with Team members. All correspondence and meetings with Key West staff will be conducted by Mr. Roberts throughout the project. He brings an alert attention to detail, an ability to listen and communicate with the Client and shall be the primary design influence applied to each project.

Mr. Roberts avails over thirteen years of experience as a landscape architect, project manager and design director to each project. Replete with experience in site planning, urban planning, parks and recreation design and project management, public meeting facilitation, tree mitigation, commercial projects,

construction administration and observation, coordination with related design disciplines such as civil engineering, survey, geotech, structural engineering, environmental engineering, etc...and navigating the permitting process with various agencies Mr. Roberts knows how to bring a project from paper to reality.

**Associate Designer**

**Bill Willis, RLA**

Mr. Willis shall serve to support the design and construction documentation efforts throughout the project. He will work closely with Mr. Roberts to refine and document the design from concept development to CD's. He shall also serve as a quality control coordinator (QAQC).

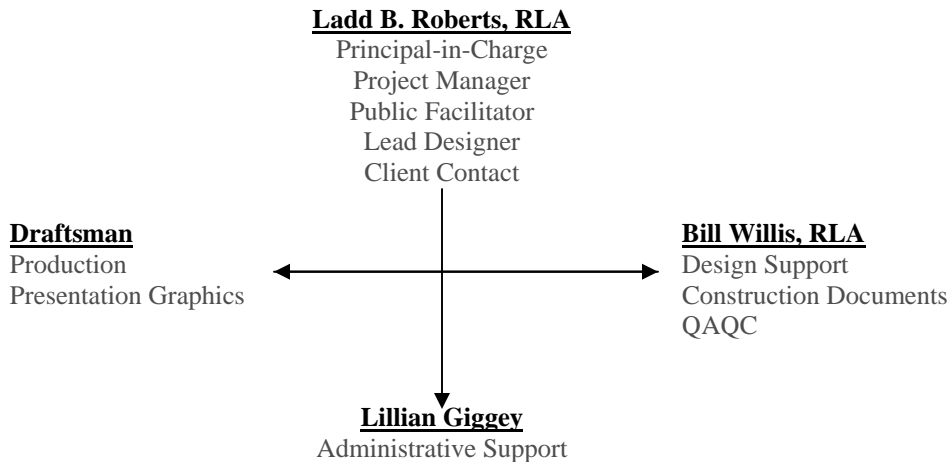
Mr. Willis has enjoyed over twenty-five years of success in the field of Landscape Architecture. Former owner of Environmental Design and Planning, Inc., Mr. Willis closed his firm to serve as the head of the Landscape Architecture department within Rink Design Partnership, Jacksonville. Recently retiring from Rink Design Partnership has provided Mr. Willis with the opportunity to join Landwise Design on an as-needed basis. He is capable of working 40 hours a week when required and is eager to contribute his years of experience to Landwise Design and its Clients.

**Administration**

**Lillian Giggey**, Shared Staff Administrator.

**Landwise Design Office Organization Chart**

---



**General Firm Information**

Firm Name: Landwise Design, Inc.  
 Firm President: Ladd B. Roberts, RLA 6666692  
 Main Office: 9822 Tapestry Park Circle  
 Suite 201  
 Jacksonville, FL 32246  
 Affiliate Office: William P. Horn Architect, PA  
 915 Eaton Street  
 Key West, FL 33040



Web Address: [www.landwisedesign.com](http://www.landwisedesign.com)  
Phone Number: 904.343.4194  
Fax Number: 904.730.7165  
Established: 2004  
Employees: 3 - 4

### **Office Resources (equipment and technical capabilities)**

In addition to experience and talent, Landwise Design possesses the technical proficiency necessary to meet the demands of our modern business and design environment. All design personnel utilize Autocad 2008, SketchUp, Adobe Photoshop CS, and Microsoft Office products to complete their tasks. All Autocad files are capable of being 'eTransmitted' to staff upon request and in supplement to hard copy deliverables.

Office resources available for use by our staff include the following:

#### **Printing Hardware:**

1. 1055 HP Large Format Plotter (Color/BW/36" rolls)
2. HP 5100 Laser Jet (up to 11x17 Format)
3. HP Officejet 4215 All-In-One (Printer Scanner Fax Copier)
4. HP Flatbed Scanner

#### **Computing Hardware:**

1. HP Pavilion 1000 Laptop
2. Dell Precision T3400 Workstation (w/Dual Screen Monitors)
3. Dell Dimension 4600 Workstation (w/Wide Format Monitor)
4. Simpletech External Hard Drive (Mass Back-up Storage)
5. Wacom Drafting Tablets
6. Sony LCD HD Projector and Screen

#### **Software:**

1. Windows XP Professional (all computers)
2. Autocad 2008
3. Adobe Creative Suite
  - a. Photoshop CS
  - b. Acrobat Professional 6.0
  - c. Illustrator CS
  - d. Pagemaker
4. Google Sketch-Up 8.0
5. Microsoft Office Suite

#### **Field Equipment:**

1. Paint gun/stick (rolling)
2. Tree Tags (Assorted, aluminum)
3. Flagging Tape
4. Caliper and DBH Measuring Tape
5. Oversized Field Clip Board

### **Service and Product Description**

Landwise Design delivers a broad array of services relevant to urban planning, recreation planning and landscape architecture. As the Principal-in-Charge, Mr. Roberts brings over 13 years experience related to site planning, parks and recreation design and project management to the benefit of the Firm's clients. The Firm has worked closely with Planning and Parks and Recreation Staff to ensure final project designs meet the client's needs, comply with bond/grant-funded project protocols and satisfies public interest specific to each project. A summary of services are listed below:

- Public Involvement Facilitation and Consensus Building
- Parks and Recreation Planning and Design
- Community and Neighborhood Planning

- Master Planning and Construction Documentation
- Landscape Design
- Irrigation Design
- Lighting Design
- Tree Inventory and Mitigation
- Construction Management
- Construction Administration
- Marketing/Presentation Graphics (Renderings)
- Resort Design
- Permitting Coordination

### **Relevant Work Experience**

Landwise Design has provided consultation to municipalities on a variety of levels. Be it park design, urban infill, streetscape beautification, traffic calming or detailed townscape theming including paver details, historic lighting details, way-finding and signage continuity, ADA compliance, Landwise Design has the experience and staff to provide the City of Key West with the knowledge and talent to fulfill their design demands.

Our designs always consider the Environment and Sustainability when contemplating design decisions. We strive to utilize recycled products, renewable resources, native plantings (xeric-scape), low to no volume irrigation, LED / Photovoltaic (Solar) lighting to minimize power consumption and more. We seek to bring the most contemporary forward-thinking design options to every challenge.

The following pages are project summaries of various projects displaying relevant Landwise Design work experience throughout Florida. The projects represent a typical cross-section of the variety of project types, locations and scope sizes from small scale pocket parks, regional parks, connectivity master planning and detailed site designs.







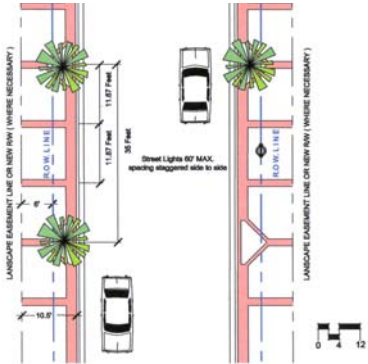
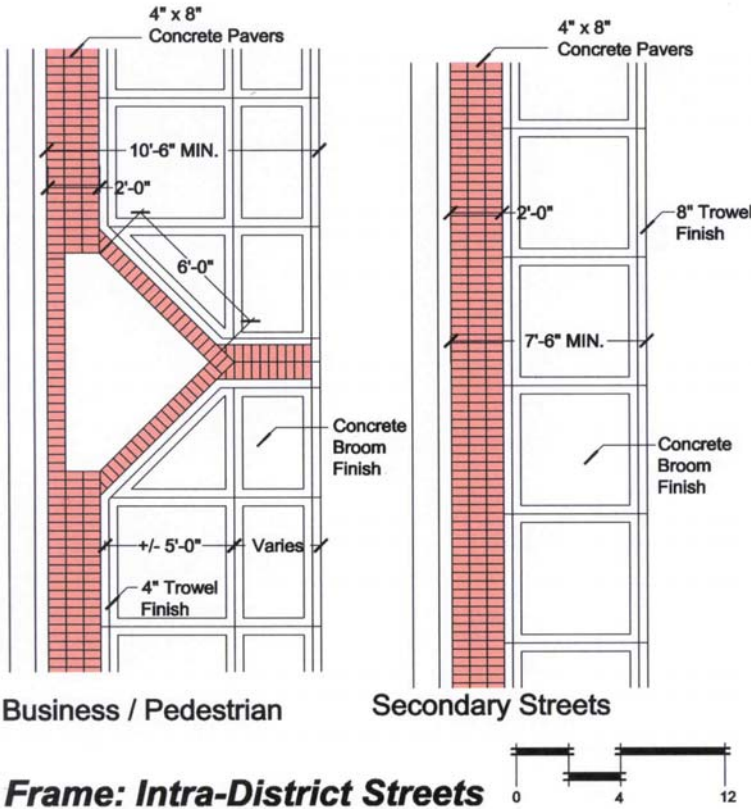
**MONROE COUNTY SCHOOL BOARD VILLAGE, KEY WEST, FL**

Landwise Design was hired by a private developer in 2006 to investigate design opportunities providing affordable housing options for the Monroe County School Board. The design included a passive park, affordable housing with pool amenities and the positioning of market rate units on a shared tract of land on the Key West Bight.

park design, community design and resort design all on a single parcel.

Although the plan never came to fruition, the design displays Landwise Design's flexibility providing shared use spaces,





**Frame: Inter-District or Intra-District Streets**  
 DUE TO CONSTRAINTS IN R.O.W. WIDTH, THE PROPOSED PATTERN FOUND NORTH OF DUVAL STREET VARIES SLIGHTLY FROM THE MODIFIED EXISTING PATTERN FOUND SOUTH OF DUVAL STREET.  
 11 FT. TO 12 FT. SIDEWALK INCLUDING CONTINUOUS 2 FOOT CONCRETE PAVER BAND ALONG BACK OF CURB WITH 5 FT. SQUARE PLANTERS LOCATED 30 FT. ON CENTER, OUTLINED WITH A SINGLE CONCRETE PAVER BAND.  
 SUGGESTED PLANT MATERIAL:  
 WASHINGTON PALM  
 CRAPE MYRTLE  
 LAUREL OAK  
 ALLEE ELM  
 GROUND COVER (OPTIONAL)  
 AS SHOWN ON PLAN, ADDITIONAL LANDSCAPE EASEMENTS MAY NEED TO BE DONATED BY PROPERTY OWNERS TO ALLOW FOR PROPOSED DESIGN. (WIDTH VARIES).

**COJ DOWNTOWN STREET STANDARDS JACKSONVILLE, FL**

Mr. Roberts, participated in the production of definitive design standards for the downtown area of Jacksonville. The standards were based on the recently adopted Downtown Master Plan for the city.

The Downtown Master Plan, prepared by HDR Engineering, developed a series of street classifications which served as the starting point for preparing the standards.

The result was a palette of streetscape design applications that reflect the New Master Plan for downtown as well as

preserving historic and/or notable existing conditions.



**WATER STREET POCKET PARK JACKSONVILLE, FL**

Mr. Roberts facilitated the design and implementation of this discrete infill park in the heart of urban Jacksonville.

The park serves to increase the general aesthetic of the downtown fabric while providing bench seating and shade opportunities for resident pedestrians.

This project was completed while Mr. Roberts served as a project manager for Landers-Atkins Planners.

**Client:**  
City of Jacksonville  
Dept. of Parks and Recreation

**Project Type:**  
Pocket Park





**SISTER'S CREEK ESPLANADE JACKSONVILLE, FL**

Performed as an HDR Engineering project manager, Mr. Roberts facilitated the design of this waterfront park, event area and esplanade. Home to the Greater Jacksonville Kingfish Tournament, a formalized area was designed as a focal point, tournament spectator area and plaza for weekend activities.

**Client:**  
City of Jacksonville  
Dept. of Parks and Recreation

**Project Type:**  
Boat Ramp & Esplanade

**Project Costs:**  
\$440,000 Construction Cost





**JARDIN DE EL NUOVO EMPEZAR ST. AUGUSTINE, FL**

Retained by the Tennis Club at the Ponce, Landwise Design provided concept development services as phase I of a multiple phase scope of work. The project involves the renovation of an interior courtyard space where currently 7 tennis courts exist. The courtyard is surrounded by 98 condominium units.

The design is intended to reinforce the strong axis that inherently exists among the units. Additionally, the architecture's character gives a slight nod to St. Augustine therefore the courtyard design

strives to strengthen this connection to our nation's oldest city.

**Client:**  
Tennis Club at the Ponce

**Project Type:**  
Private Community Garden-Park

**Project Costs:**  
\$5,500 Design  
\$312,000 Estimated Construction

**Completion:**  
2007





**CORAL HAMMOCK KEY WEST, FL**

The Coral Hammock project required design coordination for landscaping and amenity aesthetics by Landwise Design. The project is a 55 unit gated vacation community located on 4.5 acres on Stock Island. The property required stringent perimeter planting by code and lush interior planting by choice.

At the heart of the community is an 1,800 s.f. pool with tiki hut surrounded by tropical garden landscaping. Pedestrian circulation was designed to move the user through the garden areas.

The combination of architecture, landscaping and hardscape design made this an award winning project.





**ANGLER'S REEF ISLAMORADA, FL**

In concert with Cronk, Duch Partners (Architects), Landwise Design coordinated efforts during an on-site design charette to position 52 single family units, vehicular and pedestrian circulation, pool amenities and landscape onto approximately five acres of property. The resulting site plan was a comprehensive solution that maximized ocean views, showcased Conch vernacular architecture and stimulated an aggressive sales program making the project an immediate success during preconstruction sales.

Lush tropical landscaping defines spaces and offers users enticing moments of shade or sun. The poolscape is another masterpiece aligned to provide spectacular views of the Atlantic Ocean. Coconut palms, Carpentaria palms and Alexander palms supplement a vast array of native canopy trees. Careful attention was given to color placement with the judicious use of bromeliads, croton, ti plant and various heliconia. The nightscape also excels with custom lanterns at the entry and the procession to the pool area.





**LONE STAR STABLES JACKSONVILLE, FL**

A former Board member for Tree Hill Nature Center, Mr. Roberts brought this project to HDR Engineering under his management.

Mr. Roberts was charged by Tree Hill to create a master plan and provide construction documents for a 10 acre tract of land known as Lone Star Stables.

The proposed site Improvements included: locating a building envelope for a future 10,000 s.f. nature center, parking, vehicular and pedestrian circulation, picnic areas, interpretive identity.

**Client:** City of Jacksonville / Tree Hill

**Project Costs:** 45k Design /240K Const.



**The Design Team**

**Project Team Members (Sub-Consultants)**

Landwise Design understands the importance of a high quality, expert team of consultants and their necessity to handle the complexities of designing and implementing projects such as RFP #11-001. Therefore we have assembled a design team covering the necessary design disciplines to properly complete any design challenges the City may present.

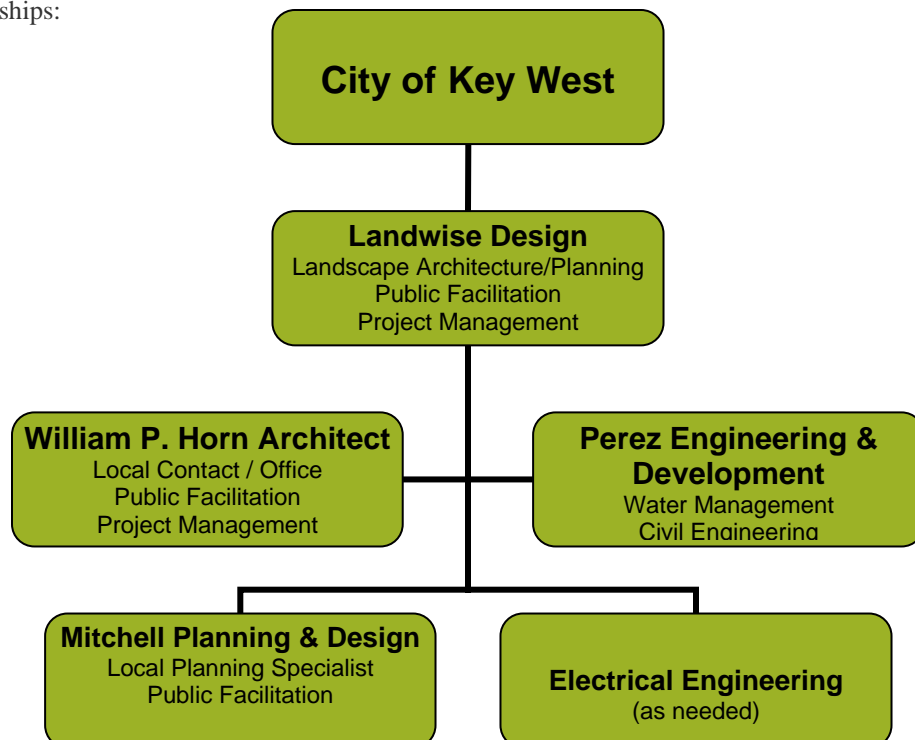
Landwise Design shall serve as the Prime consultant to the Client handling all correspondence, project management, public facilitation, sub-consultant coordination and construction administration. Our leadership and established relationships with our sub-consultants will allow us to efficiently orchestrate and manage this Park Enhancement Project. Landwise Design has teamed with **William P. Horn Architect, PA, Perez Engineering & Development (PD&E) and Mitchell Planning & Design** to serve as the core design influence for this project.

**William P. Horn Architect, PA** brings years of Key West experience to our Team. He has a broad range of architectural, planning and public facilitation knowledge which has gained his firm multiple award winning projects. Mr. Horn is currently the lead consultant for the Higgs Beach Master Planning effort of which this entire team is also participating.

**Perez Engineering & Development** also brings years of local experience to the Team with over fourteen years of Civil Engineering knowledge. PD&E provides professional services in the public, industrial, military, and private sectors. Based in Key West, Florida, their staff has a proven record in successfully managing and completing complex multi-discipline projects throughout the State of Florida and the Caribbean.

**Mitchell Planning & Design** provides our team with detailed knowledge and understanding of the planning and review process with the City of Key West and Monroe County. She garnered years of experience while working with The Craig Company as a project manager, technical planner and landscape designer.

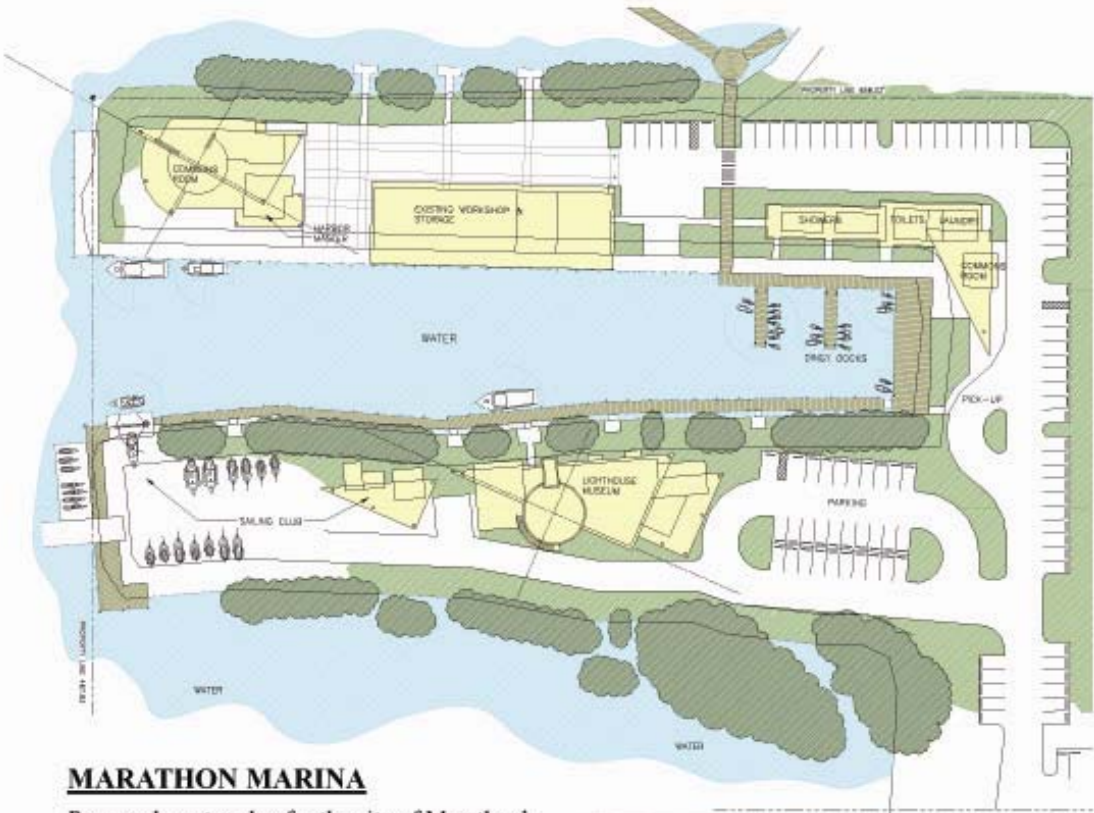
Below is an organizational chart of our team representing the basic flow of communication, responsibilities and relationships:



**William P. Horn Architect, PA (Relevant Work Experience)**

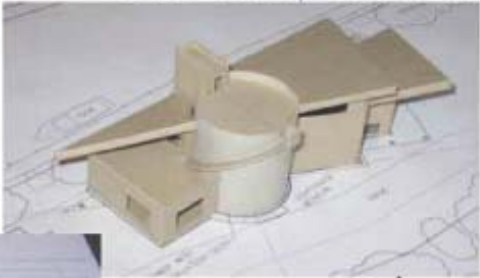
The following are relevant past projects produced by **William P. Horn Architect, PA** that exemplify the level of work they bring to our Design Team.





**MARATHON MARINA**

Proposed master plan for the city of Marathon's Marina at Boot Key Harbor. New buildings proposed include new toilet shower facilities, new common building and dock master's building, renovations to existing warehouse (workshop and storage), a sailing club yard and building, and a proposed light house museum.



William P. Horn Architect, P.A.

Key West, FL



Resumes of Consultant Principals /Managers



**Ladd Roberts, RLA**  
 LA6666692  
 Jacksonville, FL



education

University of North Florida  
*Bachelors of History, 1991*

University of Florida  
*Masters of Landscape Architecture, 1997*

profile

**Over twelve years experience delivering**

- Recreation Planning
- Landscape Architecture
- Public Facilitation and Consensus Building
- Project Management (Sub-Consultant Coordination)
- Excellent Client-Consultant Coordination
- Alert Attention to Detail

experience

**Landwise Design, Inc. [2004-Present]**

Landwise Design is currently marketing in Northeast Florida, the Florida Keys and Coastal Florida. Mr. Roberts’s vast design experience, leadership coordinating various design disciplines, attention to detail and overarching understanding of the design and construction process empower him to make Landwise Design, Inc. the right company for your project challenges.

**Design Director-Cortex Companies [2004-2008]**

Mr. Roberts originally created Landwise Design to serve as Director of Creative Services for a premier real estate Development Company to produce design and construction documents and to conduct construction administration services for all projects. As Director, Mr. Roberts managed multiple facets of taking a project from paper to reality including site planning, architectural coordination, civil coordination, landscape architecture and permit assistance.

**HDR Engineering [1997-2004]**

HDR Engineering purchased Landers-Atkins Planners to establish a planning and landscape architecture division within their Jacksonville office. Building upon an already extensive client base, this merger provided a broader scope of work to our planning department; including FDOT, the Better Jacksonville Plan and parks and recreation work throughout multiple counties.

Responsibilities included the project management of nearly six hundred thousand dollars worth [design fees] of annual parks and recreation projects, plus FDOT, commercial and private projects.

projects

**Project references available upon request.**



**Bill Willis, RLA**  
LA0000790  
Jacksonville, FL



## education

University of Oregon  
*Bachelors of Landscape Architecture, 1975*

## profile

**Over thirty years experience delivering**

- Site Planning
- Landscape Architecture
- Private Corporate Development
- Public Sector Development
- Project Management (Sub-Consultant Coordination)
- Excellent Client-Consultant Coordination
- Quality Assessment, Quality Control

## experience

**Rink Design, Inc. [2001-2008]**

Mr. Willis was the Department Head for the Planning and Landscape Architecture Studio throughout his tenure at Rink Design, a sixty-plus person multidiscipline firm. Projects ranged from single family residential sites to large scale multi-family projects, commercial and industrial campuses, college and university campuses, healthcare facilities and hotel and resort development.

**Environmental Design and Planning Assoc. Inc. [1993-2001]**

Mr. Willis was the Sole Proprietor and President of EDP, a small (less than five people) Landscape Architecture and Planning firm in Jacksonville, Florida. Projects ranged from single family residential sites to large scale multi-family projects, commercial and industrial campuses, college and university campuses, healthcare facilities and hotel and resort development.

**Bill Willis and Associates [1990-1993]**

Mr. Willis was the Sole Proprietor and President of BWA, a small (less than five people) Landscape Architecture and Planning firm in Orange Park, Florida. Projects ranged from single family residential sites to large scale multi-family projects, commercial and industrial campuses, college and university campuses, healthcare facilities and hotel and resort development.

**Hartwig Willis and Associates [1978-1990]**

Mr. Willis was Partner and Vice President of HWA, a medium (less than eleven people) Landscape Architecture and Planning firm in Jacksonville, Florida. Projects ranged from single family residential sites to large scale multi-family projects, commercial and industrial campuses, college and university campuses, healthcare facilities and hotel and resort development

## projects

**Project references available upon request**





**William P. Horn Architect, P.A.**

**WILLIAM P. HORN, R.A., N.C.A.R.B., L.E.E.D. AP**

**REGISTRATION & CERTIFICATIONS**

STATE OF FLORIDA: No. 13537  
N.C.A.R.B. ( National Council of Architectural Registration Boards ) No. 52247  
L.E.E.D AP (Accredited Professional)

**EDUCATION**

THE UNIVERSITY OF PENNSYLVANIA, Graduate School of Fine Arts  
Master of Architecture - 1988

CLEMSON UNIVERSITY, College of Architecture  
Bachelor of Science in Architecture - 1982

**ASSOCIATIONS**

U.S. GREEN BUILDING COUNCIL - Member  
HARC- HISTORIC ARCHITECTURAL REVIEW BOARD- Past Chairman (three years)  
OLD ISLAND RESTORATION FOUNDATION – Past President, Member  
LEADERSHIP MONROE COUNTY (Class 1) - Alumni Member  
SUNRISE ROTARY CLUB - Member  
KEY WEST CHAMBER OF COMMERCE - Member  
NATIONAL COUNCIL OF ARCHITECTURE REGISTRATION BOARD – MEMBER  
MONTESSORI CHILDRENS SCHOOL – PAST VICE PRESIDENT, BOARD MEMBER

**EXPERIENCE**

1993 - PRESENT	WILLIAM P. HORN ARCHITECT, P.A. Principal Key West, Florida 33040
1988 - 1993	GONZALEZ ARCHITECTS Project Manager



**Allen E. Perez, P.E.**  
 President  
 Perez Engineering & Development, Inc.

<b>Education</b>	<p>Bachelor of Science in Civil Engineering          University of South Florida, 1992</p> <p>Master of Science in Civil Engineering          University of South Florida, 1995</p>
<b>Years of Experience</b>	17
<b>Years at Perez Engineering</b>	10
<b>Registration/Licenses</b>	Professional Engineer: Florida #51468
<b>Summary</b>	<p>Mr. Perez has more than seventeen (17) years of experience with storm water systems, potable water systems, and sanitary sewer systems. 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 ten (10) years. He has assisted the City of Key West with the accelerated sanitary sewer rehabilitation project as well as numerous storm water projects. Mr. Perez has worked with the City of Key West on several FDOT LAP agreement projects:</p> <ul style="list-style-type: none"> <li>• Flagler Avenue Sidewalk Improvements Phase I</li> <li>• Flagler Avenue Sidewalk Improvements Phase II</li> <li>• United Street Resurfacing Project</li> </ul> <p>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 public sector continuing services contracts:</p> <ul style="list-style-type: none"> <li>• <i>City of Key West</i> <ul style="list-style-type: none"> <li>➢ <i>General Storm Water and Wastewater Engineer</i></li> <li>➢ <i>Professional Engineering Consulting Services</i></li> </ul> </li> <li>• <i>Monroe County</i> <ul style="list-style-type: none"> <li>➢ <i>General Airport Consultant</i></li> <li>➢ <i>Architectural/Engineering Services for Small Projects</i></li> </ul> </li> <li>• <i>Florida Keys Aqueduct Authority</i> <ul style="list-style-type: none"> <li>➢ <i>General Engineering Services</i></li> </ul> </li> <li>• <i>Monroe County Housing Authority</i> <ul style="list-style-type: none"> <li>➢ <i>General Engineering Services</i></li> </ul> </li> <li>• <i>Key West Housing Authority</i> <ul style="list-style-type: none"> <li>➢ <i>General Engineering Services</i></li> </ul> </li> <li>• <i>Monroe County School Board</i> <ul style="list-style-type: none"> <li>➢ <i>General Engineering Services</i></li> </ul> </li> <li>• <i>Key Largo Utility Treatment District</i> <ul style="list-style-type: none"> <li>➢ <i>General Engineering Services</i></li> </ul> </li> </ul>



## Barbara B. Mitchell, LEED AP

---

### CAREER SUMMARY

**President, Mitchell Planning & Design Inc., Ocklawaha, Florida 2010 to Present**

Formed MPD Inc. in February 2010 in response to the downsizing of the Craig Company. Currently, Ms. Mitchell is a member of the development team for Higgs Beach Master Plan and is the landscape designer for the redevelopment of the BSA's Camp Sawyer on West Summerland Key. Other activities include preparation of landscape designs for affordable housing communities in Key Largo and Stock Island as well as residential gardens in Marathon. Provide land use planning services as requested by clients for projects in Marathon, Islamorada, Key West and Monroe County.

**Vice President, The Craig Company, Key West, Florida 2001 to 2010**

Provides project management, technical planning and landscape architecture services for new construction and redevelopment projects throughout Monroe County and its municipalities. Recent landscape projects include redevelopment of Atlantic Shores/Sands Resort in Key West and Banana Bay Resort in Marathon. Her expertise includes growth management, community planning, site planning and landscape architecture. Affiliate member American Society of Landscape Architects.

**Senior Administrator Policy & Planning Monroe County, Florida 1996-2000**

Originally hired as a Planning Technician to review building permits and implement the ROGO system. Subsequently promoted to Planner, Senior Planner and Senior Administrator. Compose/review staff reports for development approval, report to Planning Commission, member of Development Review Committee, assist in supervision of planning personnel. Approve commercial & residential as-of-right development and review and make recommendations for conditional use development, assist in development of local ordinances and their implementation, member American Planning Association.

**Landscape Designer, Bayshore Nursery, Ramrod Key, FL 1992- 1996**

Designed landscape plans, prepared proposals, responded to bid requests, and provided project management for residential and commercial projects throughout Monroe County, Florida. Consistently increased sales in landscape department.

**Owner, Shrub Art Garden Design 1991-2000**

As owner of the landscape design/installation firm formed in Fredericksburg, Virginia, Ms. Mitchell's projects included master planning, planting design, low voltage lighting design, procurement & installation of materials, and maintenance. Florida design and installation projects were devoted to residential xeriscape design principles utilizing native plants.

### EDUCATION

BA Economics, Mary Washington College, Fredericksburg, Virginia 1980  
 Landscape Design Certification, George Washington University, 1985  
 John Brookes School of Landscape Design, Denmans, England, 1985  
 La Napoule Art Foundation, Historic Restoration, La Napoule France, 1986  
 Architectural Rendering Techniques, Mike Lin Graphic Workshop, 1990  
 LEED AP Certification, June 2009

Mitchell Planning & Design, Inc., 15450 SE 103<sup>rd</sup> Place Road Ocklawaha, Florida  
 Tel: 352/288.0401 Cell: 305/509-0966 Email: mitchellplanningdesign@gmail.com





## References

### Landwise Design References

#### **Project Types and Reference Contacts**

##### **Parks and Recreation Projects-St. Johns County**

Contact: Mrs. Shorty Robbins  
Recreation and Parks Department  
shortyrobbins@gmail.com  
(904) 655-5843

##### **Municipal Contract – City of Marathon (Joint Venture w/The Craig Company)**

Contact: Mr. Don Craig (Coordinator with Marathon)  
600 White Street  
Key West, FL 33040  
[don@craigcompany.com](mailto:don@craigcompany.com)  
(305) 294-1515

### William P. Horn Architect, PA References

#### **Monroe County School District**

Fred Sims, Executive Director of Facilities and Construction  
241 Trumbo Road  
Key West, FL 33040  
(305) 293-1400 ext. 53392

#### **Housing Authority of the City of Key West, Florida**

J. Manuel Castillo, Sr., Executive Director  
1400 Kennedy Drive  
Key West, FL 33040  
(305) 296-5621

## Schedule and Availability

### Commitment to Client Demand

Landwise Design considers every Client a top priority and makes every effort to avail resources to project demands in order to meet deadlines effectively with quality product. We consider ourselves flexible to most project schedules and we are constantly prepared to add quality staff to meet client or project demands.

### Current Workload

Currently, Landwise Design is working at approximately an 80% man-hour capacity. At this time our projected percentage of project commitments/workloads based on projects currently under contract or projects expected to be contracted with Landwise Design over the next four months are as follows:

November 2010:	80%
December 2010:	75%
January 2011:	60%
February 2011:	60%

It should be noted, Landwise Design typically operates between 85%-95% levels. Given today's economic climate, LWD values the opportunity to serve the City of Key West in order to help achieve and maintain an 85-95% utilization of man-hours. This level of operation is desired for us to operate efficiently and provide education and support elements to continue to be a leader in our industry.

### Project Status:

<u>Project Name</u>	<u>% Complete</u>
English Residence	90% complete
Ocean Sunrise RV Resort, Key Largo	25% complete
Pentaleri Residence	95% complete
Christovich Residence	20% complete
Hayford Residence	80% complete
City of Marathon-Airport Trail	95% complete
City of Marathon-Sombrero Trail	90% complete
Gibson Construction Admin	95% complete
Delray Beach Yacht Club	Contract Pending
Higgs Beach Master Planning, Key West	60% Complete
Hawks Cay Conditional Use Site Planning	80% Complete

### Project Schedule

Landwise Design and our Team shall coordinate our schedules to complete the design and construction documentation efforts associate with this project according to the requested February 1<sup>st</sup>, 2011 completion date as stipulated within the RFQ.

### Availability

Landwise Design's main office is located in Jacksonville, Florida as described in Section 2. However, we maintain a strong presence in the Keys and in particular Key West. Our on-going work efforts on the Higgs Beach Master Planning project (sub-consultant to William P. Horn Architects, PA) demands our presence in Key West on a Monthly Basis. We share office space with William P. Horn Architect, PA when in Key West and shall continue to do so throughout the project process for RFQ # 11-001. As an added measure of commitment to our Client, William Horn and his staff shall also be readily available to assist us with our commitment to Client satisfaction and service.

Proof of Standard Insurance and Liability Requirements

Client#: 12732 LANDES32

<b>ACORD™ CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) 11/08/2010
PRODUCER <b>ISU Suncoast Insurance Assoc</b> P.O. Box 22668 Tampa, FL 33622-2668 813 289-5200	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED <b>Landwise Design, Inc.</b> 9822 Tapestry Park Circle Suite 201 Jacksonville, FL 32246	INSURERS AFFORDING COVERAGE INSURER A: <b>Phoenix Insurance Company</b> INSURER B: <b>XL Specialty Insurance Company</b> INSURER C: INSURER D: INSURER E:	NAIC # 25623 37885

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRG	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	660130N839	01/12/10	01/12/11	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
A		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	660130N839	01/12/10	01/12/11	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  <input type="checkbox"/> DEDUCTIBLE RETENTION \$				WC STATU-TORY LIMITS \$ OTH-ER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	DPS9684179	01/12/10	01/12/11	\$500,000 per claim \$500,000 annl aggr.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS  
**Professional Liability is written on a claims made and reported basis.**  
 Certificate holder is listed as an additional insured with respect to the General Liability and Auto Liability policies.

<b>CERTIFICATE HOLDER</b>  City of Key West 525 Angela St. Key West, FL 33040	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE 
---	--

Professional Liability Limits were not specified in the RFQ. Landwise Design generally carries \$500,000 for most projects, however, as indicted below this limit can be readily raised to \$1,000,000 should the City deem this a requirement. (see letter below).



November 8, 2010

Ladd Roberts  
Landwise Design, Inc.  
9822 Tapestry Park Circle  
Suite 201  
Jacksonville, FL 32246

RE: Professional Liability  
Policy # DPS9684179  
Policy Term: 01/12/2010 to 01/12/2011  
Carrier: XL Specialty Insurance Company

Dear Mr. Roberts:

This letter is to confirm to any interested party that your firm is in excellent standing with our agency and therefore, coverage required for Professional Liability can be obtained from XL Specialty Insurance Company for \$1,000,000 limits to satisfy standard contractual requirements.

If you have any further questions, please do not hesitate to call.

Sincerely,

Georgia I Toth  
Senior Account Representative

**MAIN OFFICE**

P.O. Box 22668  
Tampa, FL 33622-2668  
(813) 289-5200  
Fax (813) 289-4561

P.O. Box 1087  
Tallahassee, FL 32302-1087  
(850) 309-7972  
Fax (850) 309-1916

P.O. Box 212170  
Royal Palm Beach, FL 33421  
(561) 651-0805  
Fax (561) 651-0806

P.O. Box 403758  
Miami Beach, FL 33140-3758  
(305) 674-9998  
Fax (305) 674-9993

**Professional Registrations**

Landwise Design, Inc.

AC# **4902466**

**STATE OF FLORIDA**  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
BOARD OF LANDSCAPE ARCHITECTURE

SEQ# L10032600824

DATE	BATCH NUMBER	LICENSE NBR
03/26/2010	000000000	LA6666692

The LANDSCAPE ARCHITECT  
Named below HAS REGISTERED  
Under the provisions of Chapter 481 FS.  
Expiration date: NOV 30, 2011  
QUALIFIED PROFESSIONAL MANGROVE TRIMMER

ROBERTS, LADD B  
4073 SAN JUAN AVENUE  
JACKSONVILLE FL 32210

CHARLIE CRIST  
GOVERNOR

CHARLIE LIEM  
INTERIM SECRETARY

DISPLAY AS REQUIRED BY LAW

William P. Horn Architect, PA

# **4183266**

**STATE OF FLORIDA**  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
BOARD OF ARCHITECTURE & INTERIOR DESIGN

SEQ# L08121500632

DATE	BATCH NUMBER	LICENSE NBR
12/15/2008	080284696	AA0003040

The ARCHITECT CORPORATION  
Named below IS CERTIFIED  
Under the provisions of Chapter 481 FS.  
Expiration date: FEB 28, 2011

WILLIAM P HORN ARCHITECT PA  
915 EATON ST  
KEY WEST FL 33040

CHARLIE CRIST  
GOVERNOR

CHARLES W. DRAGO  
SECRETARY

DISPLAY AS REQUIRED BY LAW

Perez Engineering and Development

**State of Florida**  
Board of Professional Engineers

Attests that  
**Allen Emil Perez JR, P.E.**

Is licensed as a Professional Engineer under Chapter 471, Florida Statutes

Expiration: 28-FEB-11 P. E. Lic. No:  
Audit No: 228201125055 51468

DISPLAY AS REQUIRED BY LAW



**Additional Insurance or Corporate information for Sub-Consultants is available upon request. Provided above are the pertinent insurance information for Landwise Design, Inc. (Ladd B. Roberts) (Lead Consultant) and state professional licenses for Landscape Architect, Architect and Engineer professionals associated with the Team.**

**Landwise Design has not incurred any project related claims or litigation for the last five years. Likewise, neither have any of the Team sub-consultants.**

**For Schedule and Current Projects please refer to Section 4 Schedule and Availability.**

**Landwise Design, Inc. is a certified JSEB (Jacksonville Small and Emerging Business) in Duval County which meets multiple MBE / DBE criteria throughout the state. Additionally, Perez Engineering and Development is a Certified DBE (Disadvantage Business Enterprise) in the state of Florida. Letters and/or certificates to this affect are available upon request.**

**Acknowledgement of Addendums:**

**Landwise Design hereby acknowledges the receipt and acceptance of the following Addendums issued for RFQ# 11-001:**

- 1. Addendum 1**
- 2. Addendum 2**
- 3. Addendum 3**
- 4. Addendum 4**

**All addendums have been read and understood by the Design Team.**

**Affidavits and Attachments:**

**All required Attachments / Affidavits have been signed, notarized, and are incorporated into this RFQ response on the following pages.**



ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA

SS:

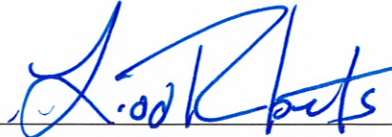
COUNTY OF MONROE

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

This sworn statement is submitted to the City of Key West, Florida, by LAOD B. ROBERTS, PLA (PRESIDENT) (print individual's name and title) for LANOWISE DESIGN, INC (print name of entity submitting sworn statement)

whose business address is 9822 TAPESTRY PARK CIRCLE, SUITE 201 and (if applicable) its Federal Employer Identification Number (FEIN) is C/O GENESIS GROUP JACKSONVILLE, FL 32216  
41-2145573 (if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement):

I, the undersigned, being hereby duly sworn, depose and say that no sum has been paid and no sum will be paid to any employee or elected official 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 any officer or agent of the corporation.

BY: 

TITLE: PRESIDENT

sworn and prescribed before me this 8TH day of Nov., 2010



NOTARY PUBLIC, State of Florida

My commission expires:

4/15/14

KRISTEN WOODWARD  
Notary Public, State of Florida  
My comm. exp. April 15, 2014  
Comm. No. DD 982593

# Attachment M

## PUBLIC ENTITY CRIMES CERTIFICATION

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

1. This sworn statement is submitted to the City of Key West , Florida, by  
LAOD B. ROBERTS, RLA (PRESIDENT)  
(print individual's name and title)  
for LANDWISE DESIGN, INC.  
(print name of entity submitting sworn statement)

whose business address is 9822 TAPESTRY PARK CIRCLE, SUITE 201 C/O GENESIS GRP  
and (if applicable) its Federal Employer Identification Number (FEIN) is JAX. FL, 32246

41-2145573 (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 1, 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:
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 the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment

RFQ # 11-001 Park Enhancement Project (Nelson English/ Willie Ward)



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 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 let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement (indicate which statement applies).

Neither the entity submitting this sworn statement, 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 1, 1989.

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

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Administrative Law Judge 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 CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

RFQ # 11-001 Park Enhancement Project (Nelson English/ Willie Ward)

Ladd Roberts  
(SIGNATURE)

11/8/10  
(DATE)

STATE OF FLORIDA

COUNTY OF DUVAL

PERSONALLY APPEARED BEFORE ME, the undersigned authority Ladd Roberts  
who, after first being sworn by me, Kristen Woodward (name of individual)  
affixed his/her signature in the space provided above on this 8<sup>th</sup> day of NOV., 2010.

Kristen Woodward

NOTARY PUBLIC

Kristen Woodward

Printed Name

KRISTEN WOODWARD  
Notary Public, State of Florida  
My comm. exp. April 15, 2014  
Comm. No. DD 982593

My commission expires:

**ATTACHMENT N:  
SUSPENSION AND DEBARMENT CERTIFICATION**

CERTIFICATION REGARDING DEBARMENTS, SUSPENSION, INELIGIBILITY  
AND VOLUNTARY EXCLUSION-LOWER TIER FEDERALLY FUNDED TRANSACTIONS

1. The undersigned hereby certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
  
2. The undersigned also certifies that it and its principals:
  - (a) Have not within a three-year period preceding this certification been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
  - (b) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 2.(a) of this Certification; and
  - (c) Have not within a three-year period preceding this certification had one or more public transactions (Federal, State or local) terminated for cause or default.
  
3. Where the undersigned is unable to certify to any of the statements in this certification, an explanation shall be attached to this certification.

Dated this day of NOV 8TH, 2010

By Scott Roberts  
Authorized Signature/Contractor  
PRESIDENT

Typed Name/Title  
LANDWISE DESIGN, LLC.

Contractor's Firm Name  
9822 TAPESTRY PARK CIRCLE, 201, C/O GENESIS GRP

Street Address  
SUITE 201, C/O GENESIS GROUP

Building, Suite Number  
JAX, FL 32246

City/State/Zip Code  
(904) 343-4194

Area Code/Telephone Number

**SWORN AND PRESCRIBED  
BEFORE ME THIS 8TH DAY OF  
NOVEMBER, 2010**

**KRISTEN WOODWARD  
Notary Public, State of Florida  
My comm. exp. April 15, 2014  
Comm. No. DD 982593**

Kristen Woodward, NOTARY PUBLIC  
RFQ # 11-001 Park Enhancement Project (Nelson English/ Willie Ward)

**ATTACHMENT O:**

**DISCLOSURE OF LOBBYING ACTIVITIES**

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure.)

<p><b>1. Type of Federal Action:</b></p> <p><input type="checkbox"/> <b>N/A</b></p> <p>a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance</p>	<p><b>2. Status of Federal Action:</b></p> <p><input type="checkbox"/> <b>N/A</b></p> <p>a. bid/offer/application b. initial award c. post-award</p>	<p><b>3. Report Type:</b></p> <p><input type="checkbox"/> <b>N/A</b></p> <p>a. initial filing b. material change</p> <p><b>For Material Change Only:</b></p> <p>year _____ quarter _____ date of last report _____</p>
<p><b>4. Name and Address of Reporting Entity:</b></p> <p><input type="checkbox"/> <b>N/A</b>      <input type="checkbox"/> Subawardee</p> <p>Prime      Tier _____, if known:</p> <p>Congressional District, if known:</p>	<p><b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b></p> <p><b>N/A</b></p> <p>Congressional District, if known:</p>	
<p><b>6. Federal Department/Agency:</b> <b>N/A</b></p>	<p><b>7. Federal Program Name/Description:</b> <b>N/A</b></p> <p>CFDA Number, if applicable: _____</p>	
<p><b>8. Federal Action Number, if known:</b> <b>N/A</b></p>	<p><b>9. Award Amount, if known:</b> <b>N/A</b></p> <p>\$</p>	

RFQ # 11-001 Park Enhancement Project (Nelson English/ Willie Ward)

<p><b>10. a. Name and Address of Lobbying Entity</b> (if individual, last name, first name, MI):</p> <p>N/A</p> <p>(attach Continuation Sheet(s))</p>	<p><b>b. Individuals Performing Services</b> (including address if different from No. 10a) N/A (last name, first name, MI):</p> <p>SF-LLLA, if necessary)</p>
<p><b>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b></p>	<p>Signature: <u>[Signature]</u></p> <p><u>PRES.</u></p> <p>Print Name: <u>LAOD ROBERTS</u></p> <p>Title: <u>PRESIDENT</u></p> <p>Telephone No.: <u>904-343-494</u></p> <p>Date: <u>11/8/10</u></p> <p>SWORN AND PREScribed BEFORE ME THIS 8TH DAY OF NOVEMBER, 2010</p> <p><u>[Signature]</u> NOTARY PUBLIC</p> <p>KRISTEN WOODWARD Notary Public, State of Florida My comm. exp. April 15, 2014 Reproduction No. DD 982593 Standard Form - LLL (Rev 7 - 97)</p>
<p>Federal Use Only:</p>	<p>My comm. exp. April 15, 2014 Reproduction No. DD 982593 Standard Form - LLL (Rev 7 - 97)</p>

Form DEP 55-221 (01/01)

RFQ # 11-001 Park Enhancement Project (Nelson English/ Willie Ward)

## **INSTRUCTIONS FOR COMPLETION OF SELF DISCLOSURE OF LOBBYING ACTIVITIES**

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by the reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award

number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

Form DEP 55-221 (01/01)

ATTACHMENT: P

FORM 575-060-13  
RIGHT OF WAY - 05/01

NON-COLLUSION DECLARATION AND  
COMPLIANCE WITH 49 CFR §29.  
STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

ITEM/SEGMENT NO.: RFQ # 11-001  
F.A.P. NO.:  
PARCEL NO.:  
COUNTY OF: MONROE  
BID LETTING OF: \_\_\_\_\_, \_\_\_\_\_

I, LADD ROBERTS,  
hereby

declare that I am PRESIDENT  
of LANDWISE DESIGN, INC.

Of JACKSONVILLE, FLORIDA, 32246  
(TITLE) (FIRM)  
(CITY AND STATE)

and that I am the person responsible within my firm for the final decision as to the price(s) and amount of this Bid on this State Project.

I further declare that:

1. The prices(s) and amount of this bid have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition with any other contractor, bidder or potential bidder.

2. Neither the price(s) nor the amount of this bid have been disclosed to any other firm or person who is a bidder or potential bidder on this project, and will not be so disclosed prior to the bid opening.

3. No attempt has been made or will be made to solicit, cause or induce any other firm or person to refrain from bidding on this project, or to submit a bid higher than the bid of this firm, or any intentionally high or non-competitive bid or other form of complementary bid.

4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary bid.

5. My firm has not offered or entered into a subcontract or agreement regarding the purchase of materials or services from any firm or person, or offered, promised or paid cash or anything of value to any firm or person, whether in connection with this or any other project, in consideration for an agreement or promise by any firm or person to refrain from bidding or to submit a complementary bid on this project.

RFQ # 11-001 Park Enhancement Project (Nelson English/ Willie Ward)



6. My firm has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any firm or person, and has not been promised or paid cash or anything of value by any firm or person, whether in connection with this or any other project, in consideration for my firm's submitting a complementary bid, or agreeing to do so, on this project.

7. I have made a diligent inquiry of all members, officers, employees, and agents of my firm with responsibilities relating to the preparation, approval or submission of my firm's bid on this project and have been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in this Declaration.

8. As required by Section 337.165, Florida Statutes, the firm has fully informed the Department of Transportation in writing of all convictions of the firm, its affiliates (as defined in Section 337.165(l)(a), Florida Statutes), and all directors, officers, and employees of the firm and its affiliates for violation of state or federal antitrust laws with respect to a public contract or for violation of any state or federal law involving fraud, bribery, collusion, conspiracy or material misrepresentation with respect to a public contract. This includes disclosure of the names of current employees of the firm or affiliates who were convicted of contract crimes while in the employ of another company.

9. I certify that, except as noted below, neither my firm nor any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of Federal funds:

(a) is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 49 CFR §29.110(a), by any Federal department or agency;

(b) has within a three-year period preceding this certification been convicted of or had a civil judgment rendered against him or her for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, State or local government transaction or public contract; violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;

(c) is presently indicted for or otherwise criminally or civilly charged by a Federal, State or local governmental entity with commission of any of the offenses enumerated in paragraph 9(b) of this certification; and

(d) has within a three-year period preceding this certification had one or more Federal, State or local government public transactions terminated for cause or default..

10. I(We), certify that I(We), shall not knowingly enter into any transaction with any subcontractor, material supplier, or vendor who is debarred, suspended, declared ineligible,

or voluntarily excluded from participation in this contract by any Federal Agency unless authorized by the Department.

Where I am unable to declare or certify as to any of the statements contained in the above stated paragraphs numbered (1) through (10), I have provided an explanation in the "Exceptions" portion below or by attached separate sheet.

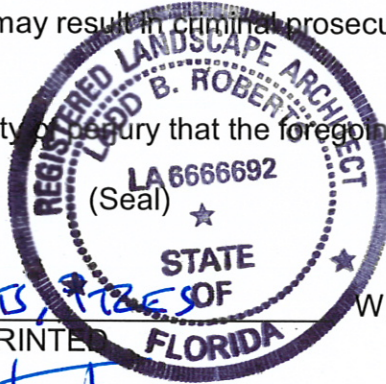
EXCEPTIONS:

(Any exception listed above will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted, indicate to whom it applies, initiating agency and dates of agency action.

Providing false information may result in criminal prosecution and/or administrative sanctions.)

I declare under penalty of perjury that the foregoing is true and correct.

CONTRACTOR:



BY: LADD ROBERTS, PRES OF WITNESS: \_\_\_\_\_  
NAME AND TITLE PRINTED

BY: [Signature] WITNESS: [Signature]  
SIGNATURE

KRISTEN WOODWARD  
Notary Public, State of Florida  
My comm. exp. April 15, 2014  
Comm. No. DD 982593

Executed on this 8th day of NOVEMBER, 2010

**FAILURE TO FULLY COMPLETE AND EXECUTE THIS DOCUMENT  
MAY RESULT IN THE BID BEING DECLARED NONRESPONSIVE**

ATTACHMENT: Q

Prohibited Interests Form and Notice

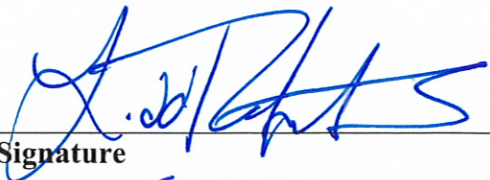
I LAOU ROBERTS (PRES.) certify that neither LANOWISE DESIGN, INC.  
(Printed Name) (Title) (Company Name)

nor any of its subcontractors shall enter into any contract, subcontract or arrangement in connection with the project or any property included or planned to be included in the project in which any member, officer or employee of the agency or the locality during tenure or for 2 years thereafter has any interest, direct or indirect. If any such present or former member, officer or employee involuntarily acquires or had acquired prior to the beginning of tenure any such interest, and if such interests is immediately disclosed to the City of Key West, The City of Key West, with prior approval of the Department of Transportation, may waive the prohibition contained in this paragraph provided that any such present member, officer or employee shall not participate in any action by the City of Key West or the locality relating to such contract, subcontract or arrangement

NOTICE: The FDOT requires the City of Key West to insert in all contracts entered into in connection with the project or any property included or planned to be included in any project, and shall require its contractors to insert in each of their subcontracts, the following provision:

“No member, officer or employee of the Agency or of the locality during this tenure or for 2 years thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof.”

The provisions of this paragraph shall not be applicable to any agreement between the Agency and its fiscal depositories or to any agreement for utility services the rates for which are fixed or controlled by a government agency.

  
Signature

SWORN AND PRESCRIBED BEFORE ME THIS  
8TH DAY OF NOVEMBER, 2010

 NOTARY PUBLIC

KRISTEN WOODWARD  
Notary Public, State of Florida  
My comm. exp. April 15, 2014  
Comm. No. DD 982593

RFQ # 11-001 Park Enhancement Project (Nelson English/ Willie Ward)

**ATTACHMENT R  
CITY OF KEY WEST INDEMNIFICATION FORM**

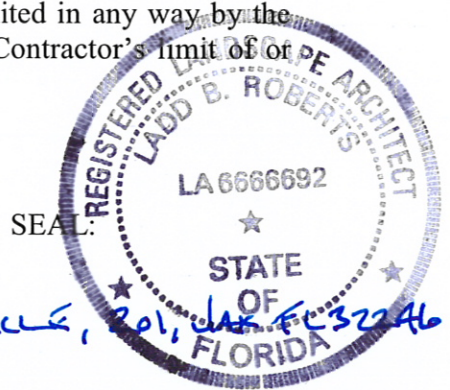
The Contractor shall indemnify and hold harmless the City of Key West, its officers, and employees, from liabilities, damages, losses and costs, including, but not limited to reasonable attorney's fees, to the extent caused by the negligence, recklessness or intentional wrongful misconduct of Contractor and persons employed or utilized by Contractor in the performance of this agreement. Except as specifically provided herein, this agreement does not require Contractor to indemnify the City of Key West, its employees, officers, directors, or agents from any liability, damage, loss, claim, action or proceeding.

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, Contractor 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 Contractor 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 Contractor, or persons employed or utilized by Contractor.

The Contractor'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 Contractor's limit of or lack of sufficient insurance protection.

CONTRACTOR: LANDWISE DESIGN, INC



9822 INDUSTRY PARK CIRCLE, 201, DUNES FL 32246  
Address

[Handwritten Signature]  
Signature

LADD ROBERTS  
Print Name

PRESIDENT  
Title

SWORN AND SUBSCRIBED  
BEFORE ME THIS 8TH DAY OF  
NOVEMBER, 2010  
[Handwritten Signature] NOTARY PUBLIC

DATE: 11/8/10

KRISTEN WOODWARD  
Notary Public, State of Florida  
My comm. exp. April 15, 2014  
Comm. No. DD 982593