



**Copy**

**CITY OF KEY WEST**

City Clerk  
1300 White Street  
Key West, Florida 33040

**CDBG Grant Administration Services**

**RFQ No.**  
22-007

**Prime Firm:**  
Calvin, Giordano & Associates, Inc.

**Due Date and Time:**  
May 10, 2023 at 3:30 PM

**Primary Contact**  
Vicki Placide-Pickard  
Project Manager  
vpickard@cgasolutions.com

**Address:**  
2103 Coral Way  
Suite 810  
Miami, Florida 33145

**Telephone No.:**  
786.485.5200



Calvin, Giordano & Associates, Inc.

A SAFEbuilt COMPANY



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# TAB 1



Cover Letter



Calvin, Giordano & Associates, Inc.  
A SAFEbuilt COMPANY

May 10, 2023

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

**RE: Proposals for CDBG Grant Administration Services, RFP # 22-007**

Dear Selection Committee,

**Calvin, Giordano & Associates, Inc. (CGA)** is pleased to submit for your consideration the attached proposal for CDBG Administration for the City of Key West CDBG disaster recovery, mitigation, and coronavirus programs. CGA will provide grant administration services which include a needs assessment, planning, reimbursement, compliance and reporting.

CGA is a multi-disciplinary firm that specializes in providing a range of grant administration, professional planning, urban design, master planning, transportation, engineering, landscape architecture and environmental services to both public and private sector clients throughout Florida. CGA has the in-house resources to support the work needed under this contract. Vickki Placide-Pickard will serve as the Project Manager. Vickki has over 17 years of grant management experience providing project management, technical assistance and program administration for multiple municipalities in South Florida. Some of the grant programs administered include CDBG, CDBG-CV, CDBG-DRI, HLMP, HOME, SHIP, NSP, HMGP grant programs.

CGA team will provide a complete suite of services for this project which include but not limited administration, reporting, budgeting, oversight, compliance, reimbursement, coordination with the state agencies and grant closeout. Our teams experience working with local government from the inside distinguishes us from other firms and allows us to consistently provide creative and practical solutions for our clients.

CGA will be servicing this contract from our Miami-Dade office located at 2103 Coral Way Suite 810, Miami, Florida 33145.

Should CGA be selected to provide services under this contract, I, David Stambaugh, PE, will serve as the Principal-in-Charge, and I am authorized to make representations for the company.

Principle-in-Charge	Project Manager
David Stambaugh, PE, DBIA Vice President of Professional Services DStambaugh@cgasolutions.com 954-921-7781	Vickki Placide-Pickard Planning and Grants Administrator VPickard@cgasolutions.com 954.266.6495

We appreciate your consideration to this request for proposal, and know that given the opportunity, the City will benefit from our team's extensive experience in grant administration and program management. Client satisfaction remains our top priority and is the most important aspect of our continuing work with our clients.

Sincerely,  
**Calvin, Giordano & Associates, Inc.**

David Stambaugh, PE, DBIA  
Vice President of Professional Services

- Building Code Services
- Civil Engineering / Roadway & Highway Design
- Coastal Engineering
- Code Enforcement
- Construction Engineering & Inspection (CEI)
- Construction Services
- Data Technologies & Development
- Electrical Engineering
- Engineering
- Environmental Services
- Facilities Management
- Grant Management & Writing
- Geographic Information Systems (GIS)
- Governmental Services
- Indoor Air Quality (IAQ)
- Landscape Architecture
- Planning
- Project Management
- Redevelopment & Urban Design
- Surveying & Mapping
- Transportation & Mobility
- Transportation Planning
- Water / Utilities Engineering
- Website Development

2103 Coral Way  
Suite 810  
Miami, FL 33145  
Tel: 786.485.5200  
Fax: 786.1520

[www.cgasolutions.com](http://www.cgasolutions.com)

# TAB 2



Information Page



## Tab 2 - Information Page

### Project Name

RFQ # 22-007 — CDBG Grant Administration Services, RFP # 22-007

### Prime

Calvin, Giordano & Associates, Inc.

### Contact Information

#### Project Manager

Vickki Placide-Pickard  
Project Manager  
vpickard@cgasolutions.com  
Telephone No.: 954.266.6495  
2103 Coral Way  
Suite 810  
Miami, FL 33145  
Fax: 786.485.1520

#### Person who has Authority to Make Representations for the Firm

Chris Giordano, MSC, CCM  
President and Principal-in-Charge  
Tel: 954.921.7781  
cgiordano@cgasolutions.com  
1800 Eller Drive  
Suite 600  
Fort Lauderdale, FL 33316  
Fax: 954.921.8807

CGA is a wholly owned subsidiary of SAFEbuilt, LLC. SAFEbuilt specializes in providing comprehensive community development services for local governments. The subject area experts at SAFEbuilt are available to support us with this project if needed.



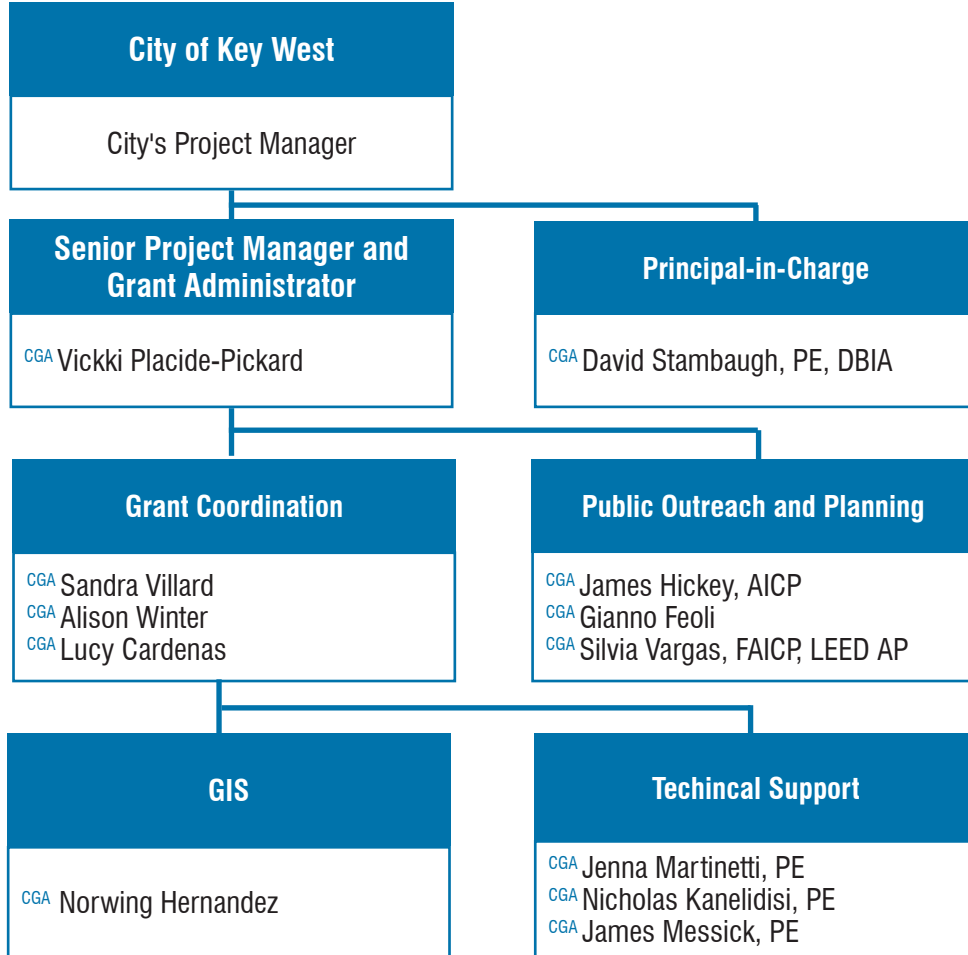
# TAB 3



## Organization Chart



### Tab 3 - Organization Chart





# TAB 4



## Company Information



## Tab 4 - Company Information

### Firm Overview

With more than 370 employees, **Calvin, Giordano & Associates, Inc. (CGA)**, a SAFEbuilt Company is a full-service company that provides planning, urban design, GIS, engineering, transportation, and a broad range of municipal services. Our internal multidisciplinary capabilities and collaborative approach facilitates a seamless examination of the interrelationships between land use, mobility, utilities, urban design, environment, economy, and equity to address community livability and resiliency in a holistic manner.

CGA staff have extensive experience and success in administering and implementing multiple federal and state grants. We create and apply management systems that work and carefully monitor program effectiveness by closely tracking each activity reports on the City's expenditures work quality, quantity, and cost. Our approach begins with the identification of project priorities, and expenditure deadlines.

Our approach to successfully administering grants is by listening, understanding the client's needs, objectives and overall outcome, and pairing this with the grant requirements. Our role is to gauge and identify the important elements within a grant and work with the local agency to craft, customize, and ultimately to compete with great success.

CGA has experience providing Grant Application writing as well as Grant Administration. We monitor grant compliance throughout the project "life," including appropriate invoicing, grant procedural requirements not to jeopardize any eligibility of grant reimbursement. The complex network of federal and state rules and regulations requires nothing short of diligence, aggressive follow up, troubleshooting, and follow-up with grant agencies. We are pro-active to ensure the appropriate steps are taken before problems arise, not after. This allows for efficient project close out, quick snapshot of project progress and accountability of funding expenditures as required for grant fund programs.

FOUNDED IN HOLLYWOOD

1937



370+  
EMPLOYEES

Serving

60+

Municipalities Throughout Florida





Client  
Community Reinvestment Associates/  
City of Miramar  
2300 Civic Center Place  
Miramar, FL 33025

Contact Information at Time of Project:  
Katherine Randall  
Chief Housing Administrator  
Tel: 954.602.3246  
krandall@miramarfl.gov

Project Date  
Oct 2021 - Ongoing

Services Provided  
Grant Management  
Grant Compliance  
Reporting  
Technical Assistance

Firm's Fees  
\$ 60,000.00

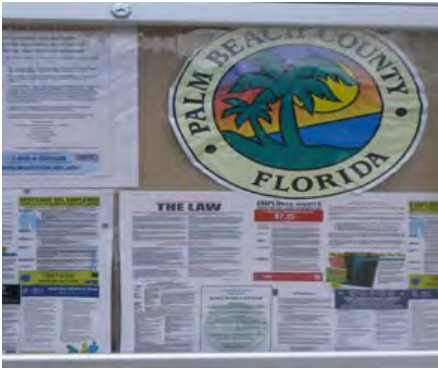
CDBG Grant Award  
\$ 867,913.00

## CDBG GRANT ADMINISTRATION Miramar, FL



Calvin, Giordano & Associates, Inc. (CGA) provides grant administration services to the City of Miramar for its **Community Development Block Grant (CDBG)** entitlement funds. The services include:

- Program oversight;
- Assist City Staff with the financial procedures for receiving funds and disbursement of payments;
- Assist in financial reporting;
- Environmental review, records, and compliance;
- Citizen participation and national objective compliance;
- Compliance with federal regulations;
- Davis-Bacon Labor Standards
- Fair Housing and EEO compliance;
- Section 3 reporting, public service, and public facility project monitoring and financial; and
- Prepare spreadsheets of budget and expenditures and monitor budget and expenses.



Client  
 Town of Mangonia Park  
 1755 East Tiffany Drive  
 Mangonia Park, FL 33407

Contact Information at Time of Project:  
 Kenneth Metcalf  
 Town Manager  
 Tel: 561.848.1235  
 kimetcalf@tompfl.com

Project Date  
 Nov 2018 - Oct 2020

Services Provided  
 Surveying  
 Engineering  
 Construction Management  
 Grant Management

Firm's Fees  
 \$ 44,918.00

Construction Cost  
 \$ 390,048.00

## BRYN MAWR NEIGHBORHOOD SANITARY SEWER EXTENSION

### Mangonia Park, FL



Calvin, Giordano & Associates, Inc. (CGA) assisted the Town of Mangonia Park (TOWN) with the conversion of 18 residential properties in the Bryn Mawr neighborhood from onsite sewer treatment septic tank systems to a new sanitary sewer collection system. The project included performing a survey of the project area to document the existing conditions and location of the onsite treatment systems, preparation of the new sanitary sewer collection system design, obtaining approval from the Department of Health-Palm Beach County (PBC-DOH), bidding assistance to select the most responsive and responsible contractor, and providing construction management and inspection services. A key component of this project was to locate the existing onsite treatment systems to confirm the future connection to the sanitary sewer system would meet the proper pipe slope requirements. This required accessing the private properties with the Town Staff after receiving approval from the property owner. Multiple public meetings were held with the property owners to provide updates on the project and assurance the overall goals for the project are being met. The project was designed to demolish the septic tanks in-place while minimizing disruption to the private properties by placing the point of connection to the new sanitary sewer system at the right-of-way in a location to accommodate the shortest distance to the connection at the buildings. During the construction phase, CGA performed inspections to ensure the project was being built in substantial conformance with the design and prepared the permit closeout documentation required by the PBC-DOH.

The project was **US Department of HUD funded through the Community Development Block Grant (CDBG)** program that was administered by the **Palm Beach County Department of Housing & Economic Sustainability (PBCHEs)**. This Agreement between the TOWN and PBCHEs required compliance with all Federal requirements including **Section 3 of the Housing and Community Development Act of 1968, and the Davis-Bacon Act**. CGA assisted the TOWN with compliance of this Agreement by reviewing contractor's applications for payment and certified payroll, performing interviews with the contractor's employees, and managing the documentation through the online cloud based portal called Elation Systems that was required by PBCHEs.



Client  
 City of Homestead  
 100 Civic Court  
 Homestead, FL 33033

Contact Information at Time of Project:  
 Carlos M. Perez  
 Finance Director  
 Tel: 305.224.4543  
 cperez@cityofhomestead.com

Project Date  
 May 2022 - Ongoing

Services Provided  
 Grant Management  
 Grant Compliance  
 Reporting  
 Technical Assistance

Firm's Fees  
 \$ 117,850.00

CDBG Grant Amount  
 \$ 785,662.00

## CDBG GRANT ADMINISTRATION Homestead, FL



Calvin, Giordano & Associates, Inc. (CGA) provides grant administration services to the City of Homestead for its **Community Development Block Grant-Coronavirus (CDBG-CV)** entitlement funds. The services include:

- Program oversight
- Assist City Staff with the financial procedures for receiving funds and disbursement of payments; Assist in financial reporting;
- Environmental review, records, and compliance,
- Citizen participation and national objective compliance,
- Compliance with federal regulations
- Davis-Bacon Labor Standards, Fair Housing and EEO compliance,
- Section 3 reporting, public service and public facility project monitoring and financial
- Prepare spreadsheets of budget and expenditures and monitor budget and expenses.
- Monitor and administer all program activities to ensure that all required expenditure and timeliness standards are met.
- Provide assistance in solicitations for needed services



**Client**

City of Oak Hill  
234 US Highway 1  
Oak Hill, FL 32759

**Contact Information at Time of Project:**

Kohn Evans  
City Administrator  
Tel: 386.345.3522  
EvansK@oakhillfl.com

**Project Date**

Sep 2021 - Ongoing

**Services Provided**

Grant Writing  
Grant Management  
Grant Compliance  
Reporting  
Technical Assistance

**Grant Amount**

\$ 285,785.05

**GRANT WRITING AND GRANT MANAGEMENT**  
**Oak Hill, FL**



Calvin, Giordano & Associates, Inc. (CGA) provides grant writing and management services for the Mary Dewees Baseball Field in Oak Hill, FL.

Volusia County ECHO grant provides grant funds to finance acquisition, restoration, construction or improvement of projects to be used for environmental, cultural, historical and outdoor recreational purposes.

# TAB 5



## Methodology and Approach



## Tab 5 - Methodology and Approach

### OVERVIEW

The City of Key West is seeking assistance in grant administration of Community Development Block Grant (CDBG) disaster recovery, mitigation, and coronavirus program funds to support the City's established grant administration effort in such areas of needs as assessment, planning, reimbursement, compliance and reporting. CGA's team of grant administrators and engineers can provide the services needed for a successful grant administration and project completion and grant closeout. Scope of Services

### TASK 1: PROJECT KICK-OFF

This task will begin with a kick-off meeting with the appropriate City staff to discuss the status of each CDBG grant agreement and project. Discuss reporting requirements for each agreement.

To ensure the ongoing success of any project, it is important to establish clear lines of communication and management responsibilities for the project. At the onset, CGA will designate a project manager who will function as the primary point of contact and will be responsible for directing and coordinating the preparation of work products, final review of deliverables, and managing the project scope, schedule, and budget. CGA will also request the City of Key West designate a project manager from staff who will be the City's primary point of contact, as well as responsible for providing base information to CGA, disseminating the consultant's work product to the appropriate City staff, communicating official direction of the City to the consultant, and providing any necessary updates and communications with City staff. CGA will schedule bi-weekly meetings with City's staff to discuss CDBG items as well as a monthly project management meeting with project managers for CDBG funded projects.

### TASK 2: PROCUREMENT

CGA will work with the City's procurement team on all projects especially for all CDBG capital improvement projects over \$2,000 to ensure the bid includes all the required federal and state documents as well the appropriate Davis Bacon prevailing wages and fringe benefits for each project. CGA will participate in the pre-bid and pre-construction meetings to ensure the contractors understand the requirements of Davis-Bacon and CDBG funded projects. Once construction begins CGA will conduct interviews on site with project workers.

### TASK 3: ESTABLISH POLICIES AND PROCEDURES

Work with City staff to establish policies and procedures for each grant program to ensure compliance, reporting requirements to ensure everyone including Project Manager's, project consultants and contractors understand the various project requirements..

### TASK 4: REPORTING

Provide monthly reports to City staff on the status of each project within each funding source. Complete quarterly reports and any other reports requirement by the grant agreement to submit to Department of Economic Opportunity (DEO), Florida Division of Emergency Management (FDEM) and any other state agency as required. CGA team will complete amendments and any other reports including but not limited to Section 3 Report, Semi-Annual Labor Standards, Contract and Subcontract Activity Report necessary throughout the year.

### TASK 5: REVIEW DOCUMENTS

Ensure the appropriate Davis Bacon Wage Determinations are included in each bid documents where required. During construction of the project CGA will review contractor's applications for payment and certified payroll, performing interviews with the contractor's employees.





### **Task 6: REIMBURSEMENT PACKETS**

CGA will prepare reimbursement packets with City staff including the finance dept and project manager for each construction/grant project.

### **Task 7: TECHNICAL ASSISTANCE**

CGA team will provide technical assistance throughout the life of the contract whenever needed.

### **Task 8: PROJECT MANAGEMENT**

In addition to the task mentioned above CGA will conduct monthly progress meetings with the project management team for all the CDBG projects to discuss the status of each project, discuss project timelines and discuss any issues or delays of a project. CGA will be in close contact with DEO and FDEM project managers

### **Task 9: PROJECT CLOSEOUT**

Once funds are expended for each grant agreement and reimbursement request submitted to the appropriate State agency. CGA will complete the grant closeout process per grant agreement.



# TAB 6



Personnel

# VICKKI PLACIDE-PICKARD

## Grant Manager



Ms. Placide-Pickard has over 17 years of public sector experience in Community Development. She specializes in Affordable and Workforce Housing Development programs, Economic Development Strategies, Neighborhood Planning, Public Engagement and Grant Administration.

Ms. Placide-Pickard provides urban planning services and grant management services to local governments including: site plan review, land development code updates, comprehensive plan updates and amendments, rezoning, housing studies facilitating public outreach, strategic visioning, grant writing and grant administration.

### YEARS WITH THE FIRM

2

### YEARS OF EXPERIENCE

17

### EDUCATION

Master of Public Administration, Florida Atlantic University, Boca Raton, FL

B.S., Health Administration, minor in Business Administration, Florida Atlantic University, Boca Raton, FL

### CERTIFICATIONS AND LICENSES

Certified Housing Development Professional #0812-03

### PROFESSIONAL ASSOCIATIONS

National Grant Management Association (NGMA)

American Planning Association (APA)- Florida Planning Association

Board Member for the Florida Atlantic University School of Public Administration since 2019

Member of the Florida Community Development Association Board since 2014

Member of National Forum for Black Public Administrators - South Florida Chapter

Grant Professional Association

### EXPERIENCE

Grant Management for the Cities of Homestead, Vero Beach, Oak Hill and Miramar (as a subconsultant), and Town of Jupiter

Manages various facets of Federal, State and local grant programs including strategic planning, budgeting, financial analysis, compliance and performance assessments Homestead, Vero Beach, Oak Hill, Miramar, Jupiter, FL

City of Lauderdale Planning Services Provides ongoing planning assistance to the City including review zoning and land use applications, site plan review, preparation of reports and analysis for the City Planning and Zoning Division Lauderdale, FL

City of Hialeah Housing Study Completed the City's Workforce Housing study to meet Miami-Dade County workforce housing requirements. Hialeah, FL

Hallandale Beach Safe Neighborhood District Plan Developed the City's Safe Neighborhood District Plans for Golden Isles Neighborhood District and Three Island Neighborhood District. Hallandale Beach, FL

City of Deerfield Beach - Legislative and Community Affairs Director Developed and implemented the City's intergovernmental relations efforts and oversaw the City's Grant Program, community outreach and Affordable Housing Programs

Deerfield Beach, FL

City of Coral Springs - Community Development and Housing Administrator Developed and managed community development and affordable housing programs; co-authored the City's Affordable Housing Ordinance prepared the housing, intergovernmental and capital improvement elements of the Comprehensive Plan and Evaluation Appraisal Report Coral Springs, FL

Community Redevelopment Associates of Florida - Special Projects Coordinator Oversaw grant administration, compliance and fiscal management for the State Housing Initiative Partnership funds for various contractual Cities Pembroke Park, FL

## SANDRA VILLARD

### Grant Coordinator



Sandra has over 10 years of public sector experience in Community Development. She specializes in Affordable Housing programs, managing and administering Federal, state, and local funded grant programs.

#### YEARS WITH THE FIRM

< 1

#### YEARS OF EXPERIENCE

10

#### EDUCATION

Master of Business Administration,  
Florida International University

#### CERTIFICATIONS AND LICENSES

Florida Licensed Realtor #SL-  
3468823

Florida Notary Public Signing Agent  
Commission #GG277232

Certified Housing Choice Voucher/  
Nan McKay

#### PROFESSIONAL ASSOCIATIONS

Member of the Association  
International Certified Professional  
Accounts (AICPA)

Member of Miami Association of  
Realtors

Young Professional Network (YPN) –  
Broward County Urban League

#### RELEVANT EXPERIENCE

##### CDBG Grant Administration

Currently working with the City to provide CDBG grant administration services, including interpreting the federal regulations, compliance, reporting, budgeting, developing policies and procedures for various CDBG activities  
Miramar, FL

##### Grant Administration

Currently providing grant administration for CDBG and other grant programs for the City, which includes interpreting the federal regulations, compliance, reporting, plans, budgeting, developing policies and procedures for various CDBG activities  
Homestead, FL

##### Grant Writing and Grant Administration

Provides grant writing and grant administration services to the City  
Vero Beach, FL

##### Broward County Housing Authority

As an Intake Specialist, Ms. Villard maintained caseloads of 350 families to administer vouchers and certificate under the following special programs Family Unification, VASH, HOME, El Jardin-MOD REHAB, and regular Section 8 Voucher program for affordable housing. Completed and reviewed Housing Assistance Payment contract and other administrative documents to be executed. As well as interviewed and determine eligibility of participants in compliance with HUD Regulation for the Section 8 program. She Coordinated with staff, program participants and landlords to resolve issues and solve problems by explaining and applying established policies and practices. Along with ensuring that errors/ discrepancies were corrected related to various BCHA programs, and assured compliance with SEMAP indicators.  
Broward County, FL

##### Broward County -WIC Health Department

Ms. Villard managed and administered WIC program benefits to eligible low- and moderate-income clients based on income guidelines. She compiled, coded, categorized, audited, verified, processed information and data of pregnant, mothers, infants, and children. Along with organized and collecting medical data for final review by a healthcare professional for WIC medical eligibility.  
Broward County, FL

**ALISON WINTER**  
Public Grant Writer



Alison has 22 years of professional experience with a demonstrated history of working in public, private and non-profit sectors. She has civic leadership skills and a master's degree in urban planning, and is dedicated to building a better future through stronger and more sustainable communities.

**YEARS WITH THE FIRM**

1

**YEARS OF EXPERIENCE**

22

**EDUCATION**

Master of Urban Planning, San Jose State University

Bachelor of Arts in Creative Arts, San Jose State University

**RELEVANT EXPERIENCE**

Public Works Grant Writer - Interwest Consulting Group

Alison manages the development of grant proposals for submission to funding agencies. She manages federal, state and local grant funded projects and administration of grants. Alison monitors grant awards to ensure compliance of terms and agreements.  
Remote

Alternative Transportation Analyst II - City of Roseville Public Works Department  
Alison led grant writing for regional, state and federal transportation funding opportunities. She created and collaborated with interdisciplinary teams to carry out grant programs objectives. Alison developed communications tailored to meet various audiences, including the public, businesses, city council, commissioners, and regional partners.  
Roseville, CA

Administrative Analyst - City of Roseville Public Works Department  
Alison prepared successful grant applications for bike way and transit capital projects and studies ranging from \$100,000 to \$4.5M, including FTA and air district funding for zero-emission buses (ZEBs) and California Active Transportation Program (ATP). She researched transportation-related data and best practices to develop grants. Alison prepared requests for proposals, served on consultant selection committees, and managed projects to implement grants and planning studies.

Roseville, CA

Grant Writer (Contracted) - Books Aloud, Inc  
Alison wrote proposals to secure grant funding in order to carry out the mission of providing a free audio book library for people that cannot see, hold a book, or turn pages. She communicated accomplishments to funders and board members through updates and annual reports. Alison maintained excellent relationships with program staff and donors.  
San Jose, CA

Transportation Planning Specialist - Multnomah County  
Alison improved the transportation development review system to facilitate coordination with the public, staff and other agencies by simplifying the review process and integrating data with geographic information software. She represented the County Transportation division in public meetings and on regional committees. Alison evaluated capital improvement projects and made recommendations to local and regional agencies to improve county wide transportation.  
Multnomah County, OR

Associate - Hexagon Transportation Consultants, Inc.  
Alison evaluated multi-modal transportation systems and projects. She developed travel demand models and traffic level of service calculations. Alison conducted analyses for major investment studies, county/city corridor plans, and other urban and regional transportation studies.  
San Jose, CA

**LUCY CARDENAS**  
Grant Specialist



Lucy is a Grant Specialist dedicated to ensuring the success of projects and offering experience in project management and grant writing. She received over \$17.1 million in awards for transportation, and parks and recreation in 2022. Lucy is experienced in research, data analysis, and processing reports. She is bilingual, fluent in Spanish and English and this coupled with her excellent written, verbal and interpersonal communication skills make her skilled at conducting public outreach in either language.

**YEARS WITH THE FIRM**

3 months

**YEARS OF EXPERIENCE**

19

**RELEVANT EXPERIENCE**

**Grant Writer - Interwest Consulting Group**  
Lucy interprets federal, state, and local grant policies and procedures for clients.  
Remote

**Grant Specialist-Bennett Engineering Services, Inc.**  
Lucy communicated, consulted, and coordinated with key department staff to ensure accurate project scope of plans were met. She created regional networks for collaboration with county, state, business, local school districts, universities, and agency representatives. Lucy conducted public outreach in English and Spanish, designed mass marketing and social media campaigns, designed logos, developed PowerPoint presentations, surveys, scheduled meetings and produced results for municipalities to utilize in grants.  
Roseville, CA

**HAB Bureau Consultant - Management Strategists Consulting Group, LLC**  
Lucy conducted a comprehensive review of a program's ability to meet the legislative and programmatic requirements of the Ryan White Prevention Program Grant. She assessed newly awarded and established grantees that have not had a site visit within the last five years. Lucy reviewed or suggested revisions with the following: project management, HR policies and procedures to ensure they met state and federal standards of employment, job descriptions, orientation process, records retention, and customer service.  
Lake Ridge, VA

**Administrative Assistant - Windstorm Mitigation Inc.**  
Lucy processed maintenance billing for over 700 mobile homes and travel trailers in Yuba, Sutter, Butte and Tehama Counties. She processed daily work orders, cost proposals, work order statuses and collaborated with FEMA on needed forms. Lucy updated file systems in Drop Box and on site.  
Tallahassee, FL

**Packet Manager Consultant - Tetra Tech**  
Lucy reviewed documents for completion on over 10,000 parcels to ensure legal and parcel processing compliance. She trained staff on processing forms, QAQC methodology, scanning, and uploading. Lucy ensured staff had all needed software to process forms and trained them on Google sheets, excel and box filing procedures.  
Irvine, CA

**Quality Improvement Manager - Mendocino Coast Clinics**  
Lucy provided quality Improvement planning and training. She planned, developed, implemented, managed and annually assessed the effectiveness of the health systems Performance Improvement Plan. She provided system analysis of the performance improvement initiatives to facilitate and benchmark for high-quality cost-effective care.  
Fort Bragg, CA

**ROP Instructor - Sutter One Stop**  
Lucy observed and evaluated students' work site performances. She assessed students' needs, testing skills and knowledge. Lucy updated and maintained students' training /

# JAMES “JIM” P. HICKEY, AICP

## Director of Planning



Mr. Hickey leads the Fort Lauderdale planning office and has over 26 years of planning experience in municipal as well as county government. He has experience in comprehensive planning, site development reviews, architectural review, zoning code amendments, comprehensive plan amendments, form-based codes, redevelopment, data and analysis and Geographic Information Systems (GIS). Mr. Hickey works with a number of communities on large-scale projects to provide technical planning expertise on how to allow for development while balancing the needs of the existing community. He also works as the City/Town planner for a number of municipalities.

### YEARS WITH THE FIRM

4

### YEARS OF EXPERIENCE

26

### EDUCATION

Master in Urban Planning (MURP)  
Virginia Commonwealth University,  
Richmond, VA

B.S., Geography and History,  
University of Massachusetts, Boston,  
MA

### CERTIFICATIONS AND LICENSES

American Institute of Certified  
Planners No. 015985

### PROFESSIONAL ASSOCIATIONS

American Planning Association

Broward American Planning  
Association

Member - School Board of Broward  
County Staff Working Group

ICS - National Incident Management  
Systems (NIMS) Certifications: ICS  
100, 200, 300, 400, 700, 800

### RELEVANT EXPERIENCE

**Development Services Director - Weston**  
Provides ongoing planning assistance for the City of Weston including site plan review and preparation of reports and analysis for the City Commission. Serves as the City's appointee on the School Board of Broward County's Staff Working Group  
Weston, FL

**Planning Director - Lighthouse Point**  
Working with the City and a potential developer on the redevelopment of Lighthouse Point Yacht Club, which will include establishing a mixed-use development on the existing site. This project includes a comprehensive plan map amendment and text amendments, rezoning of the property, establishment of a new zoning district, site plan review and a developer's agreement  
Lighthouse Point, FL

**Project Manager - City of Pompano Beach**  
Works with the City on the review of large-scale Planned Development applications, providing technical review and analysis as well as review of the accompanying site plan applications. Also writes staff reports and present these applications to the Planning and Zoning Board as well as the City Commission  
Pompano Beach, FL

**Planning Consultant - City of Wilton Manors**  
Recently completed the City's Urban Form and Density Report, which establishes where and how future redevelopment should occur. Current projects include drafting regulations needed to implement the Form and Density

Report rezoning of a diverse mixed-use area, and two land use plan amendments to establish density requirements, increase density and expand the City's mixed use land use districts  
Wilton Manors, FL

**City Planner - City of West Park**  
Completed an adoption of regulations to rezone the City's expanded Transit-Oriented Corridor (TOC) including public involvement, preparation of code language and presentations to the Planning and Zoning Advisory Committee as well as the City Commission. This project included public engagement and dealt with many issues facing the City including disinvestment, redevelopment opportunities as well as concerns with gentrification  
West Park, FL

**City Consultant - City of Margate**  
Currently working with the City on an update to substantial portions of the City's Code. The City has not completed a thorough review of the Code in over 30 years and the proposed changes will provide a modern unified land development code which is clear, concise and easily understood by City residents  
Margate, FL

## GIANNO FEOLI, ASLA

### Director, Landscape Urbanism and Design



Mr. Feoli leads the Landscape Department in creative design strategies for urban environments with specialties including urban design, contextual analysis, and branding. He has experience in coordinating design implementation within built-out urban environments, public outreach, and report preparation, where he will lead the effort in the creation of a graphically-rich, easily legible report. His experience has encompassed a wide array of project-types, and his strengths lie in client responsiveness, project organization, public outreach, connectivity plans, streetscapes and urban interventions, park design, and form-based urban designs and planning strategies.

#### YEARS WITH THE FIRM

20

#### YEARS OF EXPERIENCE

23

#### EDUCATION

Master of Landscape Architecture  
Florida International University  
(FIU) School of Architecture Miami,  
Florida

B.A., Architectural Studies Florida  
International University (FIU) School  
of Architecture Miami, Florida

#### PROFESSIONAL ASSOCIATIONS

American Society of Landscape  
Architects

The Underline - Design Advisory  
Committee Co-Chair

#### RELEVANT EXPERIENCE

Doral Boulevard Beautification Master Plan  
Streetscape master plan and frontage zoning  
recommendations  
Doral, FL

North Beach Oceanside Park  
30-acre beachfront park design  
Miami Beach, FL

Lloyds Estate Resiliency Project  
Drainage improvements with environmental  
education components  
Oakland Park, FL

Middle Beach Recreational Corridor - PH 2  
New 2-miles of multi-use trail on state-  
owned lands  
Miami Beach, FL

Middle Beach Recreational Corridor - PH 3  
Replacement of wooden boardwalk with a  
multi-use trail on state-owned lands  
Miami Beach, FL

Oakland Park Station  
Event plaza design in the Culinary District  
Oakland Park, FL

98th Street Park  
Community park with playgrounds,  
restrooms and synthetic turf areas  
Bay Harbor Islands, FL

92nd Street Park  
Community park with flexible lawn, parking  
and a dog park  
Bay Harbor Islands, FL

Beachwalk Master Plan  
Multi-use trail design on state-owned lands  
Surfside, FL

Rolling Oaks Park  
Passive park design with trails and custom  
signage  
Miami Gardens, FL

Dania Cove Park  
Waterfront passive park with shoreline  
stabilization, lawn areas, boardwalk and  
educational signage  
Oakland Park, FL

Harbor Isles Dog Park  
Dog park and bio-swale passive drainage  
elements  
North Bay Village, FL

530 Crandon Blvd Civic Park  
Passive park with custom artwork and  
specialty design treatments  
Location

Built & Urban Form Study  
Development standards study to promote  
redevelopment and public outreach  
Wilton Manors, FL

City-wide Urban Forestry Master Plan  
Urban forestry master plan and inter-  
departmental implementation tool-kit  
Miami Beach, FL

Gateway Features  
Entry feature sculptural element design and  
permitting with FDOT-D6  
Doral, FL

Corridor Zoning & Redevelopment Study  
Form-based code zoning for redevelopment  
areas with a focus on embedding good  
design articulation requirements as an  
incentive-based program  
Doral, FL



# SILVIA E. VARGAS, FAICP, LEED AP

## Principal Planner



Silvia is a professional planner with vast experience throughout the U.S. and abroad. After starting as a public sector planner in the Florida Keys, Silvia's subsequent private practice spans planning projects at every scale, in urban, suburban and rural contexts. She has directed numerous region-wide, county, and municipal comprehensive plans, many of which have received national or state awards for planning excellence from APA and other professional organizations. Silvia has also led community visioning processes, parks and open space plans, regulatory codes and design standards, university campus master plans, community revitalization processes, and placemaking initiatives. Silvia is a skilled Project Manager and an imaginative, dynamic facilitator, and storyteller who specializes in designing and executing creative public engagement processes. Her background and experience give her great competence and sensitivity toward the challenges of collaborating with diverse stakeholders in the planning process.

### YEARS WITH THE FIRM

5

### YEARS OF EXPERIENCE

30

### EDUCATION

Master of Urban Planning, University of Kansas (1993)

Bachelor of Arts, Architectural Studies, University of Kansas (1991)

### CERTIFICATIONS AND LICENSES

American Institute of Certified Planners (AICP) No. 087875

LEED Accredited Professional (Legacy)

### PROFESSIONAL ASSOCIATIONS

American Planning Association (APA)

U.S. Green Building Council (USGBC)

### HONORS

Fellow of the American Institute of Certified Planners (AICP), Class of 2020

Distinguished Alumna, University of Kansas School of Architecture and Design, Class of 2017

### LEADERSHIP

APA Board of Directors, Director at Large 2022 - Present

AICP Commissioner, Region III (2016 - 2020)

### RELEVANT EXPERIENCE

Future City: NoMi Beyond the Centennial

The Future City planning process celebrates the City of North Miami's first 100 years while seeking to prepare the City for its next centennial. The plan update focuses on community health and wellness, climate response and resilience, housing affordability, and technology infrastructure and access. The document is dynamic, user friendly and visually rich.

North Miami, FL

Future Land Use Element (FLUE) and Future Land Use Map (FLUM) Update

Led a public participation-driven process to correct severe inconsistencies identified in the Miami Shores Village's FLUE and FLUM, and to update the FLUE in preparation for a Comprehensive Plan Evaluation and Appraisal Review (EAR) process.

Miami Shores, FL

North Bay Village Planning Services

Serves as the Village's Planning and Zoning Official providing day-to-day planning and zoning service, as well as leading special assignments such as an annexation study or an EAR-based Comprehensive Plan process.

North Bay Village, FL

Town Center North Overlay Re-Visioning

Led the execution of a values-driven public engagement re-visioning project for the City Sunny Isles Beach, FL

Indiantown Land Development Code

Developed and implemented the public outreach and information program for CGA-

led Land Development Code preparation process - the Village's first Indiantown, FL

Urban Form and Density Study

Conceptualized the public engagement activities for this CGA study, which examined Wilton Manors for the potential to accommodate additional density in select parts of the City with appropriate form recommendations to maintain compatibility and protect existing single-family residential neighborhoods

Wilton Manors, FL

Zoning Code Update

Developed the public outreach and engagement plan for this CGA project which involves updating the City's 50-year old Zoning Code

Pembroke Pines, FL

PlanIT, Pompano!

Designed and executed the public engagement strategy for the City of Pompano Beach's recent Comprehensive Plan Update

Pompano Beach, FL

Transit-Oriented Development District (TODD)

Led the preparation of an amendment to modernize the City of South Miami's TODD zoning district, including testing the proposed amendments through massing studies

South Miami, FL

Land Use Plan, Major Street Plan and Ordinances Update

Assisted the City of Mobile in updating the City's Future Land Use Plan and Major Street Plan

Mobile, AL

## NORWING HERNANDEZ

### GIS Technician



Mr. Hernandez is a recent graduate of Florida International University and has two years' experience in Geographic Information System (GIS) technologies as an intern and technician. His experience ranges from various public works projects done for the City of Weston, which included asset location inspections, area calculation of city sidewalks, and digitizing assets (mast arms, street lights, sewer lines, etc.). He also previously tutored GIS students at FIU, assisting them with data extraction and mapmaking (symbolology, choropleth, kernel density, etc.).

#### YEARS WITH THE FIRM

2

#### YEARS OF EXPERIENCE

2

#### EDUCATION

Bachelor of Geography, Florida International University

#### RELEVANT EXPERIENCE

Public Works and Utilities Department - GIS Intern:

Work involves creation and management of the City GIS data; Hybrid setting, work at own pace (data collection and field work); Log information and update datasets using City's GIS software (plotting, editing, adjusting light posts, roads, signs, etc.); And Inspect Weston's assets on ArcGIS to ensure their real-life counterparts still exist/are up to date. City of Weston, FL

Area Calculation of City Sidewalks:

Tasked with measuring total area of Weston City sidewalks in order for the City to have a financial estimate for pressure cleaning costs.

Inspection of Pole Locations and Number Plates:

Inspected Weston street light poles in order to ensure accurate location and number IDs; wrote down observations regarding conditions of poles' number plates.

Asset Tag Replacement:

Tasked with manually replacing asset tags of Weston's road signs and updating them on Weston's database.

Area Calculations of Curbs and Medians:

Assisted GIS Analyst with calculating areas of Weston's street curbs and medians using ArcGIS Pro.

Digitizing Water and Sewer Lines:

Helped modify existing water and sewer lines in Weston's database by repositioning endpoints so that lines would connect.

Attaching PDF Documents to Assets:

Attached PDF documents (tax parcels, as-builts, etc.) to corresponding assets and edited attribute table information (pipe material, installation date, etc.)

Digitizing Mast Arms and Street Lights:

Tasked with driving to locations and digitizing Weston's intersection mast arms as well as repositioning traffic control and pedestrian signals on Arc Collector in order to accurately reflect real-world locations.

Updating and Matching of Weston'

Database's Meters:

Inspected meters throughout Weston, ensuring their locations and numbers were accurately represented in the City's GIS database.

Updating Water Line Installation Dates:

Used as-builts and Weston documents to identify installation dates of the City water lines and input them into the asset's attribute table.

# JENNA MARTINETTI, PE

## Director of Engineering / Civil Engineer



Ms. Martinetti has over 18 years of engineering experience and has managed a large variety of projects related to roadway, site plan improvements, water, wastewater, and stormwater infrastructure projects in the South Florida area. Her project management experience also includes design and retrofit of parks, roadways, water mains, sewage force mains, lift stations, fuel station, site design and stormwater projects as well as site planning, modifications, permitting, bidding documents, engineering during construction and project close-out.

Ms. Martinetti's highway design experience includes design for milling and resurfacing, widening, roadway reconstruction, safety improvement projects, ADA upgrades and compliance, drainage improvements, signing and pavement markings, traffic control plans, storm water pollution prevention control plans and complete streets incorporation. Her experience also includes utility coordination, participation in the quality control process, and LAP coordination, including agency certification assistance.

### YEARS WITH THE FIRM

18

### YEARS OF EXPERIENCE

18

### EDUCATION

B.S. Civil Engineering Florida State University Magna Cum Laudea

### CERTIFICATIONS AND LICENSES

Registered PE, State of Florida No. 69035

Advanced Work Zone Traffic Control

Local Agency Program & Florida Highway Administration Certification and Recertification CBT

FDOT Specifications Package Preparation

FDEP Stormwater, Erosion Control & Sedimentation Qualified Stormwater Management Inspector

OSHA 10-Hour Construction Safety and Health.

### PROFESSIONAL ASSOCIATIONS

American Society of Civil Engineers

Florida Engineering Society

National Society of Professional Engineers

Greater Hollywood Chamber of Commerce, Trustee

Greater Dania Beach Chamber of Commerce Active Member

Hallandale Beach Area Chamber of Commerce Active Platinum Member

### RELEVANT EXPERIENCE

Dania Cove Park Improvements  
Project Manager for the design and installation of park improvements  
Dania Beach, FL

Rolling Oaks Park  
Senior Civil Project Manager for the design and construction of an ADA complaint pedestrian trail and associated retention areas within the park  
Miami Gardens, FL

Oak Grove Park  
Senior Civil Project Manager for the design permitting and engineering during construction for improvements to the existing park  
North Miami, FL

Windmill Park  
Senior Project Manager for the design of a 14 acre site redevelopment for site improvements to an existing park  
Coconut Creek, FL

Pine Island Park  
Senior Project Manager for the complete reconstruction and re-design of the City's signature 24 acre park, funded by the City's GO Bond  
Plantation, FL

Davie Road Complete Streets Phase I and II  
Senior Project Manager for two phases of complete streets design for Davie Road  
Davie, FL

Davie Road Phase III Roadway Improvements  
Senior Project Manager and EOR for Davi Road from Orange Drive to SW 39th Street  
Davie, FL

Nova Drive Complete Streets and Roadway Improvements Project  
Project Manager and EOR for Nova Dr to Davie Rd to east of University Dr, to widen a portion of the corridor from 2 lanes to 4 lanes, add bike lanes, safer sidewalks, a new roundabout, lighting, landscaping  
Davie, FL

SW Quadrant Drainage Improvements  
Senior Project Manager for major enhancements to the existing drainage system within the City's SW Quadrant to reduce the flooding by utilizing pressurized injection walls  
Hallandale Beach, FL

NE Quadrant Drainage Improvements  
Project Manager for the rehabilitation of the drainage system within the City's NE Quadrant  
Hallandale Beach, FL

Water Main Replacement on NE 2nd St  
Project Manager for the replacement of 1300 LF of exiting water main in a residential neighborhood  
Dania Beach, FL

Water Main and Force Main Subaqueous Crossing of the Dania Cut-off Canal  
Project Manager and EOR for the replacement of the existing water and sewage force mains under the Dania Cut-off Canal via horizontal directional drill to accommodate the proposed dredging of the canal  
Dania Beach, FL

Water Main Replacement on NE 2nd Ave  
EOR for the replacement of 8000 LF of existing water main in a residential neighborhood  
Dania Beach, FL

# NICHOLAS “NICO” KANELIDIS, PE

## Project Manager / Civil Engineer



Mr. Kanelidis' background experience encompasses site design, civil, geotechnical, surface water management, water, and wastewater services for both the private and public sector. He also had significant involvement with his prior firm in representing Sunshine Water Control District as District Engineer working on numerous Capital Improvements Projects. As a Project Manager at CGA, his responsibilities include preparing contract proposals, developing and managing project schedules, hydrologic and hydraulic modeling, developing quantity take-offs and cost estimates, preparing various engineering plans and technical specifications, permitting, bidding assistance, project management during construction, addressing Contractor RFI's, reviewing shop drawings, negotiating and reviewing change orders, as-built reviews, and final project certifications. As an engineer with both design and field experience, he is versatile in his ability to perform the tasks at each individual project stage.

### YEARS WITH THE FIRM

8

### YEARS OF EXPERIENCE

11

### EDUCATION

M.E. Civil Engineering, University of Florida, 2011

B.S., Civil Engineering, Florida State University, 2009

### CERTIFICATIONS AND LICENSES

Professional Engineering License, Florida No. 78536

Florida Department of Environmental Protection Stormwater, Erosion, & Sedimentation Control Inspector Certification Inspector No. 40536

### RELEVANT EXPERIENCE

**Riverwalk Seawall Assessment**  
Project Manager for a seawall and dock assessment to investigate settled pavers and wing walls, utilities that had become submerged from detached support, and provide recommendations for repair and/or replacement. Scope included above and below water surface inspections, documenting site pictures, and preparing a summary / recommendation report inclusive of exhibits.  
Fort Lauderdale, FL

**Andrews Avenue Forensic Seawall Assessment**  
Project Manager for a forensic seawall assessment to investigate shallow sinkholes that had developed upland of the seawalls. Scope included bathymetric survey, above and below water surface inspections, documenting site pictures, and preparing a summary / recommendation report inclusive of exhibits with canal cross sections, section details of the seawall structural system, and 3D renderings.  
Fort Lauderdale, FL

**North Galt Shops Streetscapes and Parking Improvements**  
Parking improvement project that included new landscape, irrigation, decorative light poles, curbing pavement, striping, signage, sidewalk, drainage infrastructure, and geometric traffic improvements.  
Fort Lauderdale, FL

**SE 2nd Ave and 7th St Water Improvements**  
Project Manager for a water main replacement project within a residential community that included over 6,000 LF of new 12" water main, valves, hydrants, services, asphalt milling and resurfacing, and new pavement markings and signage.  
Dania Beach, FL

**SE 36th Ave Streetscape**  
Project Manager for a streetscape improvements project in a residential neighborhood that included roadway reconstruction, landscaping, irrigation, drainage infrastructure, lighting, pavement markings, and signage. The project was unique in that the north half of the road belonged to Boynton Beach and the south half to Delray Beach. Therefore, coordination played a key role with each design decision and milestone submittal review.  
Boynton Beach, FL

**Memorial Regional Hospital Lift Station and Force Main**  
Project Engineer for a large-scale lift station and force main replacement project on Memorial Regional Hospital's main campus. The project included a 10-foot diameter wet well triplex pump station, over 650 linear feet of 12-inch and 8-inch gravity sewer main, and over 3,000 linear feet of 4-inch to 20-inch diameter force main. The force main design consisting mostly of horizontal directional drilling. Project responsibilities included assisting with lift station design calculations, preparing a hydraulic model of the existing system and proposed improvements, and providing internal quality control review of design plans.  
Hollywood, FL

# JAMES MESSICK, PE

## Civil Engineer



Mr. Messick's background includes over 17 years of combined experience within both the private and public sector of civil engineering. Responsibilities include design of large scale stormwater management systems, along with the permitting of stormwater management systems, design of water distribution and sanitary sewer collection and transmission system improvements, roadway reconstruction, general site development for both public and private engineering projects, construction cost estimates, drainage studies, feasibility studies, design of septic/lift stations, utilities and local roadway improvements to Florida Department of Transportation, Florida Department of Environmental Protection, and Florida Department of Health, along with applicable south Florida counties, municipalities and local agencies, and detailed experience with engineering services during construction.

### YEARS WITH THE FIRM

8

### YEARS OF EXPERIENCE

17

### EDUCATION

B.S., Civil Engineering, University of Dayton, 2005

### CERTIFICATIONS AND LICENSES

State of Florida, Professional Engineer, No. 70870

Qualified Stormwater Mgmt Inspector, #13907

### PROFESSIONAL ASSOCIATIONS

Member: American Society of Civil Engineers, and Florida Engineering Society

### AWARDS

ASCE Florida Section Broward Branch 2017 Young Engineer of the Year

ASCE Florida Section Broward Branch 2022 Engineer of the Year

### RELEVANT EXPERIENCE

Zachary Taylor State Park Overflow Parking Lot

EOR and Project Manager - Lead designer for the overflow parking lot to serve the park; Parking lot modifications included driveway connectivity to provide additional parking during peak season park attendance  
Key West, FL

Oleta River State Park - Sewer Connections Continuing services contract with FDEP, PM and EOR for this septic tank conversion project on the state-owned lands located at the Oleta River State Park within the City North Miami Beach, FL

Oleta River State Park - Western Roadway Improvements Continuing services contract with FDEP, PM and EOR for this roadway improvements project on the state-owned lands  
North Miami Beach, FL

Boca Bath and Tennis Water Main Improvements EOR - led the design efforts for this proposed water main improvements project  
Boca Raton, FL

Boca Sewer Manhole EOR - design included replacement of several existing manholes at two project sites due to the presence of unsuitable soils  
Boca Raton, FL

Sunflower Townhouse Water Main Improvements EOR - oversight of design for the small diameter water main replacement project played an important role  
Boca Raton, FL

City Center Parking Lot

EOR and Project Manager - lead designer for parking lot to serve future City Center development  
Pembroke Pines, FL

SW Quadrant Drainage Improvements EOR for this project which includes major enhancements to the existing drainage system within the City's SW Quadrant to reduce the flooding during large storm events by isolating the system from tidal influence and pumping the stormwater into proposed injection wells  
Hallandale Beach, FL

Bid Pack 8 Project Engineer for the water and sewer improvements  
Oakland Park, FL

Lloyd Estates Project Engineer and lead designer for the lift station outparcel for an improved stormwater management system to aid in the reduction of flood duration and elevation during storm events  
Oakland Park, FL

Basin 5 - Phase II Project Manager for initial design and permitting for the improvements contained in the recommendation of the Storm Water Master Plan of Basin 5, Phase II  
Dania Beach, FL

YMCA Homestead Drainage Improvements Project Engineer for the design and coordination of the proposed stormwater improvements  
Homestead, FL

# TAB 7



## Qualifications



## Tab 7 - Qualifications

CGA is a multi-disciplinary firm that specializes in providing a range of grant administration, professional planning, urban design, master planning, transportation, engineering, landscape architecture and environmental services to both public and private sector clients throughout Florida.

CGA understands grant funding is critical in delivering municipal projects. We pride ourselves on not just writing grants, but securing, administering and delivering on them.

CGA currently administers the CDBG program for the City of Homestead and Town of Jupiter. We also work with the City of Miramar as a sub-consultant to Community Reinvestment Affiliates (Prime for the contract) as the CDBG administrator overseeing the CDBG component of the City's Community Development Programs contract.

Our Project Manager Vicki Placide-Pickard has over 17 years of grant management and administration experience specifically CDBG where she managed the program for three South Florida entitlement cities that received \$280,000 to \$1,000,000 per year while she worked in local government. In addition to CDBG Ms. Placide-Pickard has secured and implemented other grants including Hurricane Loss Mitigation Program (HLMP), Complete Streets & Localized Initiative Program (CSLIP), Flood Mitigation Assistance (FMA), Safe Routes to School (SRTS), Hazard Mitigation Grant Program (HMGP), Florida Inland Navigation Grant (FIND), CDBG-CV

CGA's engineering Team have assisted South Florida communities with providing technical assistance for CDBG, CDBG-MIT, HMGP, Resilient Florida Grants and other FEMA grants. The team assist in preparing bid documents and make sure all federal and state requirements are included in the bids

### COMPANY'S GRANT EXPERIENCE IN FLORIDA

CGA also has extensive experience facilitating grants writing and administration services for our many clients. Our systematic approach to applying for grants has proven to be successful, returning a high rate of positive results. Internally, our grants are overseen by a dedicated Project Manager, who assesses the needs of each grant to strategize the best method for approach. The Project Manager then relies on directed technical expertise provided by an assigned professional in each of the disciplines, contributing to the overall submittal package.



<b>Weston:</b>	Urban & Community Forestry Grant	\$35,000 Grant
	Street Tree Inventory & Mapping – Phase One	\$70,000 Project Cost
	Broward Beautiful – FDOT Grant	\$100,000 Grant
	I – 75 Interchanges – Landscaping Enhancements	\$200,000 Project Cost
	Broward Beautiful – GreenSHADE Grant	\$10,000 Grant
	Town Center Blvd. – Tree Planting	\$15,000 Project Cost
	Broward Beautiful – GreenSHADE Grant	\$9,500 Grant
	Weston Regional Park – Tree Planting	\$14,000 Project Cost
	FDOT – LAP Funding	\$446,500 Grant
	Lakeview Dr. & Saddle Club Rd. - Round-a-bout	\$586,000 Project Cost



	FDOT – LAP Funding	\$133,000 Grant
	Bonaventure Blvd. & Saddle Club Rd. - Round-a-bout	\$400,000 Project Cost
	FDOT – LAP Funding	\$100,000 Grant
	Royal Palm Blvd. & I-75 Exit Ramp	\$500,000 Project Cost
	Florida Dept. of Environmental Protection	\$100,000 Grant
	FEMA Grant	\$3,293,924 Grant
	SFWMD Grant	\$1,000,000 Grant
	Pump Sta. Replacement & Drainage Improv.	\$4,400,000 Project Cost
<b>Miami Gardens:</b>	Florida Highway Beautification Council Grant	\$300,000 Grant
	N.W. 27th Avenue Streetscape & Beautification	\$600,000 Project Cost
	Miami Dade County – Grant Funding	\$75,000 Grant
	N.W. 183rd Street – Phase Two Beautification	\$500,000 Project Cost
	FDOT – LAP Funding	\$100,000 Grant
	Rolling Oaks Park – Pedestrian Trail	\$670,000 Project Cost
<b>West Park:</b>	Florida Dept. of Environmental Protection	\$250,000 Grant
	SFWMD Grant	\$250,000 Grant
	Drainage Improvements	\$500,000 Project Cost
	Transportation Enhancement Grant	\$285,000 Grant
	Bus Stop Improvements & S.W. 40th Ave. Greenway	\$325,000 Project Cost
	Community Development Block Grants (3 Yrs.)	\$120,000 Every Year
	City Entrance Signs / Park Improvements	\$400,000 Project Costs
	Broward Beautiful – FDOT Grant	\$32,000 Grant
	Hallandale Beach Blvd. – Median Landscaping	\$65,000 Project Cost
	Broward Beautiful Community Grant	\$20,000 Grant
	S.W. 48th Ave. – Median Landscaping	\$50,000 Project Cost
<b>Surfside:</b>	Florida Dept. of Environmental Protection	\$100,000 Grant
	Water & Sewer Improvements	\$133,333 Project Cost
	Florida Dept. of Environmental Protection	\$125,000 Grant





	Florida Dept. of Environmental Protection Stormwater Improvements	\$873,000 Grant \$1,747,000 Project Cost
	Florida Inland Navigation District (FIND) City Seawall Replacements	\$988,000 Grant \$1,128,000 Project Cost
<b>Fort Lauderdale:</b>	Broward Beautiful – FDOT Grant S.R. A1A / S.E. 17th St. Causeway – Enhancements	\$80,000 Grant \$160,000 Project Cost
	Florida Highway Beautification Council Grant S.R A1A – South of Oakland Park Blvd.	\$100,000 Grant \$260,000 Project Cost
<b>Pembroke Pines:</b>	Florida Highway Beautification Council Grant Pines Blvd. – West of Florida Turnpike	\$80,000 Grant \$160,000 Project Cost
	Florida Highway Beautification Council Grant Pines Blvd. – West of Florida Turnpike - Phase Two	\$80,000 Grant \$160,000 Project Cost
<b>Oakland Park:</b>	FDOT – LAP Funding Pines Blvd. & I-75 Interchange FEMA Hazard Mitigation - Grant Drainage Improvements	\$17,517,390 Grant \$23,180,012 Project Cost \$7,957,838 Grant \$11,000,000 Project Cost
	Broward County Tree Canopy Trust Tree Planting Phase I, City-Wide Streets	\$40,750 Grant \$93,800. Project Cost
<b>Pompano Beach:</b>	Florida Highway Beautification Council Grant Sample Road – U.S. 1 to Military Trail	\$100,000 Grant \$260,000 Project Cost
<b>Miramar:</b>	Broward Beautiful – FDOT Grant Red Road - Medians CDBG Administration (sub-consultant) CDBG Allocation	\$100,000 Grant \$250,000 Project Cost \$60,000 \$867,913
<b>Marathon:</b>	Florida Highway Beautification Council Grant Overseas Highway – Bikeway & Landscaping	\$100,000 Grant \$250,000 Project Cost
<b>Dania Beach:</b>	Broward Beautiful – FDOT Grant Dania Beach Blvd. – Medians	\$100,000 Grant \$150,000 Project Cost
	Florida Communities Trust	\$430,440.50 Grant



Broward County Parks For People Grant \$38,800. Grant  
Dania Cove Park \$537,000 Project Cost

**Tamarac:**

FL Highways Beautification Grant \$100,000 Grant  
Commercial Blvd. Medians \$391,602 Project Cost

FDOT LAP  
Bikeways Project Phases 5 & 6 - NW 76 St & NW 64 Ave

**Parkland:**

FDOT – LAP \$395,763 Grant  
Holmberg Road \$1,800,000 Project Cost

**Jupiter:**

FDOT – LAP  
A1A improvements and Bike Lanes \$3,238,800 Project Cost  
CDBG- Program Administration \$55,723  
CDBG Allocation \$278,617

**Davie:**

FDOT – LAP  
College Avenue \$2,300,000 Project Cost

FDOT – LAP  
Davie Road Phase I \$3,665,749 Project Cost

**Vero Beach**

FIND Grant  
Marina Rebuild Phase \$574,000 Grant  
\$1,148,000 Project Cost

FDEP- Resiliency Grant  
Vulnerability Assessment \$150,000

**Oak Hill**

ECHO Grant \$140,892 Grant  
Park Improvement \$285,785 Project Cost

# TAB 8



Client References



## Tab 8 - References

The following municipality staff can be contacted to seek references regarding Ms. Vickki Placide-Pickard and CGA's experience and projects:

<b>Municipality</b>	<b>City of Deerfield Beach</b>
<b>Contact Name</b>	John Salas
<b>Title</b>	Director Community Services
<b>Address</b>	150 NE 2nd Avenue Deerfield Beach, FL 33441
<b>Email</b>	jsalas@dfb.city
<b>Telephone Number</b>	954.480.6420
<b>Services</b>	Vickki Placide-Pickard while employed at the City of Deerfield Beach led the City's team in seeking, development and management of all facets of federal, state and local government grant administration including strategic planning, budgeting, financial analysis, interpreting federal and state regulations, compliance, development of standard policies and procedures and reporting. Some of the Grants administered included Community Development Block Grant (CDBG), State Housing Initiative Partnership (SHIP), Home Investment Partnership (HOME), Hurricane Loss Mitigation Program (HLMP). While at the City Deerfield Beach awarded \$10 million in competitive grants between 2018 and 2020.  Grant activities included: <ul style="list-style-type: none"> <li>▪ Public Service</li> <li>▪ Housing Rehabilitation</li> <li>▪ Sidewalk Improvement</li> <li>▪ New Playground</li> <li>▪ Park Improvements</li> <li>▪ Economic Development</li> <li>▪ Purchase Assistance / First Time Homebuyer</li> </ul>
<b>Municipality</b>	<b>City of Homestead</b>
<b>Contact Name</b>	Carlos Perez
<b>Title</b>	Director of Finances
<b>Address</b>	100 Civic Court Homestead, FL 33030
<b>Email</b>	CPerez@cityofhomestead.com
<b>Telephone Number</b>	305-224-4543
<b>Services</b>	CDBG , NSP and CDBG-CV grant administration



<b>Municipality</b>	<b>City of Coral Springs</b>
<b>Contact Name</b>	Julie Krolak
<b>Title</b>	Development Services, Director
<b>Address</b>	9500 West Sample Road Coral Springs, FL 33065
<b>Email</b>	jkrolak@coralsprings.org
<b>Telephone Number</b>	954.344.1040
<b>Services</b>	<p>While employed as the Housing and Community Development Administrator at the City of Coral Springs, Ms. Placide-Pickard provided operational management to several federal, state and local entitlement grant program for affordable housing, community and economic development projects including CDBG, CDBG-DR, CDBG-DRI, HOME, SHIP, NSP grant programs. Managed over \$30 million from 2005 to 2015. Completed and reviewed contracts, RFPs and other administrative documents to implement projects. Prepared and gave presentations to the Affordable Housing Advisory Committee, Planning and Zoning Board, City Commission, and other local government agencies.</p> <p>Grant activities included:</p> <ul style="list-style-type: none"><li>▪ Housing Rehabilitation</li><li>▪ Purchase Assistance</li><li>▪ Acquisition</li><li>▪ Relocation Assistance</li><li>▪ Public Service</li><li>▪ Capital Improvement</li><li>▪ Economic Development</li></ul>
<b>Municipality</b>	<b>City of Wilton Manors</b>
<b>Contact Name</b>	Leigh Ann Henderson
<b>Title</b>	City Manager
<b>Address</b>	2020 Wilton Drive Wilton Manors, FL 33305
<b>Email</b>	lhenderson@wiltonmanors.com
<b>Telephone Number</b>	954.390.2120
<b>Services</b>	<p>Planning and Zoning; Transportation; Engineering, Landscape Architecture and Urban Design. Following the completion of the Comprehensive Plan update, CGA worked with the City staff to develop associated amendments to the Unified Land Development Regulations related to sustainability, resiliency, and climate change. These amendments were adopted by the City Commission in 2020</p>



**Municipality** | **City of Oak Hill**  
**Contact Name** | Kohn Evans  
**Title** | City Administrator  
**Address** | 234 US Highway 1  
Oak Hill, FL 32759  
**Email** | evansk@oakhillfl.com  
**Telephone Number** | (386) 345-3522  
**Services** | Urban Design, Planning and Zoning, Grant Writing and Grant Management Services (on-going contract)

**Municipality** | **City of Miramar**  
**Contact Name** | Katherine Randall  
**Title** | Chief Housing Administrator  
**Address** | 2300 Civic Center Place  
Miramar, FL 33025  
**Email** | kbrandall@miramarfl.gov  
**Telephone Number** | 954.602.3246  
**Services** | CDBG services as a sub-consultant (on-going contract).

# TAB 9



## Sworn Statements and Affidavits


**ANTI-KICKBACK AFFIDAVIT**

STATE OF Florida  
COUNTY OF Broward

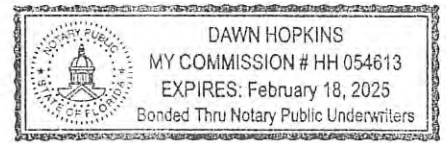
I the undersigned hereby duly sworn, depose and say that no portion of the sum herein response will be paid to any employee of the City of Key West as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

BY:   
David Stambaugh, PE, DBIA

Sworn to (or affirmed) and subscribed before me by means of [ X ] physical presence or [    ] online notarization, this 10<sup>th</sup> day of May, 2023 by David Stambaugh

  
(Signature of Notary Public- State of Florida)  
(NOTARY SEAL)  
Dawn Hopkins  
(Name of Notary Typed, Printed, or Stamped)

Personally Known Y OR Produced Identification \_\_\_\_\_  
Type of Identification Produced \_\_\_\_\_





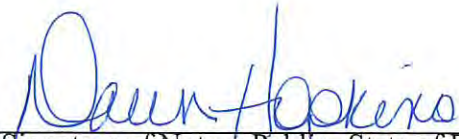
**NON-COLLUSION AFFIDAVIT**

STATE OF Florida  
COUNTY OF Broward

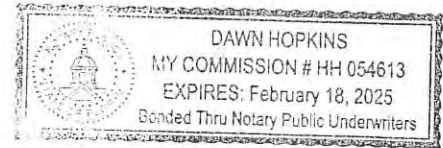
I, the undersigned hereby declares that the only persons or parties interested in this Proposal are those named herein, that this Proposal is, in all respects, fair and without fraud, that it is made without collusion with any official of the Owner, and that the Proposal is made without any connection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

BY:   
David Stambaugh, PE, DBIA

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this 10<sup>th</sup> day of May, 2023, by David Stambaugh

(NOTARY SEAL)  
  
(Signature of Notary Public- State of Florida)  
Dawn Hopkins  
(Name of Notary Typed, Printed, or Stamped)

Personally Known  OR Produced Identification \_\_\_\_\_  
Type of Identification Produced \_\_\_\_\_



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

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

1. This sworn statement is submitted for David Stambaugh, PE, DBIA  
(print individual's name and title)

by Calvin, Giordano & Associates, Inc.  
(print name of entity submitting sworn statement)

whose business address is 2103 Coral Way, Suite 810, Miami, FL 33145

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

\_\_\_\_\_  
(if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement): 65-0013869

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:
- a. A predecessor or successor of a person convicted of a public entity crime: or
  - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agent who are active in the management of an

affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment of income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

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

  X   Neither the entity submitting this sworn statement, or any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 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 a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH ONE (1) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER

31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR THE CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

*David Stambaugh*

(SIGNATURE) David Stambaugh, PE, DBIA

May 8, 2023

(DATE)

STATE OF Florida  
COUNTY OF Broward

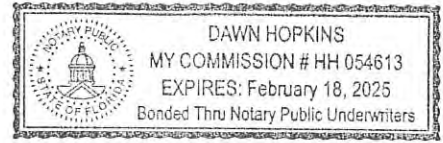
Sworn to (or affirmed) and subscribed before me by means of [] physical presence or [] online notarization, this 8<sup>th</sup> day of May, 2023 by David Stambaugh

*Dawn Hopkins*  
(Signature of Notary Public- State of Florida)

(NOTARY SEAL)

Dawn Hopkins  
(Name of Notary Typed, Printed, or Stamped)

Personally Known  OR Produced Identification \_\_\_\_\_  
Type of Identification Produced \_\_\_\_\_



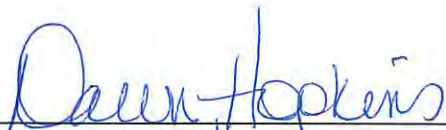
**EQUAL BENEFITS FOR DOMESTIC PARTNERS AFFIDAVIT**

STATE OF Florida  
COUNTY OF Broward


I, the undersigned hereby duly sworn, depose and say that the firm of Calvin, Giordano & Associates, Inc.  
\_\_\_\_\_ provides benefits to domestic partners of its employees on the same basis as it provides benefits to employees' spouses, per City of Key West Code of Ordinances Sec. 2-799.

By:   
David Stambaugh, PE, DBIA

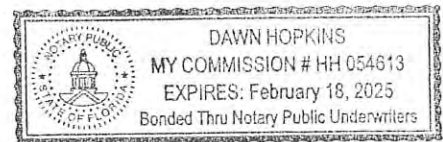
Sworn to (or affirmed) and subscribed before me by means of [] physical presence or [] online notarization, this 10<sup>th</sup> day of May, 2023, by David Stambaugh.

  
(Signature of Notary Public – State of Florida)

(NOTARY SEAL)

  
(Signature of Notary Public – State of Florida)

Personally Known  OR Produced Identification \_\_\_\_\_  
Type of Identification Produced \_\_\_\_\_



**CONE OF SILENCE AFFIDAVIT**

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

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

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

*David Stambaugh*

\_\_\_\_\_  
(signature) David Stambaugh, PE, DBIA  
May 8, 2023

\_\_\_\_\_  
(date)

Sworn to (or affirmed) and subscribed before me by means of [] physical presence or [] online notarization, this 8<sup>th</sup> day of May, 2023, by David Stambaugh

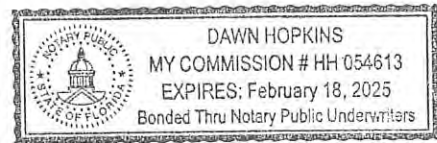
*Dawn Hopkins*  
\_\_\_\_\_  
(Signature of Notary Public – State of Florida)

(NOTARY SEAL)

*Dawn Hopkins*  
\_\_\_\_\_  
(Signature of Notary Public – State of Florida)

Personally Known  OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_



**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 publicly noticed evaluation and/or selection committees;
  - (5) Contract discussions during any duly noticed public meeting;
  - (6) Public presentations made to the city commission or advisory body thereof during any duly noticed public meeting;
  - (7) Contract negotiations with city staff following the award of a competitive solicitation by the city commission; or
  - (8) Purchases exempt from the competitive process pursuant to section 2-797 of these Code of Ordinances;
- (d) *Procedure.*
- (1) The cone of silence shall be imposed upon each competitive solicitation at the time of public notice of such solicitation as provided by section 2-826 of this Code. Public notice of the cone of silence shall be included in the notice of the competitive solicitation. The city manager shall issue a written notice of the release of each competitive solicitation to the affected departments, with a copy thereof to each commission member, and shall include in any public solicitation for goods and services a statement disclosing the requirements of this ordinance.
  - (2) The cone of silence shall terminate at the time the city commission or other authorized body makes final award or gives final approval of a contract, rejects all bids or responses to the competitive solicitation or takes other action which ends the competitive solicitation.
  - (3) Any city employee, official or member of the city commission that is approached concerning a competitive solicitation while the cone of silence is in effect shall notify such individual of the prohibitions contained in this section. While the cone of silence is in effect, any city employee, official or member of the city commission who is the recipient of any oral communication by a potential vendor or vendor's representative in violation of this section shall create a written record of the event. The record shall indicate the date of such communication, the persons with whom such communication occurred, and a general summation of the communication.
- (e) *Violations/penalties and procedures.*
- (1) A sworn complaint alleging a violation of this ordinance may be filed with



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

- (2) In addition to the penalties described herein and otherwise provided by law, a violation of this ordinance shall render the competitive solicitation void at the discretion of the city commission.
- (3) Any person who violates a provision of this section shall be prohibited from serving on a City of Key West advisory board, evaluation and/or selection committee.
- (4) In addition to any other penalty provided by law, violation of any provision of this ordinance by a City of Key West employee shall subject said employee to disciplinary action up to and including dismissal.
- (5) If a vendor is determined to have violated the provisions of this section on two more occasions it shall constitute evidence under City Code section 2-834 that the vendor is not properly qualified to carry out the obligations or to complete the work contemplated by any new competitive solicitation. The city's purchasing agent shall also commence any available debarment from city work proceeding that may be available upon a finding of two or more violations by a vendor of this section. *(Ord. No. 13-11, § 1, 6-18-2013)*



## **CITY OF KEY WEST INDEMNIFICATION FORM**

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

This indemnification shall be interpreted to comply with Section 725.06 and 725.08, Florida Statutes.

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

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

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

**[REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]**

COMPANY SEAL



PROPOSER: Calvin, Giordano & Associates, Inc.

Address 2103 Coral Way, Suite 810, Miami, FL 33145

Signature *David Stambaugh*

David Stambaugh, PE, DBIA May 8, 2023  
Print Name Date

Vice President  
Title

NOTARY FOR THE PROPOSER

STATE OF Florida

COUNTY OF Broward

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 8th day of May, 2023  
by David Stambaugh



Signature of Notary *Dawn Hopkins* Print, Type or Stamp Name of Notary  
Personally Known X OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_



City of Key West  
1300 White Street, Key West, FL, 33040 (305) 809-3700

## ADDENDUM NO. 1

### CDBG Grant Administration Services RFP # 22-007

This addendum is issued as supplemental information to the bid package for clarification of certain matters of both a general and technical nature.

#### QUESTIONS/CLARIFICATIONS:

##### Question 1

Does the City have an existing CDBG-DR, CDBG-CV and CDBG-MIT consultant?

##### Response 1

No

##### Question 2

What are the expenditure deadlines for each grant agreement?

##### Response 2

The Period of Agreement end dates are as follows:

IR008 – 06/30/2024

IR037 – 07/12/2026

IR043 – 11/01/2026

MT010 – 10/21/2026

MT011 – 08/03/2026

MT050 – 11/01/2026

MT051 – 11/09/2026

22CV-S14 – 09/30/2023 (pending approval of two-year extension to 09/30/2025)

##### Question 3

Has the City begun administering any of the funds? Are any projects underway?

##### Response 3

Yes, administering these funds has begun to comply with reporting requirements and environmental review. Environmental Exempt Activities have been approved for all projects. All projects, with the exception of MT010 and MT011, must have a higher level of environmental review which is underway in various stages. None of the agreements have been issued the Authority to Use Grant Funds.

Yes, all projects are underway in various stages. The following projects are also funded with FEMA Hazard Mitigation Grant Program (HMGP) funds: IR008, IR037, and IR043. MT010 is also funded with FDEP Resilient Florida Programs funds.

Question 4

If awarded, would the prospective responding firm be precluded from performing the work funded by any of these grants?

Response 4

As long as the bid and bidder are responsible and responsive, it should be considered.

Question 5

Under the different contracts, will any of the grant funds be used to make grants to smaller entities (community groups, City partners, non-profits, etc.) or will all expenditures be used directly for City projects?

Response 5

All expenditures will be used directly for City projects.

Question 6

What projects have been identified through the funding from these agreements:

- CDBG-DR: IR008, IR037
- CDBG-MIT: MT010, MT011, MT050, MT051, IR043
- CDBG-CV: 22CV-S14
- Is each agreement tied to a different project or can multiple agreements be used to fund the same project?

Response 6**CDBG-DR:**

IR008 (implementation/engineering services) Force Main relocation  
IR037 (construction) Force Main relocation

**CDBG-MIT:**

MT010 (planning) Key West Comprehensive Adaptation and Resilience Implementation Plan (CARIP)  
MT011 (planning) Duval Street Economic Corridor Resiliency and Revitalization Plan  
MT050 (implementation/design/construction) Fogarty and 3<sup>rd</sup> Pump Station  
MT051 (implementation/construction) Tide Valves and Outfall Improvements  
IR043 (construction) Harris and 10<sup>th</sup> Outfall

**CDBG-CV:**

22CV-S14 (construction) John Jones Navigation Center (formerly known as Keys Overnight Temporary Shelter or KOTS)

IR008 and IR037 fund the same project but different phases of that project. Other than IR008 and IR037, each project is funded with its own agreement.

Question 7

Can the City specify what funding and projects have been awarded in relation to COVID-19?


Response 7

In relation to COVID-19, there is only one agreement awarded to the City - 22CV-S14 for \$4,300,000 to assist with the construction of a new homeless shelter.

Additional information:

The earliest meeting for City Commission approval of the Selection Committee Ranking is June 8, 2023.

All Bidders shall acknowledge receipt and acceptance of this **Addendum No. 1** by submitting the addendum with their proposal as a required form. Proposals submitted without acknowledgement or without this Addendum may be considered non-responsive.

  
\_\_\_\_\_  
Signature David Stambaugh, PE, DBIA

Calvin, Giordano & Associates, Inc.  
\_\_\_\_\_  
Name of Business

# TAB 10



Cost Proposal



## Exhibit C: Cost Proposal

Consultant Name: Calvin Giordano and Associates

Project Name: **CDBG Grant Administration Services**

Project Number: **RFP #22-007**

**Grant Administration Services (hourly):** Please enter staff position, all-inclusive hourly rate (that includes anticipated increases or any discounts offered over the years factored into the rate), hours per month, and total cost per month. Refer to Section C.12, Item 10 Cost Proposal.

Staff Position	Hourly Rate	Hours per Month	Total Cost per Month
Grants Administrator/Sr. Project Manager	\$ 172.00	40	\$ 6,880
Grants Coordinator	\$ 143.00	35	\$ 5,005
Technical Support/Engineering	\$ 186.00	30	\$ 5,580
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total Estimated Monthly Cost of Grant Administration <span style="float: right;">A)</span>			\$ 17,465
<b>Total Estimated Annual Cost of Grant Administration</b> <span style="float: right;">(A x 12) B)</span>			<b>\$ 209,580</b>
<b>Total Estimated 5-Year Cost of Grant Administration</b> <span style="float: right;">(B x 5) C)</span>			<b>\$ 1,047,900</b>

**Notes:**

The Cost/Price selection criteria is scored based on a formula. The “Total Estimated 5-Year Cost of Grant Administration” price from above is what’s plugged into the formula. If the proposed cost is more than twice the lowest proposed cost, it will trigger a negative number. Negative numbers are assigned a score of zero (0) rather than using a negative number.

**Formula:**

Cost/Price scores are determined by the proposal with the lowest total cost; lowest total cost gets the maximum number of cost points; remaining proposals are rated using the following formula:

$$[1 - (B-A)/A] \times C = \text{Final Cost Score}$$

A = lowest Offeror's cost

B = Offeror's cost being scored

C = maximum number of cost points available

# APPENDIX



## Contract Exceptions



## Acceptance of the City Contracts and Agreement Terms

The CGA Contract and Legal team have carefully reviewed the contract terms presented in the Sample Agreement in the RFQ. We respectfully request the following modifications to the agreement terms in bold green:

### **ADD after 7.2.3:**

#### **7.2.4.**

**If the CITY fails to make payments to the CONSULTANT in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the CONSULTANT'S option, cause for suspension of performance of services under this Agreement. If the CONSULTANT elects to suspend services, the CONSULTANT shall give seven (7) days' written notice to the CITY before suspending services. In the event of a suspension of services, the CONSULTANT shall have no liability to the CITY for delay or damage caused the CITY because of such suspension of services. Before resuming services, the CONSULTANT shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the CONSULTANT's services. The CONSULTANT's fees for the remaining services and the time schedules shall be equitably adjusted.**

### **UPDATE 7.7.1:**

7.7.1. Neither this Agreement nor any interest herein shall be assigned, transferred, or encumbered by either party without the expressed consent of the other party and CONSULTANT shall not subcontract any portion of the work required by this Agreement except as authorized pursuant to Section 7.6. Written consent shall not be unreasonably withheld or delayed.

### **UPDATE 7.8.1:**

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 "indemnities") from third-party 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 Subcontractors or persons employed or utilized by them in the performance of the Contract. Claims by indemnities for indemnification shall be limited to the minimum 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.

### **ADD after 7.8.3:**

**EXCEPT ONLY AS MAY BE EXPRESSLY SET FORTH HEREIN, CONSULTANT EXPRESSLY DISCLAIMS ANY AND ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, ERROR-FREE OPERATION, PERFORMANCE, ACCURACY, OR NON-INFRINGEMENT. EXCEPT TO THE EXTENT ARISING FROM CITY'S PAYMENT OBLIGATIONS FOR SERVICES, IN NO EVENT SHALL CONSULTANT OR CITY BE LIABLE TO ONE ANOTHER FOR INDIRECT, INCIDENTAL, CONSEQUENTIAL, RELIANCE, EXEMPLARY, OR SPECIAL DAMAGES INCLUDING WITHOUT LIMITATION, DAMAGES FOR LOST PROFITS, LOST REVENUES, LOST DATA OR OTHER INFORMATION, OR LOST BUSINESS OPPORTUNITY, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, INDEMNITY, NEGLIGENCE, WARRANTY, STRICT LIABILITY, OR TORT, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES AND NOTWITHSTANDING THE FAILURE OF ESSENTIAL PURPOSE OF ANY REMAINING REMEDY. EXCEPT WITH RESPECT TO PAYMENT OBLIGATIONS FOR SERVICES, IN NO EVENT SHALL THE LIABILITY OF CITY OR CONSULTANT UNDER THIS AGREEMENT FROM ANY CAUSE OF ACTION WHATSOEVER (REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT OR UNDER ANY OTHER LEGAL THEORY, AND WHETHER ARISING BY NEGLIGENCE, INTENTIONAL CONDUCT, OR OTHERWISE) EXCEED THE GREATER OF THE AMOUNT OF FEES PAID TO CONSULTANT PURSUANT TO THIS AGREEMENT OR THE AVAILABLE LIMITS OF CONSULTANTS INSURANCE REQUIRED UNDER THIS AGREEMENT (SUCH LIMITS DEFINE MUNICIPAL MAXIMUM LIABILITY TO THE SAME EXTENT AS IF CITY HAD BEEN OBLIGATED TO PURCHASE THE POLICIES).**



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