

Response to the Request for Qualifications for Professional Surveying Services Request No. RFQ(12)H-01

> Submitted by Juan C. Melendez DBA Orthotek August 8,2012

> > Prepared for: City of Key West, Florida



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**Company Profile** 

1.1. Background and History:

Orthotek was founded in South Florida in 2011. Orthotek is a Certified Minority Owned

Business by the Office of Supplier Diversity and is also DBE Certified by the Florida Department of

Transportation. Orthotek is operated by Juan C. Melendez. He has 12 years broad experience in

the surveying profession and has been licensed to practice surveying in the state of Florida since

2008. He holds a Bachelor of Science in Surveying and Mapping. Mr. Melendez is a third-

generation surveyor. He also holds a valid license to practice surveying in the Commonwealth Of

Puerto Rico and is actively seeking additional licenses in other states. Mr. Melendez is member of

the American Society for Photogrammetry and Remote Sensing and Florida Surveyors and

Mappers Society.

Mr. Melendez has extensive knowledge in working on federal, state and county projects,

(DOD, USACE, FDOT, PRDOT). He has worked on surveys for highway design, airport pavement

reconstruction, natural gas pipelines, and hydrographic survey for ferry and cruise line ports,

topographic and as-built surveys for military installation. The experience Mr. Melendez has gained

working on diverse projects makes him an ideal candidate for your project.

1.2 Company Physical and Mailing Address:

Juan C. Melendez DBA Orthotek

13460 SW 24 ST.

Miami, FL 33175

Tel: (305)-877-9721

#### 1.3 Personnel, Resources, Facilities and Equipment

We have put together a team of seven highly prepared personnel with vast experience in the survey industry. We have the economic and resources to undergo multiple projects at a time and the capability to work on multiple jobs with no down time. As follow a list of equipments that we have at our disposal:

#### Orthotek Equipment:

#### Field Equipment

- 1. Three Leica 500 L1 L2 RTK GPS.
- 2. One Leica TS02 3" Total Station.
- 3. One Leica NA730 Automatic Level.

#### Office Equipment

- 1. One Dell TS7400 Dual Xeon Workstation.
- 2. One Dell XPS 8 Core workstation.
- 3.
- 4. Plotter Hewlett Packard Design Jet 750-C.
- One Epson Large format multipurpose office printer.
- 6. One Epson LaserJet Printer.

#### 2. Team Members, Qualification and Resume

#### 2.1 Team Members and Qualification:

- 1. Juan C. Melendez, Registers Land Surveyor and Mapper Florida and Puerto Rico.
- 2. Antonio Melendez Vidal, Registers Land Surveyor and Mapper Puerto Rico
- 3. Carlos Gutierrez Acevedo, Registers Land Surveyor and Mapper Florida and Puerto
- 4. Rico. Néstor Rodón Hernández, Land Surveyor in Training.
- 5. Neiza Márquez, Land Surveyor in Training.
- 6. Joel Alvarado, Field Survey Technician
- 7. Jose Embade, Field Survey Technician.

#### 2.2 Team Members Resume:

NAME

Juan C. Melendez

PROFESSIONAL QUALIFICATIONS

12 years of experience in topographic, section, and global positioning systems (GPS) survey, aerial photogrammetry, and four years experience in GIS related projects. Computer experience includes SurvCADD XML, Autodesk Map, Auto Cad CIVIL 3D, Microstation GEOPAK, Leica LGO, FDOT Software, Ar map, (ESRI), MapInfo, ERDAS LPS, Trimbel INPHO, BAE SYSTEMS (SOCET SET), Microsoft Office XP, and Windows XP

PROFESSIONAL DEVELOPMENT

Florida Lic. # LS6721 Puerto Rico Lic.# 22186

2005 Member of the American Society of Photogrammetry and

Remote Sensing (ASPRS).

Member of the Colegio de Ingenieros y Agrimensores de Puerto

Rico (CIAPR)

**EDUCATION** 

Polytechnic University of Puerto Rico, Bachelors in Science,

Survey And Mapping (2000-2005)

**EXPERIENCE** 

07-01-06 12-31-11, PBS&J Miami FL

Surveyor II

Surveyed and investigated land surfaces to project precise measurement and location of lines, angles, points, areas, and elevations. Performed project research, boundary calculations, and records accuracy of survey data, notes, and sketches. As a member of PBS&J, I was heavily invested in GIS work for local and Federal agencies as well worked on many topographic and boundary surveys.

02-02-99 - 06-30-06, A. Melendez & Associate Bayamon, PR

Surveyor

A Maine responsibility as field Crew chief and field personnel. Also provided draftsman and GIS services.

05-08-05 - 12-26-05, CRIM Caguas PR

Consultant

Duties included vectorizing segregation maps to be inserted in tax property maps maintained by the Commonwealth of Puerto Rico.

NAME Antonio E. Melendez

PROFESSIONAL QUALIFICATIONS

45 years of experience in the Survey industry. Mr. Melendez has been in privet practice for more than 40 years were his company

completed projects with fees in excess of \$250,000.00

PROFESSIONAL DEVELOPMENT

Puerto Rico Lic.# 6328

Member of the Colegio de Ingenieros y Agrimensores de Puerto

Rico (CIAPR)

**EDUCATION** Certificate in Surveying, University of Miami, 1962

**EXPERIENCE** 01/01/12 to Present

Office Supervisor

Assisting with my expertise Juan C. Melendez/DBA Orthotek.

03/05/72 to 08/12/11

Surveyor/Owner

In his own private practice of Surveying, including but not limited to: Field surveys for highway design, Field surveys for the design of utilities such as storm and sanitary sewer lines, water mains, electrical lines, etc, Hydrographic surveys such as batimetries and surveys for HH studies, Property surveys and topographic surveys, As Built Surveys, Projects stake out and construction lay out.

#### NAME

#### Carlos Gutierrez Acevedo

#### PROFESSIONAL QUALIFICATIONS

9 years of experience in topographic, section, and global positioning systems (GPS) survey. Experience with ACI, Narrative One, and other appraisal software. Instrumentation hands on experience with total station, G.P.S., auto levels, data collectors and personal computers. Leica Geo Office, ArcGIS, AutoCAD LDD, TDS Survey Pro, Windows XP and Microsoft Office working knowledge.

#### PROFESSIONAL DEVELOPMENT

Florida Surveyor and Mapper LS6720

Puerto Rico State Department Licensed Surveyor # 22119
Puerto Rico State Department Licensed Appraiser #1205E.P.A.
Member of the Colegio de Ingenieros y Agrimensores de Puerto Rico (CIAPR)

#### **EDUCATION**

Polytechnic University of Puerto Rico, Bachelors in Science, Survey

And Mapping (2000-2005)

#### **EXPERIENCE**

#### 2007- 2009 PBS&J, Miami, Florida

#### Surveyor I

Land Surveyor in PBS&J's south Florida survey services division. My responsibilities included researching legal records to look for evidence of previous boundaries, recording the results of various surveys and performing survey computations from field notes to verify accuracy, analyzing data to determine or verify the location of boundary lines then recommending adjustments as needed, preparing or overseeing the preparation of survey drawings, participating in the preparation of record plats, maps, and reports, utilizing CAD and GIS software to prepare or adjust maps and drawings, assisting in the writing of legal descriptions, and compiling field party chief notes and electronic data.

#### 2006-2007 Newtech General Contractor, San Juan, Puerto Rico

#### Project Surveyor

Surveyor for general contractor with a broad spectrum of tasks including construction layout, boundary retracement and earthwork.

#### **2005 -2006 Alberto Acevedo, PLS PE, Dorado, Puerto Rico** PROJECT SURVEYOR

In charge of various as-built, retracement, property surveys, construction layout, quality control, topography and earthwork.

NAME

PROFESSIONAL QUALIFICATIONS

Néstor-Hugo Rodón-Hernández

13 years of experience in topographic, section, and global positioning systems (GPS) survey. Extensive experience in work related to the collection of planimetric and hypsometric data, construction projects and filings, management and use of Geospatial Data and Geographic

Information Systems

PROFESSIONAL DEVELOPMENT

NCEES LSIT

(OSHA) Construction Safety & Health

**EDUCATION** 

Polytechnic University of Puerto Rico, Bachelors in Science, Survey And Mapping

**EXPERIENCE** 

#### 2005-2011 Professional Services:

Surveyor

Mr. Hernández has been providing professional surveying services since 2005 before joining Orthotek on 2012. Some of project that Mr. Hernández has worked on include:

Greenway Project, the Government of Puerto Rico Electric Power Authority (ESA), surveying, topography and sections along 15.00 km of the section of the project.

ESSO Standard Oil, a subsidiary of Exxon Mobil, Surveying Measures, Topography, Permits and Inspections at Gas Stations.

Filing of Permits (Building Permits and Applications, Endorsements, Subdivisions, Environmental Assessments)

#### 2000-2005 Ing. Colón Pratts & Asoc., CSP

#### PROJECT SURVEYOR

Drafting - preparation of plans of survey (developments, shapes and sections, land division) and civil planes (residential, commercial, industrial and infrastructure) Surveying Technician - surveyor and assistant team leader for the measurement and data acquisition (projects: Water and Sewer Authority (AAA), ESSO Standard Oil, developments, staking etc.) Safety Inspector - Project Supervisor for ESSO Standard Oil Environmental Inspector - Project Supervisor of the ESSO Standard Oil Filing Permits - Building Permits and Applications, Endorsements at Municipal and endorsements in the various Government Agencies, Subdivisions and Development among others.

NAME PROFESSIONAL QUALIFICATIONS Neiza Mirelis Márquez Rivera

10 years of experience in land surveying. Extensive experience in work related to Surveying, Mapping and Environmental Management and use of Geospatial Data and Geographic Information Systems. Extensive knowledge in the preparation and interpretation of plans and maps.

PROFESSIONAL DEVELOPMENT

NCEES LSIT

**EDUCATION** 

Polytechnic University of Puerto Rico, Bachelors in Science, Survey And Mapping 2005

Polytechnic University of Puerto Rico, San Juan, PR Masters Degree in Environmental Management, 2010

**EXPERIENCE** 

#### 2005-2011 Polytechnic University of Puerto Rico San Juan, Puerto Rico

Assistant to Laboratory Coordinator

- Responsible for all aspects of the daily operation of the Geomatic Science Department Laboratories.
- Setting up and assisting students in conducting experiments during laboratory hours, and in laboratory report preparation outside of the scheduled laboratory hours.
- Maintaining the laboratory equipment, including monitoring the equipment maintenance schedule.
- Preparing laboratory manuals and standard laboratory procedures; giving special presentations on laboratory equipment or procedures.

#### 2004-2005 RS Consulting Services, Inc., Caguas, Puerto Rico

Parcel Auditing of Center Municipal Revenue Collection (CRIM)
Project

Review and interpretation of Puerto Rico legal deeds interpretation of plans and subdivision physical subdivision , reality and procedure cartographic preparation and georeferencing of land division general documentation and procedure

#### 2003-2004 Francisco Lugo, PLS, Manatí, Puerto Rico

Surveyor Assistant

Collect field data, Process field data Acquired, Prepare and interpret plans, Land Parcel, and measurements.

NAME PROFESSIONAL QUALIFICATIONS Joel Alvarado

6 years of experience as a field survey technician. He has been an Instrument Men for the past 5 years were he has gain experience in all aspects of surveying practice.

#### **EDUCATION**

ATI Technical Training Center, Miami, FL Occupational Associates Degree in Air Conditioning, Heating, Refrigeration, and Appliances Technology Universal EPA Certification

#### **EXPERIENCE**

#### 2007-2009 PBS&J (ATKINS)

Land Surveyor Assistant

Utilize principles, practices, and procedures of ALTA surveys topographic surveys, boundary surveys, and layouts and elevations for construction sites. Experience with Global Positioning System Units. Operate total station instrument.

#### 2006-2007 J.Bonfill & Associates

Land Surveyor Assistant

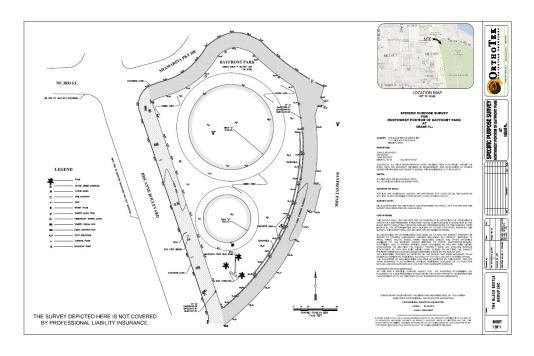
Operate measurement rod, operate elevation rods, measure Drainage Inverts

#### 3. Work Experience:

QUALIFICATIONS (Present as many projects as requested)	EST ILLUSTRATE PROPOSED TEAM'S FOR THIS CONTRACT by the agency, or 10 projects, if not specified. ction F for each project.)		20. EXAMPLE PROJECT KEY NUMBER 1	
21. TITLE AND LOCATION (City and State)	22. YEAR	COMPLETED		
Specific Purpose Survey For Portion Of Bayfront Park Miami FL.	PROFESSIONAL SERVICES 2012	construction	n (if applicable) N/A	
23. PROJECT OWNER'S INFORMATION				
a. PROJECT OWNER	. POINT OF CONTACT NAME	c. POINT OF CONT	ACT TELEPHONE NUMBER	
	The Black Beetle Group Inc I1111 Biscayne Blvd #418 Miami Fl 33181			

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Perform existing survey of the area within the property limits as described above. All improvements within the property will be located. Location of all sidewalks within and around subject property. Location of all visible utilities and Spot elevations within the property.

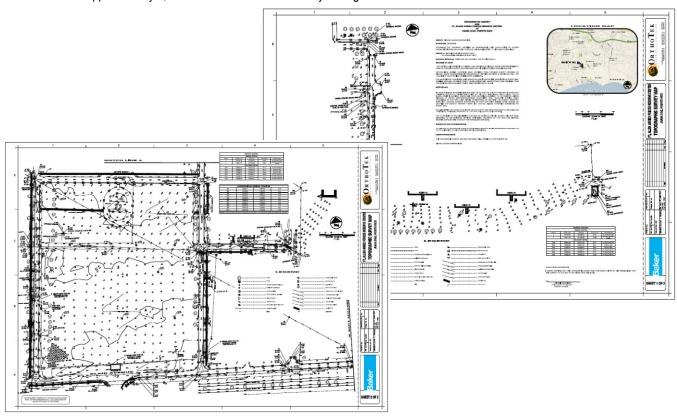




#### 20. EXAMPLE PROJECT KEY F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S NUMBER **QUALIFICATIONS FOR THIS CONTRACT** (Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.) 21. TITLE AND LOCATION (City and State) Construction (If Applicable) PROFESSIONAL SERVICES Land Surveying Services In Juana Diaz, P.R. N/A 2010 23. PROJECT OWNER'S INFORMATION b. POINT OF CONTACT NAME a. PROJECT OWNER c. POINT OF CONTACT TELEPHONE NUMBER (412)269-6300 **BAKER Corp** Mr. Duncan M. Nickles **USACE Jacksonville District**

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Topography and As Built Surveys in Fort Allen, Puerto Rico. The total estimated area of the project is 480,000 square feet, in addition to approximately 1,500 lineal feet of As Built Surveys along Blair Avenue.



# 25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT (1) FIRM NAME Orthotek (2) FIRM LOCATION (City and State) Miami, FL (3) ROLE Prime

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S

20. EXAMPLE PROJECT KEY

QUALIFICATIONS FOR THIS CONTRACT			NUMBER	
(Present as many projects as requested by the agency, or 10 projects, if not specified.  Complete one Section F for each project.)				3
21. TITLE AND LOCATION (City and State)			22. YEAR	COMPLETED
Gasoducto del Sur, Guayanilla @ Guayama, P.R.		PROFESSIO 2009	NAL SERVICES	Construction (If Applicable) N/A
23. PROJECT OWNER'S INFORMATION				
a. PROJECT OWNER	b. POINT OF CONTACT NAME	b. POINT OF CONTACT NAME c		TACT TELEPHONE NUMBER
PR Electric and Power Authority	Lic. Antonio Torres Miranda			

<sup>24.</sup> BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

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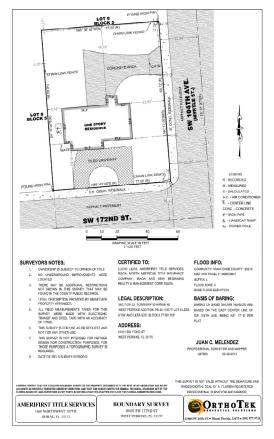




25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT				
a.	Antonio Melendez & Asociados, P.S.C.	(2) FIRM LOCATION (City and State)  San Juan, PR	(3) ROLE Prime	
b.	(1) FIRM NAME Orthotek	(2) FIRM LOCATION (City and State)  Miami, FL	(3) ROLE Subcontractor	

#### 20. EXAMPLE PROJECT KEY F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S NUMBER **QUALIFICATIONS FOR THIS CONTRACT** (Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.) 21. TITLE AND LOCATION (City and State) Construction (If Applicable) PROFESSIONAL SERVICES Boundary Survey: N/A 2012 10401 SW 172ND ST WEST PERRINE, FL 33157 23. PROJECT OWNER'S INFORMATION a. PROJECT OWNER b. POINT OF CONTACT NAME c. POINT OF CONTACT TELEPHONE NUMBER Amerifirst Title Services Cor.1460 (305)401-9674 Maria Roman N.W. 107th Ave. Unit Q Miami, FL 33172

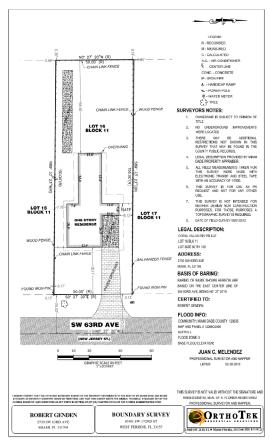
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)



### a. (1) FIRM NAME (2) FIRM LOCATION (City and State) (3) ROLE Orthotek Prime

#### 20. EXAMPLE PROJECT KEY F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S NUMBER **QUALIFICATIONS FOR THIS CONTRACT** (Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.) 21. TITLE AND LOCATION (City and State) Construction (If Applicable) PROFESSIONAL SERVICES Boundary Survey: N/A 2012 2730 SW 63RD AVE MIAMI. FL 331795 23. PROJECT OWNER'S INFORMATION a. PROJECT OWNER b. POINT OF CONTACT NAME c. POINT OF CONTACT TELEPHONE NUMBER Robert Genden (305)-661-8397 Robert Genden 2730 SW 63RD AVE MIAMI, FL 331795

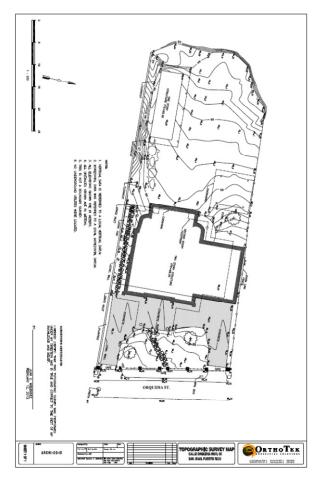
<sup>24.</sup> BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)



## a. (1) FIRM NAME (2) FIRM LOCATION (City and State) Orthotek (3) ROLE Prime

#### 20. EXAMPLE PROJECT KEY F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S NUMBER **QUALIFICATIONS FOR THIS CONTRACT** (Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.) 21. TITLE AND LOCATION (City and State) Construction (If Applicable) PROFESSIONAL SERVICES Boundary Survey and Topographic Survey N/A 2012 San Juan, PR 23. PROJECT OWNER'S INFORMATION b. POINT OF CONTACT NAME a. PROJECT OWNER c. POINT OF CONTACT TELEPHONE NUMBER ARCHI-CO-M (787) 306-4001 Jose Evencio

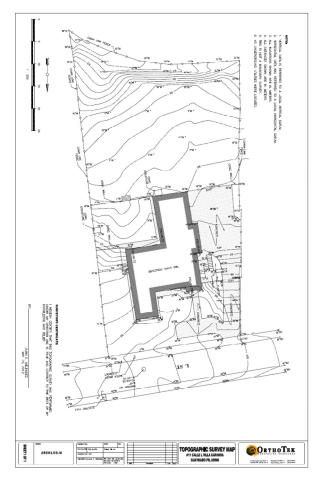
<sup>24.</sup> BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT				
a.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE	
	Orthotek	Miami, FL	Prime	

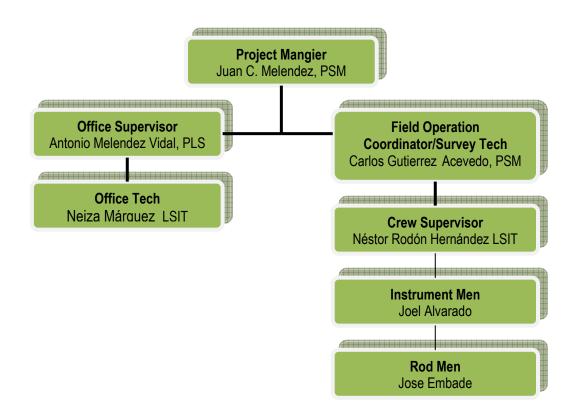
F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S  QUALIFICATIONS FOR THIS CONTRACT  (Present as many projects as requested by the agency, or 10 projects, if not specified.  Complete one Section F for each project.)				20. EXAMPLE PROJECT KEY NUMBER 7
21. TITLE AND LOCATION (City and State)			22. YEAR	COMPLETED
Boundary Survey and Topographic Survey		PROFESSIONAL SERVICES 2012		Construction (If Applicable) N/A
23. PROJECT OWNER'S INFORMATION				
a. PROJECT OWNER	b. POINT OF CONTACT NAME		c. POINT OF CONTA	ACT TELEPHONE NUMBER
Jose Evencio	ARCHI-CO-M		(787) 306-4	001

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

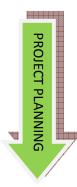


# a. (1) FIRM NAME Orthotek (2) FIRM LOCATION (City and State) Prime (3) ROLE Prime

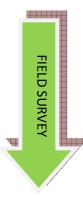
- 4. Organizational Plan And Structure
  - 4.1 Organizational Chart Of Proposed Team



#### 4.2 Quality Control Procedures:



- 1. Before commencing, the scope of work is discuss with staff to determine best approach to perform the task.
- 2. Project site is visited to determine any issue that might be of concern and to preplan control mission.
- 3. A comprehensive inspection of all survey equipment is perform to determined that they are properly calibrated. All survey equipment calibration is performed by certified Leica facility.



- 1. All of our crew chief have an educational background in surveying.
- We use USACE field survey procedures for Control and field data collection set forth on Publication Number: EM 1110-1-1005 (Engineering and Design - Control and Topographic Surveying)
- 3. All traverse are closed and properly adjusted. No filed data is collected from control point outside of the closed and adjusted traverse.
- 4. Proper GPS procedures are used for Static and RTK data collection.
- 5. All adjustments are personally preformed by a Florida License Land Surveyor.
- 6. All bench mark are set by closed loop differential leveling.
- 7. We take redundant measurement to the backsight during each set as a QC procedure..



- All surveys, meets the Minimal Technical Standard set by the Florida Board of Land Surveyors as set forth in section 472.027 (fs) chapter 61G17-6 of the florida administration code.
- 2. Before delivering any product to the client, it is thoroughly checked in the office and field for final QC.

#### 4.3 Identification of type and disposition of any legal actions:

This company nor any member or employee have been part in any legal action nor have been submitted to any disciplinary review.

#### ANTI-KICKBACK AFFIDAVIT

	: SS
COUNTY OF Miami, Dade	
this KFQ will be paid to any emp	orn, depose and say that no portion of fees received as part of loyees of the City of Key West as a commission, kickback, by by me or any member of my firm or by an officer of the By:  Juan C. Melendez
Sworn and subscribed before me this	s
day of August NOTARY PUBLIC State of Florida	Notary Public - State of Florida My Comm. Expires Apr 7, 2016 Commission # EE 185239
My Commission/Expires: 4/2	///

STATE OF FLORIDA

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

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

Thi for	s sworn statement is submitted with RFQ.RFP.Bid or Contract No
Thi	s swom statement is submitted by
	(Name of entity submitting sworn statement)
who	ise business address is13460 SW 24 St. Miami FL, 33186
*******	and (if applicable) its Federal
Em	ployer Identification Number (FEIN) is 596 40 52658 (If the entity has no FEIN,
incl	ade the Social Security Number of the individual signing this sworn statement.)
Mv	Juan C. Melendez
	(Please print name of individual signing)
the c	entity named above is Owner
busii Unit publ	derstand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a ation of any state or federal law by a person with respect to and directly related to the transaction of ness with any public entity or with an agency or political subdivision of any other state or with the ed States, including but not limited to, any Bid or contract for goods or services to be provided to any ic entity or an agency or political subdivision of any other state or of the United States and involving rust, fraud, theft, bribery, collusion, racketeering, conspiracy, material misrepresentation.
any f	derstand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, is a finding of guilt or a conviction of a public entity crime, with or without an adjudication guilt, in ederal or state trial court of record relating to charges brought by indictment information after July 1, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
I und	erstand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means
1.	A predecessor or successor of a person convicted of a public entity crime: or
2.	An entity under the control of any natural person who is active in the management of t entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been

I understand that a "person" as defined in Paragraph 287.133(1)(8), Florida Statutes, means any natural 7. person or entity organized under the laws of any state or of the United States with the legal power to enter

convicted of a public entity crime in Florida during the preceding 36 months shall be considered

an affiliate.

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. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.) Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have 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 the officers, directors, executives partners, shareholders, employees, members, or agents who are active in 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, AND (Please indicate which additional statement applies.) There has been a proceeding concerning the conviction before a hearing of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.) The person or affiliate was placed on the convicted vendor list. Them has been a subsequenproceeding before a hearing officer of the Sate of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.) The person or affiliate has not been put on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services. Florida STATE OF Miami- Dade COUNTY OF PERSONALLY APPEARED BEFORE ME, the undersigned authority. who, after first being sworn by me, affixed his her signature in the (Name of individual signing)

> MABEL YANES Notary Public - State of Florida My Comm. Expires Apr 7, 2016

Commission # EE 185239

Bonded Through National Notary Assn.

My commission expires:

NOTARY PUBLIC

8.

#### EQUAL BENEFITS FOR DOMESTIC PARTNERS AFFIDAVIT

STATE OF FLORIDA	)
4	: SS
COUNTY OF Miami- Dade	
I, the undersigned hereby duly swor provides benefits to domestic partne to employees' spouses per City of R	ers of its employees on the same basis as it provides by the
	By: Juan C. Melendez
Sworn and subscribed before me thi	s
day of Aday of Torida	Notary Public - State of Florida  Commission # EE 185239  Bonded Through National Notary Assn.
My Commission	on Expires: $\frac{4/4/6}{}$

#### Addendum A

# omen & Florida Veteran Business Certification

# uan C. Melendez

Is certified under the provisions of 287 and 295.187, Florida Statutes for a period from:

t/13/2012 to

But Star

Scott Stewart, Interim Secretary orida Department of Management Services



Office of Supplier Diversity • 4050 Esplanade Way, Suite 380 • Tallahassee, FL 32399 • (850) 487-0915 • www.osd.dms.state.fl.us

#### Addendum B



RICK SCOTT GOVERNOR 605 Suwannee Street Tallahassee, FL 32399-0450 ANANTH PRASAD, P.E. SECRETARY

June 15, 2012

JUAN C MELENDEZ JUAN C MELENDE DBA ORTHOTEK 13460 SW 24 ST MIAMI FL 33174

ANNIVERSARY DATE - Annually on June 15

Dear Mr. Melendez:

The Florida Department of Transportation (FDOT) is pleased to announce that your firm has been certified under Florida's Unified Certification Program (UCP) as a Disadvantaged Business Enterprise (DBE) in accordance with 49 Code of Federal Regulation Part 26.

DBE Certification is continuing, but it is contingent upon the firm maintaining its eligibility annually through this office. You will be notified of your annual responsibilities in advance of the Anniversary Date. You must submit the annual AFFIDAVIT FOR CONTINUING ELIGIBILITY no later than the Anniversary Date.

Only firms listed in the UCP DBE Directory are certified by Florida UCP Members. Prime contractors and consultants should verify your firm's DBE certification status, and identify the work area(s) for which the firm is DBE eligible, through this Directory.

Your firm will be listed in Florida's UCP DBE Directory which can be accessed through the <u>Department's website:</u> www.dot.state.fl.us/equalopportunityoffice and then selecting "DBE Directory".

DBE certification is NOT a guarantee of work. It allows your firm to compete for and perform contract work on ALL USDOT Federal Aid (FAA, FTA, and FHWA) projects in Florida as a DBE contractor, sub-contractor, consultant, sub-consultant or material supplier.

If, at any time there is a material change you must advise this office, by sworn affidavit and supporting documents, within thirty (30) days. Changes include, but are not limited to, ownership, officers, directors, management, key personnel, scope of work performed, daily operations, ongoing business relationships with other firms or individuals, or the physical location of your firm. After our review, you will receive instructions as to how you should proceed, if necessary. Failure to do so will

www.dot.state.fl.us



#### Addendum C



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

October 3, 2011

JUAN C MELENDEZ 13460SW 24ST MIAMI, FL 33175

SUBJECT: Professional Surveyor and Mapper Business Certificate # LB7920

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

The license appears below and is valid through February 28, 2013.

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

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

Detach Here



Florida Department of Agriculture and Consumer Services Division of Consumer Services Board of Professional Surveyors and Mappers 2005 Apalachee Pkway Tallahassee, Florida 32399-6500

License No.: LB7920

Expiration Date: February 28, 2013

#### Professional Surveyor and Mapper Business License

Under the provisions of Chapter 472, Florida Statutes

JUAN C MELENDEZ DBA: ORTHOTEK 13460SW 24ST MIAMI, FL 33175

> ADAM H. PUTNAM COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472. Florida Statutes.