

REQUEST FOR QUALIFICATIONS
RFQ #18-002
March 28, 2018

PROFESSIONAL SURVEYING SERVICES



PRESENTED BY:

MANUEL G. VERA & ASSOCIATES, INC.



CONTACT:

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Part 1

Response Requirements

EXPERTISE & TECHNICAL COMPETENCE OF THE FIRM

Manuel G. Vera & Assoc., Inc. (MGV) is requesting the opportunity to be selected for the above referenced project. MGV has been providing Design Survey & Right of Way (ROW) Mapping services to South Florida for over 40 years, and directly servicing Key West and the Florida Keys through various City and Districtwide Survey and Mapping contracts, for the Florida Department of Transportation and as subconsultants on individual specific project design and miscellaneous city wide survey service contracts. MGV is a unique firm in that it has the capability and technology of our competitors but our principles are patterned by a family business with a service oriented and sound quality control ideology. This ideology is the foundation for our firm and the reason MGV is revered as one of the premier survey firms in South and Central Florida and the main reason we have earned the reputation of being the survey “go to” survey firm for the Florida Department of Transportation. In MGV, the City will get a firm with a proven track record, technical excellence, exceptional project management, reliability, responsiveness and a dedication unequalled. Our goal is to ensure we meet and exceed the City of Key West expectations and become an extension of their survey department. To achieve our goal, MGV has carefully assembled a team with the resources necessary to meet and exceed the City’s standards and project schedules.

The MGV team consists of McKim & Creed for survey and mapping support, Woolpert providing GIS, and I.F. Rooks providing Mobil Lidar, Aerial Photography and Photogrammetric Mapping. We are extremely proud and excited to be able to present the City of Key West a team with technical excellence, quality service, experienced management, and complete dedication and responsiveness needed to complete this task based contract.

MGV is aware of the City’s desire to obtain assistance from consultants for all Miscellaneous Surveying, Design Surveying and Right of Way Mapping Services, including but not limited to: Design Surveys (Geodetic Control, PNC sheets, Historical Alignment Establishment, Topographic / DTM’s, Drainage Survey), Subsurface Utility Engineering (Ground Penetrating Radar), Aerial Photogrammetry, RIGHT OF WAY Control Surveys, RIGHT OF WAY Control Maps, RIGHT OF WAY Surveys, RIGHT OF WAY Maps, Boundary Surveys, Construction Survey, GIS Mapping, preparation of Parcel Sketches and Legal Descriptions, Quality Assurance Reviews, Title Searches, Title Search Review, plotting Legal Descriptions, and miscellaneous surveying and mapping tasks, etc.

MGV has been performing these types of miscellaneous survey contracts for the Department of Transportation for over 40 years. MGV is the only firm that has been fortunate enough to be a part of the Department’s consultant team uninterrupted for those 40-years. The Department values our services to the point where MGV staff provides in-house survey support to Florida Department of Transportation District 6 Survey department. The Department survey staff has kept us under contract throughout the years because we have proven to possess a clear understanding of all survey protocol, procedures, and goals. Our relationship with the Department has given us the opportunity to perform a number of survey projects in the Florida Keys and Key West. In addition to the Florida Department of Transportation, our firm has performed and supported a number of miscellaneous District-Wide and City-Wide contracts for the City of Islamorada, Village of Key Biscayne, Village of Islamorada, City of Miami, Miami-Dade County, and Monroe County, just to name a few.

PROJECT MANAGEMENT APPROACH:

MGV recognizes that project management and communication are critical components to successfully completing this contract. It has been our experience that “upfront” planning and managing facilitates all aspects of any project and maximizes project scheduling while minimizing project costs. The Communication and coordination approach is essential to the success of any project. Our Project Management Approach to Schedule and Budget Control consist of the following basic tasks to be executed:

- Establish intermediate project milestones within the overall schedule
- Daily Monitoring of survey tasks
- Allocation staff to meet or exceed schedule
- Biweekly status reports
- Maintaining regular communication with the District and all parties involved
- Perform internal weekly progress meetings.

Manny Vera, Jr., PSM will serve as project manager and the primary point of contact for the life of the contract. The role of the project manager is a critical component to the successful completion of this contract. Manny has a system in place that establishes communication, sets priorities, focuses energy and resources, strengthens operations and ensures the team is working as a unit. Manny has the experience, system and methodology already in place to manage any aspect of this contract. Manny will make it his

number one priority to respond to any request, project, task, schedule, budget, etc. needed without exception. "I am and will always be available to the District 24/7 and will ensure that continuous coordination and communication is maintained throughout the life of this contract. Looking out for the City's interests, concerns as well as reducing the administration burdens of the City's Project Manager is my goal and our priority. As principal, I have the authority and flexibility to address any issues, problems, special requests that may, or better said will arise on a moment's notice without red tape delays".

APPROACH TO PROJECT ISSUES:

This contract will be an "all encompassing" contract, requiring a team that has the staff, management, technical capabilities, knowledge and experience needed to meet the contract goals. Management and effective control of Production, Coordination and Communication in all aspects of a survey project is imperative in achieving and completing a successful project. Our proven project managing methodology is broken down into these 4 critical stages that must be achieved in order for a contract/project to be a success: 1. Communication 2. Responsiveness/Commitment 3. Budget/Schedule and 4. Quality.

Communication:

As the prime, **MGV** will maintain constant communication with the City and all parties involved. Our past experiences on similar task work order driven contracts we realize that it is critical for us, as the prime contact, to be in constant communication with the City's project manager. On this type of contract, there will be multiple task assignments progressing at different stages concurrently. It is our responsibility and duty to make sure that City's project manager is kept up to date on the progress of each project, with expected completion dates, and any issues or concerns (with solutions!) that may and will arise on any particular assignment. Our objective is to make sure the City's Project Manager is always up to date and aware of the survey progress on any given project.

Responsiveness/Commitment:

Having a responsive Team that will meet project schedules and is committed to the needs of the City is critical. To that end, **MGV** has developed a communication protocol that ensures each and every email, phone call, or text is responded to immediately (or within 24 hours), including deployment of field resources.

Budget/Schedule:

Finding ways to extend budget dollars and minimize the survey schedule is a challenge we openly accept.

MGV understands that controlling, monitoring and remaining under budget is a major component to the success of any contract. As always, **MGV's** Team will make it a priority to work with the City in reviewing scope assignments and finding innovative approaches/solutions that will help reduce overall schedules, costs and save budget dollars for future projects.

Quality:

The quality of any survey is directly dependent on the reliability of the QA/QC process implemented. **MGV's** plan is based on performing specifically scheduled quality assurance reviews which guarantee a product that attains the highest standard of quality and provides true cost-effectiveness.

APPROACH TO PROJECT PROCESS:

Projects under this contract will vary between a multitude of task assignments. The following approach is general, intended to demonstrate our understanding of the steps required for a successful completion of a project assignment and our approach to some key tasks. All services provided will always be performed as directed by any special instructions from the City's Staff as well as all applicable Standards. As soon as a project is requested, **MGV** will thoroughly review the scope of services, any special survey requests and/or instructions, schedule milestones and other factors affecting the project. A record request will be made to obtain existing survey control, maps, field notes, and historical survey data. If necessary, we will immediately meet with the City's Project Manager and staff for further clarification. As part of our process in preparing the staff man-hour estimate, a site visit is performed in order to note any specific and/or unusual project terrain items, determine survey approach, obtain drainage structures condition, determine safety/MOT issues, and note any special coordination and communication that may be necessary. This review allows us to alert the City's Project Manager of any potential problems that may impact the survey effort. Based on the scope of services, our evaluation, and research of the site, we will prepare a written scope of services, fee and staff hours proposal. This written proposal will be submitted within 24 to 36 hours from the time of notice. If time is of the essence, **MGV** will provide a proposal the same day of notice. Prior to commencing any work, **MGV** will attend a kick-off meeting with the District, if necessary. At the kickoff meeting, **MGV** will confirm and or review all scope items, the Survey Review Check List, project schedule, staffing/resource plan, safety plan, and any required landowner/agency coordination. Work will begin within two (2) working days from NTP or within 24 hours if needed.

On those projects where the **MGV** team subconsultants are needed our PM will meet with the appropriate team members on the same day we met with the City of Key West's Project Manager. In the past, our team has conducted meetings in person, via conference call and or video conference. We assure the City there will be no delay in getting our team ready to fulfill our commitment to City of Key West. Below is our methodology to typical miscellaneous projects and key design survey tasks.

HORIZONTAL PROJECT NETWORK CONTROL (HPNC) & VERTICAL CONTROL NETWORK CONTROL (VPNC)

Typically on most assigned tasks, the initial effort will be to establish project network control. Establishing accurate, reliable and permanent Project Control is one of the most important aspects of the survey process. Redundancy in measurements and proper QA/QC is essential. When establishing new Project Control, **MGV** will research the Department of Transportation, local and NGS websites for any existing control points within the project. A GPS Network Methodology Plan is developed in accordance with the current standards of accuracy prior to mobilizing to the field. Project Control will be set at 1000ft. intervals, intervisible, near the existing right of way and outside of proposed construction, when possible, when performing smaller type projects, horizontal values will be established on lot corners, block / centerline points etc. When establishing the horizontal values, **MGV** will utilize Static GPS methods. Three or more 1st order NGS control points, FPRN points or other approved control will be used as control, and held fixed. All final GPS adjustments will be made using FDOT Vector Least Squares adjustment software. Positional tolerances will meet or exceed 0.01 m / 1:100,000 and be submitted for approval. All horizontal values will be based upon North American Datum 1983 (NAD 83/90 or NAD 83/2011, as per the scope requirement). Vertical Control adjusted elevations will be established from closed loops (no side shots) using two or more 1st order NGS benchmarks or other approved control. All work will be performed on North American Vertical Datum 1988 (NAVD 88) or NGVD 1929, with all bench runs meeting or exceeding Third Order Accuracy standards (0.05' times $\sqrt{\text{miles}}$). Peg tests will be performed daily and recorded. **MGV** recognizes and is aware that the City of Key West has many state projects abutting City streets being performed on NGVD 1929 or NAVD88 datum's. We feel that it may be necessary to show all applicable datum's on our vertical control sheets and drawings. All Benchmarks established using the NAVD-88 vertical datum can be converted using a Corpscon / Vertcon conversion to the NGVD-29 datum. Datum conversion data will be included on

the survey drawings. All benchmarks and monuments used for survey control will be located and shown on survey drawings (including the plan and profile sheets) with descriptions, coordinates, and elevations labeled in both Datum's.

BOUNDARY/PROPERTY SURVEYS AND ANALYSIS

MGV has been performing Boundary and Property Surveys since our inception, and our staff is familiar with all criteria's and regulations that must be applied and followed. Boundary surveys are the foundation of our profession. All right of way lines, monument lines, section lines, centerlines etc. are in theory some form of boundary line. No firm can compare to the experience **MGV** brings to the table when performing boundary surveys. In **MGV**, the City of Key West has the luxury of having a firm with eight registered professional surveyor and mappers with over 200 years of experience. Our knowledge, experience, and existing survey data guarantees that the all boundary surveys will be completed as scheduled and accurately.

When performing any type of boundary survey, our preparation always begins with an office research of all recorded instruments (plats, section sheets, state and county right of way maps, etc.), these are the basis for the establishment of the centerline and the right of way lines. The field work begins with a block survey, this consist of recovering, and establishing property corners, right of way lines and block lines of our property. All angles and distances are measured, verified and compared with record data. The Field data is examined and compared with the original record distances and angles shown in recorded plats, and or other pertinent instruments. In addition, since there are State Roads within the City of Key West, it is imperative that when performing any tasks, especially boundary surveys, State and County Right of Way Maps are reviewed and examined in case of any dedications and or conflicts.

Once all the information is examined and reviewed by our licensed surveyors, we then can proceed with the establishment of the Boundary lines and or Right of Way lines. This process is usually performed on site, therefore the entire process can be completed in a matter of hours. A Cadd file will always be prepared and delivered along with a signed and sealed surveyor's report, and survey drawing.

The topographic portion of the boundary survey will locate all above ground features and improvements within the boundary survey limits stated above including: fences, walls, buildings, and appurtenances, fire hydrants, manholes, catch basins, valve boxes, existing lighting, visible above ground utilities,

drainage structures, etc. within the boundary survey limits stated above will be identified and shown.

This methodology is also used for the establishment of subdivisions boundaries and condominium boundaries as well. **MGV** has performed and established subdivisions throughout south Florida. We also have extensive experience performing condominium surveys, asbuilts and converting existing and proposed building to condominiums. In order to perform these types of surveys, we obtain the recorded condominium document in addition to the other documents stated, in order to determine the condominium property, common elements, and limited common elements that need to be defined and located.

MEAN HIGH WATER SURVEY

MGV is one of the few firms in South Florida that is currently performing Mean High Water (MHW) Surveys. Performing MHW surveys entails the coordination with the Florida Department of Environmental Protection Bureau (DEP), it is imperative that contact with the DEP be made immediately and continuously in order to complete the MHW survey in an adequate time frame. The MHW Elevation is a tidal datum. It is the average of all the high water observed over a National Tidal Datum Epoch. A MHW survey derives from this elevation. The DEP provides a MHW elevation for an area, much like a City Bench Mark is the basis for elevations on a specific area. In cases where the DEP cannot provide an elevation, you must study the data sheets for each tide station affecting your area, and then interpolate the Elevation of MHW to your site.

Once the NGVD Elevation of MHW is obtained we notify the Bureau to obtain conditional approval; then the MHW line is located on a contour using Level Run. The MHW line is established by setting Stakes and/or pipes at the Contour Line. After the MHW Line is established, GPS Coordinates are established on each stake and/or pipe and a map is prepared showing the MHW Line by Coordinates. Location of the Datum and Monuments used to establish the Coordinates are shown on the map as well as the Tidal Stations used to determine the MHW Elevations. Once the Map is completed a copy is submitted to DEP for approval. **MGV** maintains constant communications with the DEP, our Project Manager updates them as to our findings and provides preliminary information, this open communication assures that the final product is just a formality for the approval.

Upland Land Survey is a Survey of the Upland above the MHW Line, which is subject to private ownership. Once the MHW Line is established as explained above, a Survey is prepared as requested of the area

Upland of the MHW Line. Our survey will show the High Water Mark, the vegetation Line, the bottom of the Dune line, and any other features needed all with Elevations to compare with the MHW Line Elevation. After all elevations are gathered, a determination will be made delineating the limits of the Upland area. This determination will be properly noted and shown on our Cadd drawing and maps.

TOPOGRAPHIC, EASEMENT, ROADWAY AND RIGHT-OF-WAY SURVEYS

Depending upon a particular scope, terrain, traffic, etc, the **MGV** team has a “toolbox” equipped with the right tool and the experience and skill needed to complete the task. This tool box, includes, but is not limited to: EFB (2D planimetrics, DTM), RTK (planimetrics, DTM [soft areas where applicable]), Photogrammetry (2D planimetrics), LAMP (Low Altitude Mapping Photography–DTM), Static LiDAR Scanning (DTM, Bridge Surveys), Mobil LiDAR (Topo/DTM), UAS/ UAV Drones, Single-beam/Multi-beam/Side Scanner Sonar (Bathymetric Survey). We also have the office support to process and review the incoming data on a daily schedule. By daily reviewing the field data, our supervisors can assess the information and determine if sufficient data exists, if not, we can append the data while the crew is still in the vicinity. The greatest cause for survey delays is insufficient data causing crews to have to return to the site they have already left. After all segments have been processed a preliminary file will be prepared, our Project Manager and our CADD Technician walk the project to make sure nothing has been missed or miss-represented.

A Typical Topographic Survey encompasses most of the typical Basic Survey Services. The typical Topographic Survey is performed from 5-ft. beyond the right of way of both sides of the street. All above ground features and improvements are located including: existing lighting, pavement markings, trees, pedestrian ramps, driveways, sodded and paved areas, drainage structures (including invert elevations), etc. **MGV** has the capability to gather data in a variety of methods including electronic field book, GPS, conventional, laser scanning, etc. All adjacent building addresses as well as zoned mapped lines and building lines are noted and shown on Topo file. Cross sections are acquired at 50-ft intervals and include existing terrain break lines. Elevations on adjacent building finish floors, ramp, stairs, etc. are also located and noted. A minimum of 2 vertical control points are established on approved Datum as well as horizontal survey control on the Florida State Plane Coordinate System. Deliverables include a survey report with all field notes as well as electronically collected data reports, a Master CAD

file, signed and sealed plan and profile, cross-sections sheets hard copies, PDF file, etc..

When a full TOPO Survey is required, our Project Manager visits the site and familiarizes himself with any specific or out of the ordinary features or areas that may exist. It has been our experience that every project corridor is unique in that it has some specific characteristics of which will require some special attention and planning. The City of Key West enhances that philosophy especially along Duvall Street where adjacent stores, restaurants and office fronts create a unique topographic situation. These areas will be handled by encompassing a variety of survey techniques. We can use a combination of electronic data gathering as well as some conventional methods not only to gather the best possible data but in the quickest amount of time and with the least amount of inconvenience to all parties involved.

MGV's field crews have extensive experience collecting data, in addition to the required features, here are some features **MGV** regularly incorporates into our survey: 1) All feature symbols (poles, anchors, signs, etc.) are rotated and placed in their proper direction and are depicted by the proper symbology, in addition, the actual sign portrait is placed on the final file. 2) All catch basins and manholes are shown with a rim elevation as well as an identification number so inverts can be easily related to a structures chart. In addition, pipe directions are depicted on the CADD file so the designer can easily see the direction of the flow. 3) The type of curb and gutter that exists, 4) and all trees are fully labeled with type, diameter, height and spread. This is just some of the typical information found on a Topographic survey performed by **MGV**.

As part of the Topographic Survey cross sections will be performed when requested. If a Digital Terrain Model is requested, Cross Sections and all break points will be gathered. All digital terrain models will be derived from spot elevations, including high/low points and breaklines. Check sections or check shots will be taken to help identify outliers. Gathering sufficient shots in order to perform a true DTM is only a part of the process for creating not only an adequate DTM, but also one that is true to the existing terrain. Break lines and well-defined chains are as important as the shots themselves. Side streets, driveways, walkways and any other intersecting access are properly located showing the limits of the access as well as the direction of flow. This is why our PROJECT MANAGER visits the site with the crew and together a plan of attack is constructed. All ground collected data will be processed using EFBP, CAiCE, Geopak and/or Bentley Open Roads and will be reviewed for blunders, spikes and correctness before

submitting for review. Each DTM will be "driven" through in 3D in order to help identify any DTM spikes. Field editing of all Topographic, DTM, planimetric surveys is critical. After all the information has been gathered and processed, a hardcopy will be prepared for a field review.

RIGHT OF WAY CONTROL SURVEYS AND MAPS

Our Right of Way Surveying and Mapping experience is extensive. In recent years we have been awarded and accomplished some major Right of Way Control Surveying and Mapping projects throughout the State of Florida and within the City of Key West. **MGV** performed a complete Right of Way Control Survey and Map with Final Right of Way Maps and parcel sketches and legal descriptions in Key West along 3 miles of North Roosevelt Drive. This project had it all, the right of way control survey encompassed almost every type of field survey imaginable and an intense and a huge array of document research was necessary. Our crews closed blocks, plats, subdivisions, condominiums, metes and bound legal descriptions, etc. in order to establish not only the historical centerline but the existing right of way. Our staff worked with DOT staff and researched ancient City of Key West records, title searches, recorded and unrecorded deeds, documents etc. all in order to not only facilitate the preparation of all parcel takes and easements but to verify the ownership of undedicated right of way between the City of Key West and the DOT. Our staff worked hand in hand with the district staff identifying those parcels where title searches were necessary then reviewing, plotting and verifying the title search and comparing and verifying the parent tract and actual field evidence. In addition to these reviews we coordinated with the design engineer's proposed right of way requirements and prepared over 60 parcel takes and easements parcels and legal descriptions as well as right of way exhibit for public presentations. **MGV** also completed a full design and right of way survey project along South Roosevelt.

The right of way Control Survey Map provides the certified survey support for the preparation of right of way related maps, is a depiction of the right of way control survey field work performed and will facilitate the preparation of the Right of Way Maps. The entire Right of Way schedule is contingent on performing the control survey and generating the Right of Way control maps. Our knowledge, experience, and existing survey data guarantees that the control survey will be completed as scheduled and accurately. The intent of any control survey is to establish the Right of Way lines and centerlines properly, as well as re-tracing and establishing historical baselines. One of the key items

to completing this task is to identify all record and historical information available.

MGV has extensive experience in retracing and or re-establishing the methodology used to establish Historic Survey Baseline and RIGHT OF WAY lines. This is where **MGV** excels and where we can apply our vast experience, data and knowledge in getting this task accomplished. Our preparation begins with a methodical review of the existing RIGHT OF WAY Maps, evaluating the Map and its baseline ties to the section and $\frac{1}{4}$ section corners, subdivisions, side-streets, plat corners, etc. A thorough research of all existing data from current and past DOT projects, recorded instruments, plats, deeds, title searches, section sheets, CCR's, surveys performed by local surveyors, abutting Municipalities and Counties, etc. is also initiated. A preliminary calculated baseline alignment will be established and over-layed with existing GIS information, this worksheet will show the record information gathered and will also produce "search" coordinates allowing survey crews to quickly navigate and recon targeted corners. The field Survey will consist of recovering the monumentation, including the historical survey baseline, section and $\frac{1}{4}$ section corners, block and lot corners, PRM's, historical baseline points, property corners, etc. as needed. The Section Survey portion demands special and diligent attention. All monumentation found will be tied to the PNC by redundant RTK measurements or conventional methods and will be checked among each other and in reference to the recorded information. Block closures, Section closures and other pertinent survey practices will be incorporated in order to establish the Baseline and RIGHT OF WAY lines as per the RIGHT OF WAY Map always trying to maintain the Original Intention of the RIGHT OF WAY map, but incorporate the existing monumentation, recorded instruments, plats, and all existing evidence. The existing right of way lines will be reviewed and compared to the Topo file noting any areas where fixed improvements may be encroaching into DOT right of way. If this is the case, **MGV** will notify the City and discuss the possibility of requesting a title search and discuss course for further investigation. The Master Cad file and Work-Sheet will show all survey data as described above and will be produced in a Cadd file with baseline and RIGHT OF WAY lines, section lines and all found points.

Right of Way Maps are prepared when real property rights are to be acquired for a transportation facility. It is a scaled drawing and must be prepared to clearly show the RIGHT OF WAY to be acquired. The RIGHT OF WAY Map must show sufficient technical data to facilitate the preparation of legal descriptions for use in acquisition documents, and serve as an aid in appraisal, acquisition, property management and

monumentation. All RIGHT OF WAY Map submittals will include: a Cover Sheet, Key Sheet (s), Detail Sheet (s), Reference Sheet (s), Parcel Detail and Legal Description Sheet (s), and Table of Ownership Sheet(s). All RIGHT OF WAY maps will be submitted at 30, 60, 90, and 100 percent completion and will be submitted in 2 separate sets, one with an aerial photo background and one without. The percent completions stages will incorporate the following items: 30% Maps: Will include Historical Survey Baseline, existing RIGHT OF WAY lines, section corners and lines, abutting plat boundaries, blocks, lots, subdivisions and condominiums etc. 60% Maps: All 30% submittal review comments, proposed right of way lines, takes and easements, parcel numbers/bubbles, parent tracts, center line of construction, Title Search Reports, buildings ties and individual parcel sketches and legal description will be prepared. Title Search Reports and Maps: Title search reports and maps will be submitted as part of the 60% submittal. All reports will be thoroughly reviewed and any applicable deeds, easements, reservations, less outs, etc., will be reviewed against the existing parent tract, the proposed ROW, etc. and incorporated in the ROW Control Survey Map. A Title Search Map will be prepared showing all the 60% submittal information along with the title search number, folio number, property address and owner's name and address of each abutting property. 90% Maps: All 60% submittal review comments will be incorporated. The Tabulation sheet will be incorporated showing the parcel number, property owner, parcel area and remainders. All legal descriptions will be submitted as a word file along with a hard copy. 100% Maps: All prior submittal review (30%, 60%, and 90%) comments will be incorporated. An updated title review will be performed within Miami-Dade County, and any other abutting municipality in order to assure the most current recorded data is shown.

Right of Way Master Cadd File will be prepared in AutoCAD and / or Microstation Geopak. All line work and text will be in one "Main" design file and will contain the following elements: • Historical Survey Baseline (All required data is shown including: bearings on tangent lines, stationing, curve elements and points of intersection station value with deflection angle left or right) • Section and $\frac{1}{4}$ Section Lines (All required data is shown including: labeling, bearings & distances, ties by station & distance to the survey line. Closure reports are calculated from this file) • Subdivisions (All required data is shown including: name, recording data, boundaries, lot & block lines and numbers, street names, alleys and platted easements. Subdivisions are tied to the baseline line. Closure reports are calculated from this file) • Existing ROW (Line work for existing

ROW by deed, maintenance or dedication for mainline corridor and/or side streets are determined, verified and plotted) • Topography (The topographic elements are shown at the desired scale) • Parent Tract's / Existing Easements (Line work is shown and identified by the appropriate symbol (cell)) • Proposed ROW Requirements (EOR provides ROW requirements. All takes and remainders are calculated, labeled and dimensioned with station & offsets. Closure reports are prepared for each take and remainder area) • Limits of Construction (Provided by the Designer or EOR and plotted) • Jurisdictional Lines (Jurisdictional wetlands, water boundaries and city/county limit lines are plotted).

LEGAL DESCRIPTIONS

MGV has extensive experience preparing legal descriptions for use in legal instruments for a number of survey deliverables. Our preparation begins with a sound boundary survey of the parcel and parent tract in question. In most cases, portions of the parent tract are being transferred, therefore an accurate boundary survey is necessary in order to assure that we have a solid geometry for which to base our legal description. A title search is also necessary in order to assure that the original legal description of the parent tract and that the parcel being transferred has no easement, or encumbrances, etc. It is our practice to fully review the title search and show any items that may affect the parcel or the parent tract. After all information has been gathered and thoroughly researched, a legal description is prepared along with a parcel sketch (if applicable). All documents are prepared as per City standards and formatted for court recordation. In addition to property descriptions, we can and have prepared legal descriptions for permanent easements, temporary easements, aerial easements, etc. as well as any type of boundary issues including those abutting interstates, and Limiting Access Right of Way issues.

TITLE SEARCH REPORTS AND MAPS

Performing and reviewing title search reports is a trait that can only be mastered through years of experience. Every report has its own special circumstances that can and will affect the parcel and or parent tract in question. It is our responsibility to review all documents, deed, legal's, etc. within the report and assure that there are no hidden or possible issues that may affect our project. **MGV** has the experience to not only perform this task but we have the experience to assess the documents and determine what the true intent of the owners was, and review the existing use and improvements performed and provide the district a complete assessment of each report.

All reports provided by the City of Key West will

be thoroughly reviewed and any applicable deeds, easements, reservations, less outs, etc., will be reviewed against the existing parent tract, the proposed Right of Way, less out, easement, etc. Parcel numbers will then be determined and submitted to the district for their approval immediately. Parcel sketches and legal descriptions will be prepared and submitted. A full and complete title search map will be prepared.

CONSTRUCTION LAYOUT SURVEY AND STAKING

The key to construction layout is checks and redundancy to avoid and correct any errors before construction. Errors in survey layout can cost valuable time and money in construction projects. **MGV's** philosophy in construction layout is simple, be 100% accurate, guaranteed through cross checks. **MGV** has been providing construction layout services since our inception and has fully qualified and experienced field crews to provide such services. All information required to be submitted, such as quantities, can be efficiently prepared by the project manager and technicians and delivered in the proper format as required. Again, **MGV** provides such services on a regular basis and has been for many years. All field information, copies of field notes are provided along with a final signed and sealed surveyor's report.

FLOOD PLAIN, FEMA, & BEACH SURVEYING AND GIS/AUTOCAD MAP & DATA BASE CREATION

Woolpert provides GIS services that include consulting, data creation, and application development—services that range from business process, workflow analyses implementation planning, and application development, to deployment, onsite operation, and maintenance of systems. Woolpert develops and administers GIS systems that address all levels needed for government operations, from hardware acquisition through security protocols and data optimization, to application development and end-user training. Woolpert begins GIS support by understanding specifications for equipment, hardware, and software required by client stakeholders. When needed, Woolpert provides technical recommendations for hardware and software purchases to be executed by the client.

Woolpert offers several GIS options for deliverables. Their experienced staff uses a proven workflow for converting 3D CAD data to a 3D GIS format utilizing specialized photogrammetric collection methods and Woolpert-developed FME workbenches. They offer conversion to ESRI shapefile (.shp) format, as well as a file geodatabase (.gdb) structure to FDOT's schema. They can easily mimic the file naming structure of typical MicroStation deliverables as per

client guidelines. Having a GIS package as part of our deliverable provides increased functionality, analysis, and display abilities for your data, while maintaining the existing attributes and symbology of a typical CAD product.

UNDERGROUND/ABOVEGROUND UTILITIES

The location of underground utilities consists of two very important aspects; first the office preparation (Record Research)/coordination with utility owners; second, detailed field investigation utilizing the latest in electromagnetic, ground penetrating radar (GPR) and vacuum excavation systems. Following the ASCE 38-02 "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data", **MGV** would acquire the necessary Quality Level "D" utility record drawings. This initial data gathering is vital to the success of the SUE (Subsurface Utility Engineering) process. This information will be utilized both in the field and office to help recover and identify existing facilities located within the concerned area as determined by the engineer of record. With the record information in hand, **MGV** will proceed to the field and provide Quality Level "B" utility designations (2D horizontal location) within these areas utilizing electromagnetic geophysical prospecting equipment for toneable utilities and ground penetrating radar (GPR) for non-toneable utilities. The designation marks will be surveyed from existing control and provided to the design engineer in the proper CADD format. This file will have survey accurate horizontal locations of each found facility along with available as-built information, such as ownership, type and size. Having received both the topographic survey and accurate 2D utility information at the same time, the design engineer will be able to make "smart" design decisions to help reduce utility conflicts and unnecessary, costly utility relocations. Once the engineer of record has determined the location of improvements, such as mast arms or drainage systems, the actual utility conflicts, based upon the survey accurate utility designations, will be identified. With these locations, **MGV** will stake each conflict in the field and perform Quality Level "A" locates (test holes) by non-destructive vacuum excavation methods. Each locate will be surveyed from existing survey control and placed in the original utility designation CADD file. The original designations will be updated to reflect the precise location of each utility test hole. In addition to the CADD file, a test hole summary report will be provided depicting northing, easting, elevation, depth of cover, direction, size, type, material, and possible condition. From the final Quality Level "A" locates, the design engineer will be able to determine if a true conflict exists.

DRAINAGE SURVEY

On all Drainage Surveys our project managers research old drainage plans and or any existing plans that may assist the recovery of existing structures, run-offs, laterals, etc. A preliminary analysis consisting of the number of structures is performed and field planning commences. It is typical to have structures located within the lanes of travel. In those areas where traffic conditions are abundant, in order not to hamper the flow of traffic, weekend and or night schedules will be incorporated. After the initial field-work has been conducted, a preliminary drainage file and report is prepared. This report consists of: 1. station and off-set to all structures, 2. type of structure (sanitary, storm, or electric manhole, inlet, drain, etc.), 3. horizontal coordinates, 4. rim elevations. All inverts are located and reviewed by our project manager and or Field Supervisor. Inverts, pipe sizes and directions are established and plotted; this information is placed on the TOPO file so that the Designer can easily follow the flow. In addition, all field data is compared to the existing drainage plans and or any plans that may be available, all discrepancies are verified and noted.

AERIAL PHOTOGRAPHY / PHOTOGRAMMETRY

MGV is extremely comfortable in preparing and creating all topographic surveys by conventional field methods, electronically, and in coordination with Aerial fixed wing and low altitude flight surveys, static and mobile laser scanning. Recent advances in Scanning Technologies have opened the door to the future in 3D surveying. The union of static and mobile laser scanning offers a powerful set of tools that the **MGV** team can offer the City of Key West. Our firm has completed over 100 miles of Aerial and Ground surveying with IFR. We have in the past, and are currently working on projects together. Our staff is very familiar and in constant communication with IFR's staff and project manager. Our past experience and comfort level with IFR only assures the City of Key West, that the final product will be a solid one and that no communication problems will arise. **MGV** will always prepare the final merged file encompassing all aerial survey information, and ground survey of obscured areas.

QUALITY CONTROL PROCESS:

Our QC approach is based on the philosophy that Quality is achieved by adequate planning, coordination, supervision, technical direction and review processes. **MGV's** workflow includes fundamental quality control practices such as calibrating equipment, redundant measurements, 30-minute back-sight checks, daily field notes/work review, color coded map review process, QC checklists, project closeout checklists, in-house periodic peer reviews, and external sub-

consultant reviews. Over the past 12 years, **MGV** has assisted Florida Department of Transportation District VI in the development of their "Survey Review Checklist" along with their current quality control and review process. As our Project Manager, it will be Mr. Manny Vera Jr.'s responsibility to review all QA/QC plans and documentation at the beginning, during and end of an assignment, to verify compliance and meeting all applicable Standards. All final deliverables will be certified, either digitally or in hard copy by Mr. Vera Jr., holding him personally accountable. All work will be performed in accordance with the current FDOT and State regulations, City of Key West standards, the current criteria established by the Department's Highway Field Survey Specifications, the **MGV SURVEY REVIEW CHECKLIST** and mapping checklists and including but not limited to the following: District GPS standards, Survey Safety, Location & ROW Manuals, FDOT CADD Standards, FDOT Plan Preparation Manual (Chap. 10), and must also comply with the Standards of Practice for Land Surveyors Rule 5J-17 FAC, Florida Statute 472.027 and any special instructions from the Department.

PROFESSIONAL QUALIFICATIONS, CERTIFICATIONS & CAPACITY OF STAFF

MGV's family's ideology is revealed within our staff. Although all staff members have titles, those titles do not define their roles. Our Key personnel have one goal, and that goal is to get the job done just like Mr. Vera Sr. (**MGV's** founder) would do himself. **MGV** is dedicated and committed to providing excellent service and complete client satisfaction modeled after our founder's commitment to excellence. As the prime, **MGV** has a highly-trained staff of over 50 skilled professional surveyors and associates with extensive experience in a wide range of surveying and mapping services. Among these, 8 employees are registered PSM's (which combined, have over two centuries of survey experience), 5 Survey Technicians, and 16 fully staffed and equipped survey crews, in which 5 are SUE capable. Our key personnel range from 15, to over 30, years of experience in surveying and more importantly, with our firm. **MGV** is ready with an experienced staff lead by our Project Manager Manny Vera Jr. and supported by an excellent staff: Please refer to our Staff Chart for our key personnel.

MGV's proud family business ideology is the foundation of our firm and the reason we have consistently received excellent ratings on all past and present contracts. **MGV's** experience in miscellaneous survey contracts is unmatched. We currently have 6

Florida Department of Transportation Contracts and have received excellent grades and reviews. **MGV** is currently and has been providing in-house Survey Consulting staff services to the Department for the past 12 years, and has become an integral part of the Florida Department of Transportation Survey and its processes. As a result, **MGV's** knowledge of the FDOT Survey requirements, work flow, standards and access to the Departments database is unsurpassable. Our survey experience, coverage and local knowledge in Key West and the Florida Keys is second to none. In addition to the Department, **MGV** is the survey consultant for Miami-Dade County, Miami Dade Expressway Authority, City of Miami, Miami - Dade County, Village of Islamorada and hundreds of miscellaneous private clients and municipalities. This experience, coupled with our history produces an incomparable amount of information consisting of field notes, design surveys, section and boundary surveys, plats, title reports, ROW maps and CADD files that make up an invaluable database which is often and will continue to be reviewed and applied towards facilitating any project.

Manuel (Manny) G. Vera Jr., PSM, will serve as the Project Manager. Mr. Vera has successfully managed and coordinated numerous Miscellaneous District and City Wide Contracts always receiving excellent grades as well as multi-functional projects for Private Engineering firms contracted by the Village of Islamorada, City of Miami, the Florida Department of Transportation, along with Monroe and Miami-Dade Counties. Mr. Vera will serve as the main contact between the City of Key West Project Manager and our team. Mr. Vera Jr. has over 34 years of experience throughout the state of Florida, including many projects within the City of Key West. Mr. Vera Jr. has hands on experience with all types of miscellaneous surveying services including: Global Positioning System (GPS), Horizontal and Vertical Control, Design Surveys, Right-of-Way Control Surveys, Right-of-Way Mapping, Boundary Surveys, Topographic Surveys, Parcel Sketches, Mean High Water Surveys, As-built Surveys, etc. He is proficient AutoCAD, Electronic Data Collection, EFB, Caice, Geopak, Micro-station, and GPS technology. The City of Key West has his personal commitment that he will be readily available for any and all circumstances that may and will arise.

Mark Sowers, PSM, will serve as Assistant Project Manager and SUE Director. Mr. Sowers is a Professional Surveyor & Mapper with 30 years of experience throughout the state of Florida. His responsibilities include managing field operations and establishing standards for consultants as well as final quality assurance / quality control of all deliverables before

client submission. He is proficient in the latest industry technology, as well as developing and implementing successful management strategies. Mr. Sowers worked for the Florida Department of Transportation (FDOT), District 4 for eight years, four of them as District Surveyor. During his FDOT tenure, Mr. Sowers actively participated in statewide process improvements. He was a chairperson for FDOT's Survey Technical Advisory Committee and a member of the committees responsible for the development and implementation of the staff-hour estimating form and project network control sheet.

Mr. Vera Sr., PSM our founder, principal and veteran of the United States Airforce has been in the surveying profession since 1960, he was registered as a Land Surveyor in 1972. Mr. Vera began his company with one crew, himself as Party Chief and draftsman, his hard work and dedication to quality, service and honor has led to the development of his company from a 3 employee firm into one of the largest surveying firms with over 30 employees and a reputation of honesty, service and quality. In the 50 years Mr. Vera Sr. has been in the survey profession, he has completed all types of surveying projects including hundreds of surveys throughout the Florida Keys, including the City Key West, Village of Islamorada, City of Miami, Miami-Dade and Monroe counties. Mr. Vera's experience with all aspects of surveying is immeasurable; he will be actively available to perform any Quality Control and Quality Assurance services for this contract including representing the City of Key West as an expert witness.

Mrs. Silvia Nuin, PSM, is a senior PSM and will serve as one of our Senior Project Surveyors and Quality Control / Quality Assurance procedure. Mrs. Nuin has been with **MGV** for over 37 years and was registered in 1999. She has been in responsible charge and has managed and supervised all aspects of Right of Way control surveys and maps including title search reviews and maps, parcel surveys, legal descriptions, boundary surveys, etc. and is proficient in AutoCAD Civil 3D, EFB, Caice, Geopak, Micro-station, and GPS technology. Mrs. Nuin presents over 37 years of survey experience and will be readily available to the City of Key West in all capacities.

Mr. Carlos Alonso, PSM, will serve as one of our Senior Project Surveyors and is the lead Surveyor on all our Construction Survey projects. Mr. Alonso has been with **MGV** for 12 years, and with his 20 years of experience, has extensive field survey experience in preparing Design Surveys, Boundary and Topographic Surveys, Right of Way Control Surveys and Maps as well as all aspects of miscellaneous survey tasks. His field knowledge is accented by his proficiency in EFB,

Caice, Geopak, Micro-station, AutoCAD Civil 3D and GPS technology.

Mr. Ulises Betancourt, PSM, will also serve as one of our Senior Project Surveyors. Mr. Betancourt has 15 years of experience, and has been with **MGV** for 9 years and has prepared Design Surveys, Boundary and Topographic Surveys, Right of Way Control Surveys and Maps as well as all aspects of miscellaneous desing survey tasks and he is proficient in EFB, Caice, Geopak, Micro-station, AutoCAD Civil 3D and GPS technology.

Mr. Christopher Miller, PSM, is also one of our Senior Project Surveyors. Mr. Miller has over 30 years of experience throughout the state of Florida. His responsibilities for overseeing all aspects of surveying and mapping including the daily operations for assigned projects and making sure clients receive accurate deliverable on or before schedule. He is proficient in the latest industry technology, as well as developing and implementing successful management strategies.

Mr. Thuy Truong, PSM, is currently one of **MGV's** newest Senior Project Surveyors, but brings with him over 25 years of experience. His experience encompasses the preparation of project network control maps, right-of-way control surveys, right-of-way maps, legal and sketches, boundary surveys, as well as topographic surveys. He is proficient in computer operations, having worked extensively in MicroStation, AutoCADD, Geopak, EFBP, CAiCE, Trimble TTC/TBC, Trimble TA/RTK, and GPS Hector the Vector.

Mr. Mike McKay PSMIT will serve as a Senior Survey Technician for this contract. Mr. McKay has been with **MGV** for over 13 years and has more than 24 years of experience. Mr. McKay is experienced in EFB, Caice, Geopak, Micro-station, AutoCAD Civil 3D and GPS technology, and he has served as Project Manager for FDOT projects in various Districts. Mr. McKay has not only prepared Right of Way Control Surveys and Maps, legal descriptions and parcel sketches, title search reviews, Design Surveys but has extensive field experience gained by performing miscellaneous survey tasks throughout the State of Florida working for such clients as Miami-Dade County, South Florida Water Management, U.S. Core of Engineers, FEMA Relief, FDOT, just to name a few.

MGV currently runs 16 full staffed and equipped field crews, in which 5 are Subsurface Utility Engineering (SUE) capable. Our crew chiefs have experience in all aspects and task associated with design and right of way surveys. **MGV** has the luxury of having 3 senior crew chiefs having a combined 60 years of experience not only in surveying but with our firm. **MGV** can and

will have a minimum of 2 survey crews available to the City of Miami Beach within 24 hours and a third crew within a 48 hours of notice.

MGV is fully equipped with the latest survey grade GPS equipment and software. We currently have two (2) Trimble T5C-1 Data Collectors, Leica C10 Scan Station 3D Laser Scanner, and eight (8) Trimble 5700 L1/L2 GPS receivers. All receivers are outfitted with 128 megabytes of internal memory and will operate in any GPS mode including Kinematic, Real Time Kinematic, Static or Fast Static. We use the latest Total Stations and gathering electronic data using the EFB program. We also have laser scanning capabilities and sonar capabilities with single, dual and multiple beams as well as scanner sonar capabilities in order to perform full bathymetric surveys

Our 5 Cadd Technicians are well versed and trained in AutoCAD Civil 3D, Caice, Micro-Station V8I and Geopak, Pedds and just about any other Cadd program. Our GPS processing and gathering is based on the current MTS standards; we have experience in processing in Hector the Vector, as well as Trimble (TBC) and Leica Geomatic Office (LGO). Be assured, **MGV** will adhere to all Survey, Cadd, and Processing requirements set forth by the City of Key West, without exception. Our Right of Way Control Surveying and Mapping experience is extensive. In recent years we have been awarded and accomplished major Right of Way Control Surveying and Mapping projects for the Department. One such project was the Right of Way Control Survey and Map with Final Right of Way Maps, parcel sketches and legal's was in Key West along 3 miles of SR 5. This project had it all, the Right of Way control survey encompassed almost every type of field survey imaginable and a huge array of document research was necessary. Our crews closed blocks, plats, subdivisions, condominiums, metes and bound legal descriptions. Our staff worked with DOT staff and researched City of Key West and Monroe County records, title searches, recorded and unrecorded deeds, documents etc. all in order to not only facilitate the preparation of all parcel takes and easements buy to verify the ownership of undedicated RIGHT OF WAY between the City of Key West and the DOT. In addition to these reviews we coordinated with the design engineer's proposed Right of Way requirements and prepared over 60 parcel takes, easements parcels and legal descriptions.

OUR SUBCONSULTANTS

Joining the **MGV** Team for Aerial Photography and Photogrammetry, is **I.F. Rooks, Inc. (IFR)**. IFR is a full-service aerial mapping and photogrammetric firm serving clients throughout Florida and the Southeastern United States since 1968, and have extensive experience in providing digital orthophotos,

topographic and planimetric mapping, fixed-wing and helicopter aerial photography for transportation, site development, coastal and environmental projects.

IFR currently has a staff of 17 which includes two (2) PSM's, one (1) CP and a staff of ten (10) Photogrammetric technicians immediately available to concentrate their efforts on this project. As their Key Staff member for this pursuit, **Ike Rooks, PSM** is a principal of the firm with more than 29 years of professional experience. During his career, Ike has managed hundreds of transportation related photogrammetric mapping projects for Counties, Cities, Municipalities, FDOT, and Airport Authorities. Ike is responsible for project management, QA/QC and coordination/communication of project issues and scope to the various IFR team members. Ike ensures all project requirements are met and offers extensive familiarity with FDOT standards, procedures, practices, and guidelines. His experience with the FDOT includes managing aerial photography / photogrammetry projects in each of the 8 Districts.

McKim and Creed, Inc. (MKC) will also be on the **MGV** team for additional Survey Support. Core competencies of MKC include surveying specialties ranging from electronic data collection, hydrographic surveying, global positioning systems, construction staking, laser scanning, subsurface utility engineering, mapping and mobile scanning. MKC has an available team for this contract that includes two (6) PSM's, two (2) Survey Technicians, and two (2) Photogrammetric Technicians immediately available to concentrate their efforts on this contract. As their Key Staff member for this pursuit, **Thomas Halstead, PSM** offers more than 32 years of experience in surveying and mapping. As regional survey manager for the southeastern region of McKim & Creed, his leadership and management skills, combined with his strict dedication to QA/QC, have earned Mr. Halstead a strong reputation for consistently delivering timely, top-quality transportation support.

Woolpert, Inc. (WLP) will be providing GIS/Mapping Support. Woolpert's survey/geospatial discipline is supported by more than 30 registered professionals and more than 200 geospatial experts. Woolpert has implemented GIS systems and spatial databases for a variety of military installations, city governments, federal agencies, higher education, and private industries. This experience positions us to understand and address the wide range of hardware, software, and network concerns present. As a Survey Team Leader for Woolpert's Geospatial Group, **Jose Sanfiel, PSM** supports the Survey Team in phasing and executing projects, monitors project schedules and budgets, and implements stringent QA/QC protocols to ensure

deliverables are of high quality and accuracy.

National Title will be providing support for title searches and reports.

EXPERIENCE WITH KEY WEST AND MONROE COUNTY

Manuel G. Vera & Associates Inc. has been working in Monroe County for the Department of Transportation for the over 20 years. Our Project Managers and our Field Crew personnel are currently involved in survey projects throughout the Florida Keys and within Key West. Our survey firm is the first option for the Department of Transportation for any project in any portion of Monroe County, including Key West. Some of our Key West and Monroe County experience includes:

North Roosevelt Boulevard (S.R. A1A) from Eisenhower Drive to U.S. 1

Location: City of Key West, FL

MGV completed a Full Design Survey with Right of Way Control Survey and Right of Way Maps for North Roosevelt Boulevard (S.R. A1A) in Key West for District 6, two other survey firms unsuccessfully attempted this project. MGV accepted this as a fast track Design and Mapping project. We worked hand in hand with the Department, City of Key West, Monroe County and the DEP, prepared over 100 parcel sketches and legal descriptions.

Reconstruction of SR A1A (South Roosevelt Blvd.)

Location: City of Key West, FL

MGV prepared a complete Design survey which includes the establishment of horizontal (NAD 83/90) and vertical control (NAVD 88) networks, survey baseline and right of way, the creation of Topographic surveys and Digital Terrain Model (DTM/3D) in 3D laser scanning, Cross-Sections, Outfall Survey / Canal Soundings, Drainage Survey, Sectional Survey, Subdivision Locations for Survey Baseline & Right of Way Lines, Right of Way Mapping, preparation of CADD and Sheet files, Parcel Sketches, Legal Descriptions, and Title Search Report.

South Roosevelt Maintenance Map

Location: City of Key West, FL

MGV performed a Topo/DTM survey of the parking lot on the Key West by the Sea property. The survey extends from the adjacent edge of pavement of South Roosevelt Blvd. to the edge of pavement of the rear existing parking lot.

Boundary Survey for Parcel 6174,

Location: 3755 South Roosevelt, Key West, FL

MGV performed a boundary survey, including all boundary lines being identified and monumented. The topographic portion of the survey consists of locating all above ground features located within 50-ft and adjacent to the South Roosevelt Right of Way only.

Task Work Order #69 for FDOT C-9C43

SR 5 / US 1 / Overseas Highway Hurricane Irma Repairs

Location: Monroe County, FL

This Task Work Order was derived with the intention of performing the necessary survey tasks in order to gather sufficient survey data in areas that have been eroded by the storm and calculate the quantities of fill. MGV provided a Design Survey with the following deliverables: Horizontal and Vertical Control, Survey Baseline and Right of Way Lines, Topographic Survey/DTM (3D) from the edge of travel lane out to the eroded area and towards the approximate water line, edge of vegetation and/or right of way line. Updated PNC sheets were also provided.

Conservation Parcel #3878 Lower Matecumbe Key

Location: Mile Marker 77.5, Monroa County, FL

MGV performed a full design survey, including establishing a secondary horizontal control and vertical control as needed to perform all survey tasks, a topographic survey on the North and South limits of the parcel in order to identify existing beams, swails, etc., spot elevations, right of way staking at 100 foot intervals along the boundary of the parcel, work zone safety, as well as quality control and quality assurance. offers extensive familiarity with FDOT standards, procedures, practices, and guidelines. His experience with the FDOT includes managing aerial photography/photogrammetry projects in each of the 8 Districts.

Sovereign Submerged Lands Easement

Location: City of Key West, FL

MGV performed a full design survey, including the establishment of horizontal (NAD 83/90) and vertical control (NAVD 88) networks, a topographic survey on as needed to fulfill the FDEP requirements for a Sovereign Submerged Lands easement, mean high Water survey, parcel sketches, legal descriptions, and work zone safety.

Design Build Project for the Reconstruction of SR 5/ US-1 South from MP 0.362 North of the Miami-Dade/ Monroe County Line to MP 3.560

Location: Monroe County and Miami-Dade County, FL

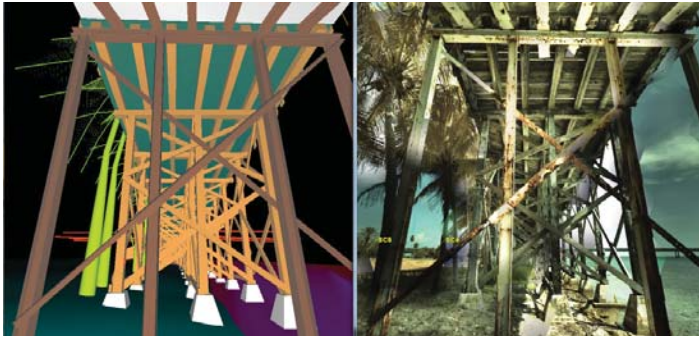
MGV provided a full Design Survey, including: the establishment of horizontal (NAD 83/90) and vertical control (NAVD 88) networks using GPS and conventional methods. Full Engineering Design Surveys incorporating the creation of Topographic surveys and

Digital Terrain Model (DTM/3D) using conventional field methods, electronically, and in coordination with Aerial fixed wing and low and or high altitude flight surveys. Establishing the historic baseline and right of way lines as per the right of way map always trying to maintain the original/historical intention of all recorded instruments, but incorporating the existing monumentation and all existing evidence as needed to establish the right of way.

Topographic Survey was performed incorporating, ground survey using electronic field book, GPS, and conventional methods. All Historical Survey baselines, Centerlines, Right of Way Lines as well as the adjacent side streets were established. Horizontal and Vertical project network control and Maps were performed and



Pigeon Key Ramp Repair Project



Location: Monroe County, FL

MGV prepared a complete Design survey which includes the establishment of horizontal (NAD 83/90) and vertical control (NAVD 88) networks, survey baseline and right of way, the creation of Topographic surveys and Digital Terrain Model (DTM/3D) in 3D laser scanning, Alignment (Project Survey Baseline), Bridge Survey, and Work Zone Safety.

prepared. All existing topographic features along the entire corridor were collected and properly illustrated on our Cadd file. In addition all intersecting Side streets were surveyed no less than 300 feet of full DTM and Topo and profiles up to the high point of the street. Side-Street centerlines were established and made a part of our Control Survey. A full and complete Utility and Drainage survey was performed including all existing structures, all drainage and sewer structures were properly located with rim elevation, invert elevation, pipe sizes and material, condition of utility as well as Northing and Easting values and Station and off-set to the survey baseline. Drainage Survey also included to location of existing wetland and area, pond site and crocodile breeding grounds. Bridge surveys for the Manatee Creek Bridge and Crocodile Crossing Bridge, and perform site survey and prepare a site plan

SR5/US-1/Long Key V-Piers & Deviation Blocks Repair



Location: City of Key West

MGV established and recovered of horizontal (NAD 83/90) and vertical control (NAVD 88) networks, and the existing survey baseline was established as part the FDOT right of way maps. MGV surveyed the 12 V piers that were replaced, and spot elevations at the bottom of seabed elevation at each pier were located.

Additional Experience as a Prime Consultant:

Throughout the last seven (7) years, MGV has won several contracts for districtwide survey/mapping services to Florida Department of Transportation's District Six, located within Monroe and Miami-Dade County. Within the four (4) districtwide contracts we can won as a prime consultant, MGV has worked on over thirty (30) task work orders within Monroe County alone- and four (4) of them within the last year alone.

Jewfish Creek Bridge/ US-1 / SR 5 Replacement Project

Location: Monroe County, FL

MGV Provided a Design Survey and Construction Survey including the following: A full DTM and

Districtwide Right of Way Mapping & Survey FDOT, District 6 (C-9M05)

Contract Duration: 09/2015 to 09/2020

Task Work Orders Completed in Monroe County: 11

Districtwide Right of Way Monumentation Consultant FDOT, District 6 (C-9D05)

Contract Duration: 10/2013 to 10/2018

Task Work Orders Completed in Monroe County: 1



**Districtwide Misc. Location Survey Consultant
FDOT, District 6 (C-9C43)**

Contract Duration: 08/2013 to 08/2018

Task Work Orders Completed in Monroe County: 16

**Districtwide Right of Way Location Survey Consultant
FDOT, District 6 (C-9127)**

Contract Duration: 03/2011 to 03/2016

Task Work Orders Completed in Monroe County: 5

ABILITY TO PERFORM SERVICES

MGV is committed to making sure that sufficient survey support is always available without exception. MGV alone employs a staff of over 50 skilled survey personnel which includes 8 registered Professional Surveyors and Mappers and 16 fully staffed and equipped survey/SUE crews. MGV commits to having a minimum of 2 crews available within 24 hours and a 3rd and 4th crew within 48 hours of Notice To Proceed, if necessary. Our main corporate office is located at 13960 SW 47th Street in Miami, Florida. Together with our subconsultants, we are well prepared to provide for any survey need the City of Key West may encounter.

The objective of any City-Wide Miscellaneous contract is to provide production support for basic miscellaneous survey and mapping services. The consultant selected will need to provide a variety of on-call basic surveying and mapping tasks. Project management and coordination are key elements in the success of all survey tasks. It has been our experience that "upfront" planning and managing facilitate all aspects of any project and maximize project scheduling while minimizing project costs. The MGV Team has been put together in such a way that sufficient survey support will always be available to the City of Key West project managers and staff.

The coordination between MGV and our team's firms is already in place. Our existing relationship with IF Rooks, McKim & Creed, & Woolpert assures the City that no time, effort, and funds will be wasted. MGV will be the prime survey consultant and will be completely responsible for coordinating and managing all survey efforts with our team.

EXAMPLE PROJECTS

Districtwide Right of Way Mapping & Survey (C-9M05)

Client: FDOT District Six

Client Contact: Cristina Albury, PSM (305) 470-5489

Contract Amount: \$1.5M

Location: Monroe County and Miami-Dade County, FL

Project Description: Task driven contract performing miscellaneous survey tasks in Miami-Dade and Monroe

Counties, and all municipalities within the district. Recent tasks for Right of Way Mapping and Surveying services have included the preparation of Right of Way Control Surveys, Right of Way Control Maps, Right of Way Surveys, Right of Way Maps, Boundary Surveys, Geographic Information System (GIS) Mapping, preparation of Parcel Sketches and Legal Descriptions, Quality Assurance Reviews, Title Searches, Title Search Review, plotting Legal Descriptions, and miscellaneous surveying and mapping. Right of Way surveys may include, but not be limited to, the following: Geodetic Control / Project Network Control (PNC), Alignments, Section Ties, Subdivision Ties, Maintained Right of Way Survey, Building Ties, Jurisdictional Line Survey, and Side Street Surveys

Specific TWOs within Key West (2017):

Task Work Order #28: Preparation of Boundary Survey at the Best Western Ambassador Hotel property located at 3755 South Roosevelt Boulevard

Task Work Order #47: Preparation of Maintenance Map and DTM of the parking area at Key West by the Sea property at South Roosevelt Boulevard

MGV Key Staff involved in the Management and completion of Project:

MGV Project Manager:	Manuel Vera Jr.
MGV Project Surveyor:	Manuel G. Vera Sr.
MGV Project Surveyor:	Mark Sowers
MGV Project Surveyor:	Silvia Nuin
MGV Project Surveyor:	Carlos Alonso
MGV Project Surveyor:	Chris Miller
MGV Project Surveyor:	Thuy Truong
MGV Cadd Technicians:	Ulises Betancourt Mike McKay

Districtwide Miscellaneous Location Survey Consultant (C-9C43)

Client: FDOT District Six

Client Contact: Bill Arata, PSM (305) 470-5249

Contract Amount: \$1.5M

Location: Monroe County and Miami-Dade County, FL

Project Description: Task driven contract performing miscellaneous Location Surveys in Miami-Dade and Monroe Counties, and all municipalities within the district. MGV is responsible for supplying qualified personnel if requested within 48 hours, and will consist of field surveys for Right of Way and Design projects as assigned. The surveys will include, but not be limited to re-establishment of survey baselines, control points, bench marks, DTM elevations, Topo, drainage and bridge data, Right of Way control Surveys, Right of Way Maps, and Legal Descriptions along with Engineering Design Surveys, Geodetic Control/PNC, Project Network Control Sheet with horizontal and vertical datum, Alignments, Bench Levels, Topographic/Hydrographic, and Roadway DTM



and Tin Models, Side Street Surveys, Underground Utilities, Drainage Survey, Bridge Data Survey, Outfall/Detention/Mitigation Survey, Stakeout for Borings, Section Ties, Subdivision Ties, Maintained Right of Way Survey, Building Ties, Jurisdictional Line Survey, as well as provide Maintenance of Traffic (safety).

Specific TWOs within Monroe County (2017):

Task Work Order #58: SR5 / US-1, Little Duck Key, Additional Topo & DTM

Task Work Order #69: SR5 / Overseas Highway (MM 69.5 to MM 70.7 in Fiesta Key) Hurricane Irma Repairs

MGV Key Staff involved in the Management and completion of Project:

- MGV Project Manager: Manuel Vera Jr.
- MGV Project Surveyor: Manuel G. Vera Sr.
- MGV Project Surveyor: Mark Sowers
- MGV Project Surveyor: Silvia Nuin
- MGV Project Surveyor: Carlos Alonso
- MGV Project Surveyor: Chris Miller
- MGV Cadd Technicians: Ulises Betancourt
Mike McKay

FDOT District Six, North Roosevelt Boulevard (SR A1A) from Eisenhower Drive to US-1

Sub Consultant to: Consultech Engineering

Client Contact: Evelio Chavez (305) 461-5484

Contract Amount: \$650,000

Location: Monroe County, FL

Project Description: MGV completed a Full Design Survey with Right of Way Control Survey and Right of Way Maps for North Roosevelt Boulevard (S.R. A1A) in Key West for District 6, two other survey firms unsuccessfully attempted this project. Survey tasks included: the establishment of horizontal (NAD 83/90) and vertical control (NAVD 88 & NGVD 1929) networks using GPS and conventional methods; the creation of Topographic surveys and Digital Terrain Model (DTM/3D) using conventional field methods; Drainage survey, locating all structures and their invert elevations, pipe direction and materials and Bathymetric Surveys on existing navigable waterways, and marinas, using conventional methods, and sonar technology with single, dual and multiple beams as well as scanner sonar technology; Right of Way Surveying encompasses a variety of survey practices none more important than the research of historical records in order to establish the historical intent of the right of way of SR A1A. field survey included performing block closures, recovering the monumentation along the corridor and adjacent properties, baseline points, property corners as well as other pertinent survey practices were incorporated in order establish the historic baseline and right of way lines as per the right of way map and historical recorded evidence, always trying to maintain the original / historical intention of all recorded instruments, but incorporating the existing

monumentation and all existing evidence as needed to establish the right of way of SR A1A as well as all intersecting side-streets, adjacent property owners, etc. in order to facilitate the right of way acquisition process and preparing boundary surveys, parcel sketches and legal descriptions.

MGV Key Staff involved in the Management and completion of Project:

- MGV Project Manager: Manuel Vera Jr.
- MGV Project Surveyor: Manuel G. Vera Sr.
- MGV Project Surveyor: Silvia Nuin
- MGV Project Surveyor: Carlos Alonso
- MGV Cadd Technicians: Ulises Betancourt
Mike McKay

Village of Islamorada, Tentative and Final Plat for "Parmelee Key"

Consultant to: Village of Islamorada

Client Contact: Cheryl Cioffari (305) 664-6412

Contract Amount: \$7,845.26

Location: Monroe County, FL

Project Description: MGV completed a survey review of the tentative and final plat of Parmelee Key. The review included and all re-submittals of said plats addressing review comments and complying with special instruction provided by the Village of Islamorada.

MGV Key Staff involved in the Management and completion of Project:

- MGV Project Manager: Manuel Vera Jr.
- MGV Project Surveyor: Manuel G. Vera Sr.
- MGV Project Surveyor: Silvia Nuin
- MGV Project Surveyor: Carlos Alonso
- MGV Cadd Technicians: Ulises Betancourt
Mike McKay

FDOT District Six, Pigeon Key Ramp Repair Project

Consultant to: Metric Engineering

Client Contact: Oscar Cruz (305) 235-5098

Contract Amount: \$19,863.84

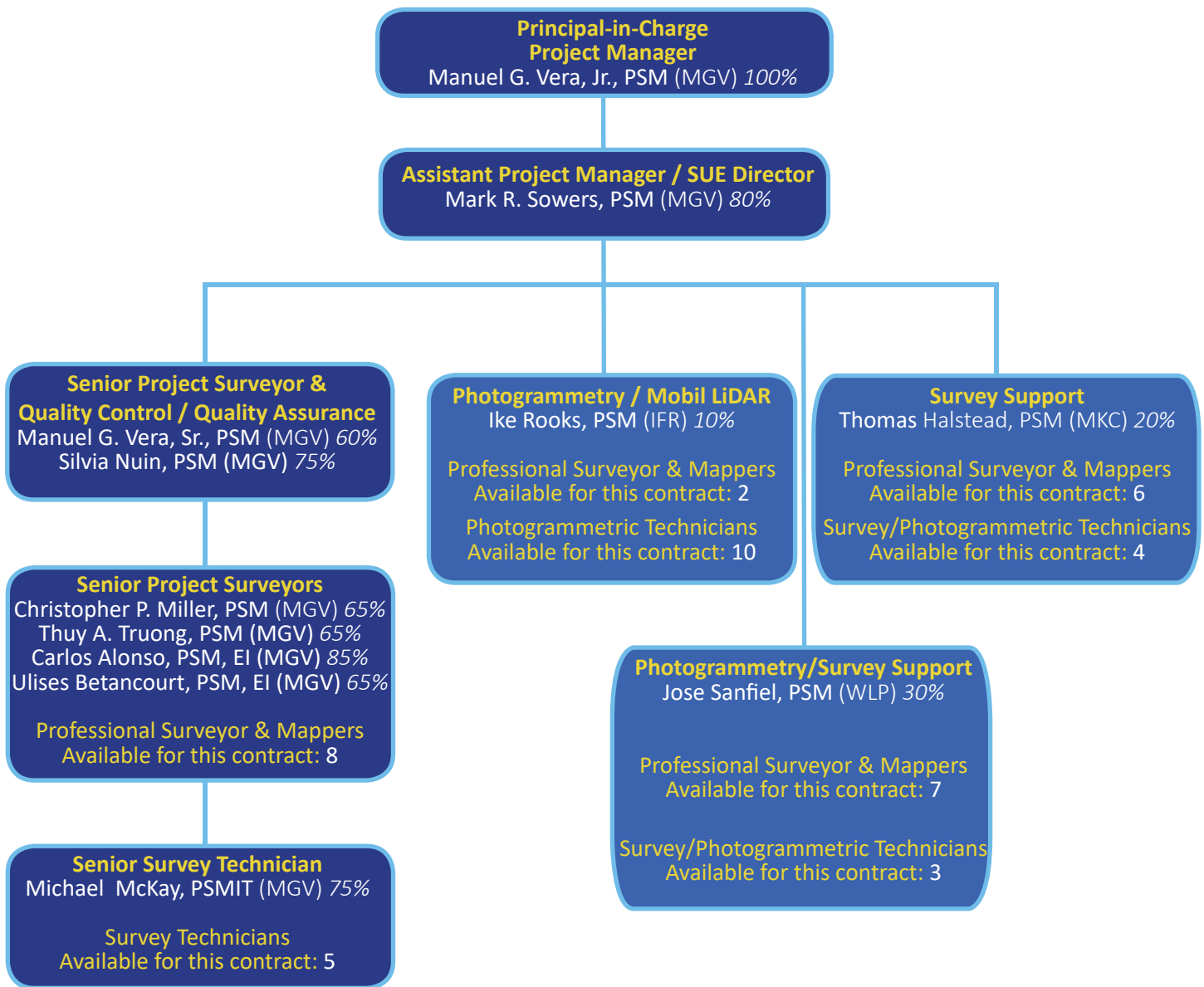
Location: Monroe County, FL

Project Description: MGV provided a full Design Survey, including: the establishment of horizontal (NAD 83/90) and vertical control (NAVD 88) networks using GPS and conventional methods, the creation of Topographic surveys and Digital Terrain Model (DTM/3D) using conventional field methods, a complete structural control survey of the bridge sites, and work zone safety.

MGV Key Staff involved in the Management and completion of Project:

- MGV Project Manager: Manuel Vera Jr.
- MGV Project Surveyor: Manuel G. Vera Sr.
- MGV Project Surveyor: Silvia Nuin
- MGV Project Surveyor: Carlos Alonso
- MGV Cadd Technicians: Ulises Betancourt
Mike McKay

ORGANIZATIONAL CHART



PRIME CONSULTANT
Manuel G. Vera & Associates, Inc. (MGV)
13960 SW 47th Street, Miami, FL

SUB-CONSULTANTS
I.F. Rooks, Inc. (IFR)
106 NW Drane Street, Plant City, FL
McKim & Creed, Inc. (MKC)
5701 Division Dr A, Fort Myers, FL 33905
Woolpert, Inc. (WLP)
6100 Blue Lagoon Drive, Suite 400, Miami, FL

* Name (COMPANY) % Availability

Part 2

Forms & Affidavits



Local Business Tax Receipts Miami-Dade County

Manuel G. Vera & Associates, Inc.



000287

Local Business Tax Receipt

Miami-Dade County, State of Florida
-THIS IS NOT A BILL - DO NOT PAY

LBT

383570

BUSINESS NAME/LOCATION MANUEL G VERA & ASSOCIATES INC 13960 SW 47 ST MIAMI FL 33175	RECEIPT NO. RENEWAL 383570	EXPIRES SEPTEMBER 30, 2018 Must be displayed at place of business Pursuant to County Code Chapter 8A - Art. 9 & 10
OWNER MANUEL G VERA & ASSOCIATES INC C/O MARIA T VERA PRES Employee(s) 31	SEC. TYPE OF BUSINESS 212 P.A./CORP/PARTNERSHIP/FIRM LB2439	PAYMENT RECEIVED BY TAX COLLECTOR \$232.50 07/09/2017 CREDITCARD-17-045425

This Local Business Tax Receipt only confirms payment of the Local Business Tax. The Receipt is not a license, permit, or a certification of the holder's qualifications, to do business. Holder must comply with any governmental or nongovernmental regulatory laws and requirements which apply to the business.

The RECEIPT NO. above must be displayed on all commercial vehicles - Miami-Dade Code Sec 8a-276.

For more information, visit www.miamidade.gov/taxcollector

Manuel G. Vera, Jr., PSM



Local Business Tax Receipt

Miami-Dade County, State of Florida
-THIS IS NOT A BILL - DO NOT PAY

LBT

3103066

BUSINESS NAME/LOCATION VERA MANUEL G JR 13960 SW 47 ST MIAMI FL 33175	RECEIPT NO. RENEWAL 3241551	EXPIRES SEPTEMBER 30, 2018 Must be displayed at place of business Pursuant to County Code Chapter 8A - Art. 9 & 10
OWNER VERA MANUEL G JR	SEC. TYPE OF BUSINESS 212 PROFESSIONAL LS0005291	PAYMENT RECEIVED BY TAX COLLECTOR \$100.00 07/09/2017 CREDITCARD-17-045425

This Local Business Tax Receipt only confirms payment of the Local Business Tax. The Receipt is not a license, permit, or a certification of the holder's qualifications, to do business. Holder must comply with any governmental or nongovernmental regulatory laws and requirements which apply to the business.


The RECEIPT NO. above must be displayed on all commercial vehicles - Miami-Dade Code Sec 8a-276.

For more information, visit www.miamidade.gov/taxcollector



Professional Licenses

Manuel G. Vera & Associates, Inc.
Professional Surveyor and Mapper
Business License No.: LB2439





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.: **LB2439**
Expiration Date February 28, 2019


Professional Surveyor and Mapper Business License
Under the provisions of Chapter 472, Florida Statutes

MANUEL G VERA & ASSOCS INC
13960 SW 47TH ST
MIAMI, FL 33175-4404



ADAM H. PUTNAM
COMMISSIONER OF AGRICULTURE

Manuel G. Vera, Jr., PSM
Professional Surveyor and Mapper
License No.: LS5291





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.: **LS5291**
Expiration Date February 28, 2019


Professional Surveyor and Mapper License
Under the provisions of Chapter 472, Florida Statutes

MANUEL G VERA JR
13960 SW 47 ST
MIAMI, FL 33175



ADAM H. PUTNAM
COMMISSIONER OF AGRICULTURE

Mark R. Sowers, PSM
Professional Surveyor and Mapper
License No.: LS5266

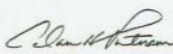



Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkway Tallahassee, Florida 32399-6500

License No.: **LS5266**
Expiration Date February 28, 2019

Professional Surveyor and Mapper License
Under the provisions of Chapter 472, Florida Statutes

MARK R SOWERS
19663 HAMPTON DRIVE
BOCA RATON, FL 33434



ADAM H. PUTNAM
COMMISSIONER OF AGRICULTURE

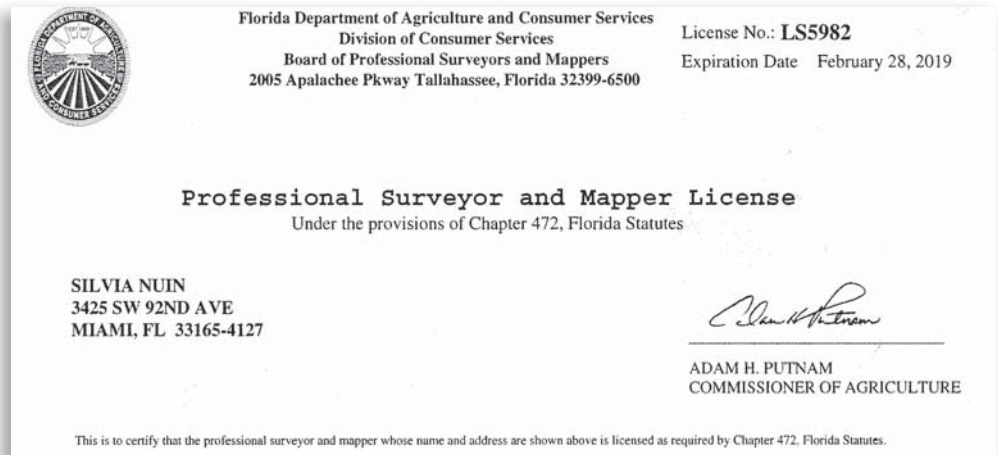
This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.

Professional Licenses

Silvia Nuin, PSM

Professional Surveyor and Mapper

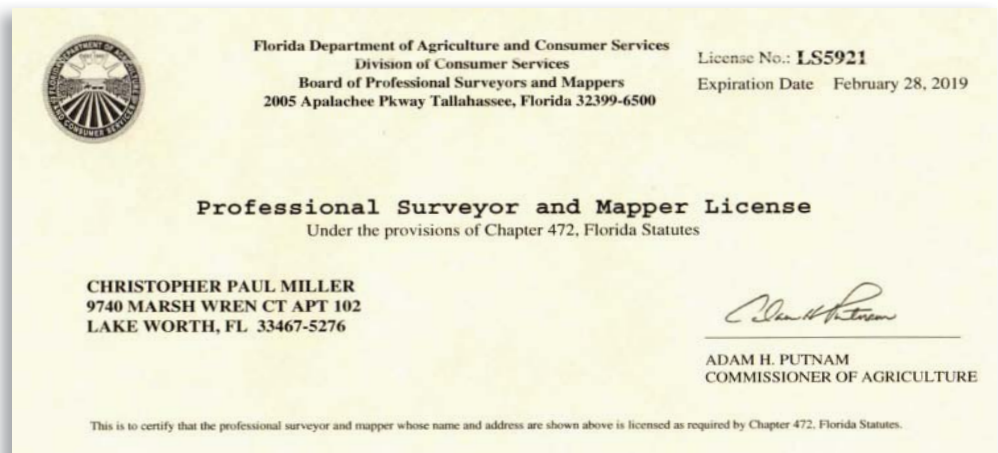
License No.: LS5982



Christopher P. Miller, PSM

Professional Surveyor and Mapper

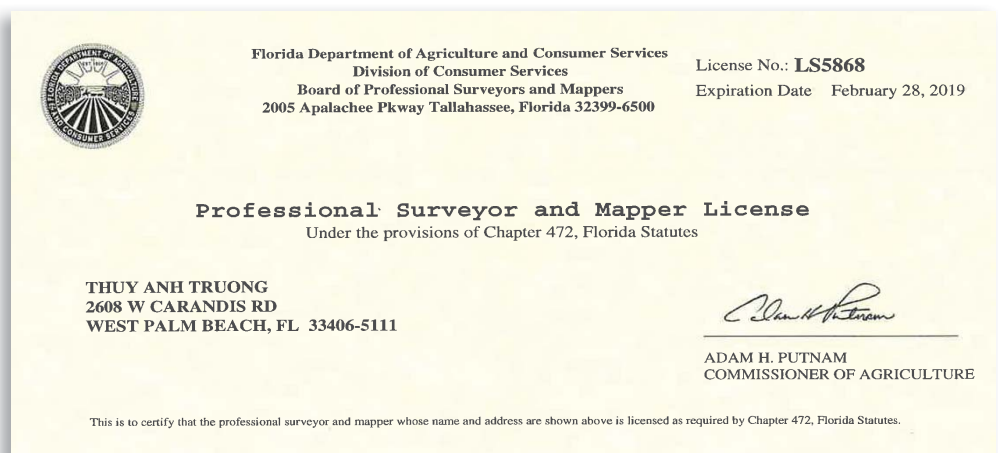
License No.: LS5921



Thuy A. Truong, PSM

Professional Surveyor and Mapper

License No.: LS5921



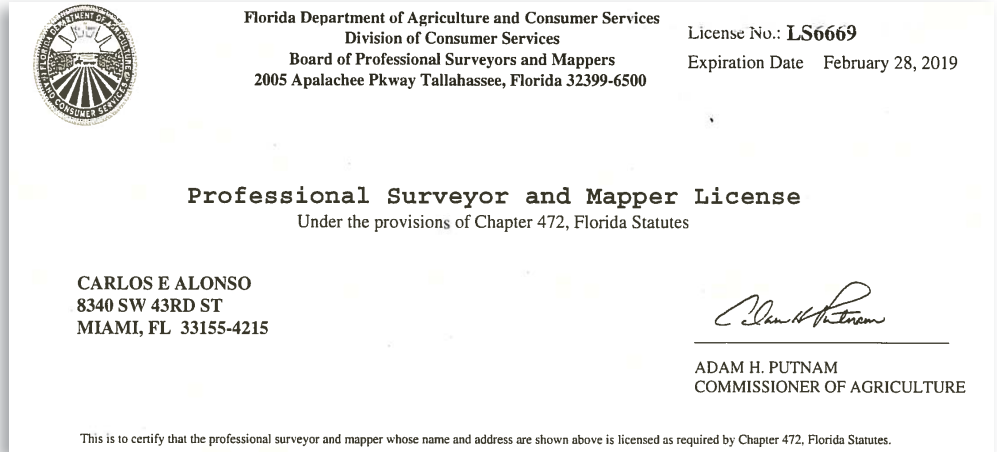


Professional Licenses

Carlos E. Alonso, PSM, EI

Professional Surveyor and Mapper

License No.: LS6669

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.: **LS6669**
Expiration Date February 28, 2019

Professional Surveyor and Mapper License
Under the provisions of Chapter 472, Florida Statutes

CARLOS E ALONSO
8340 SW 43RD ST
MIAMI, FL 33155-4215

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.

Carlos E. Alonso, PSM, EI

Engineering Intern

License No.: 1100011603




Licensee Details

Licensee Information

Name: **ALONSO, CARLOS E (Primary Name)**
Main Address: **27882 S.W. 134TH PLACE
HOMESTEAD Florida 33032**
County: **DADE**

License Mailing:

LicenseLocation:

License Information

License Type: **Engineering Intern**
Rank: **Eng Intern**
License Number: **1100011603**
Status: **Current**
Licensure Date: **07/03/2007**
Expires:

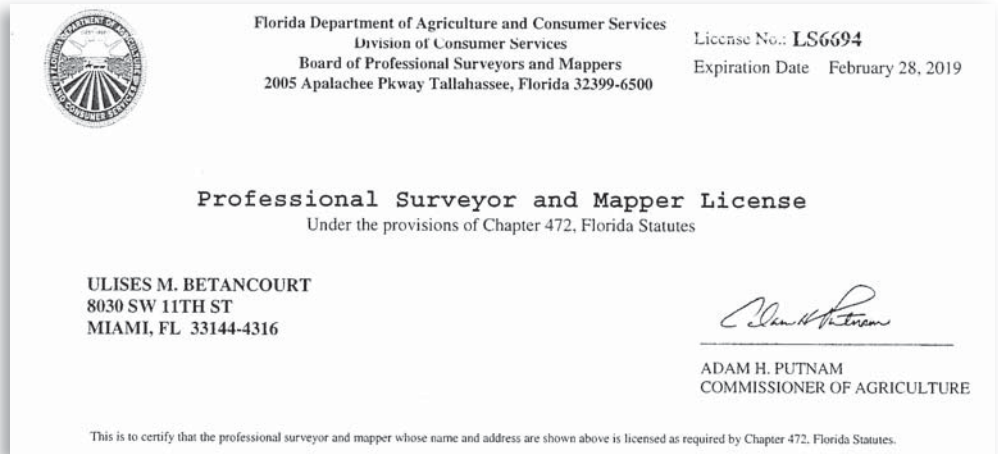
Special Qualifications **Qualification Effective**

Professional Licenses

Ulises Betancourt, PSM, EI

Professional Surveyor and Mapper

License No.: LS6694



Ulises Betancourt, PSM, EI

Engineering Intern

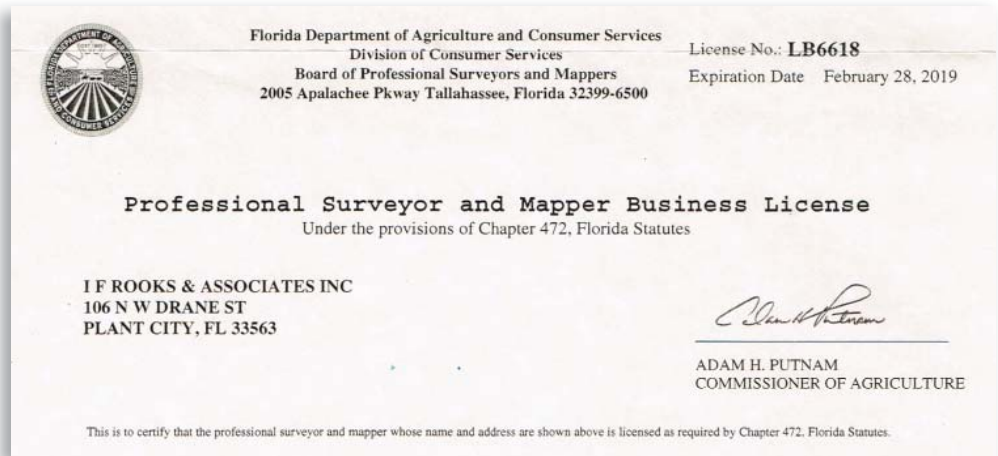
License No.: 1100011603



Professional Licenses

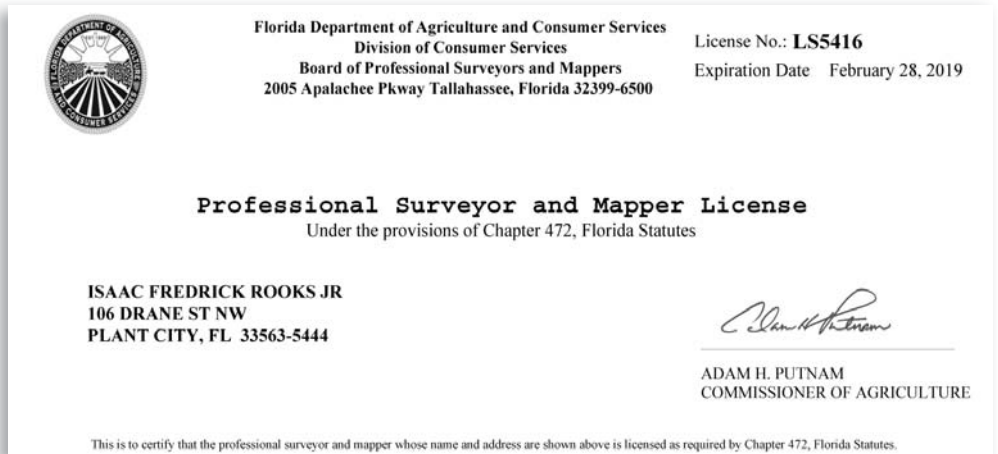
IF Rooks & Associates, Inc.

Professional Surveyor and Mapper
Business License No.: LB6618



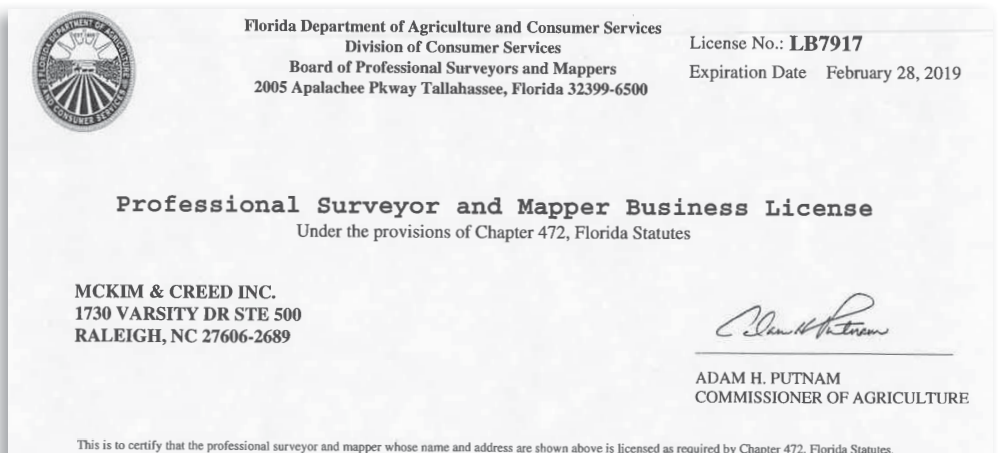
Isaac F. Rooks, Jr., PSM

Professional Surveyor and Mapper
License No.: LS5416



McKim & Creed, Inc.

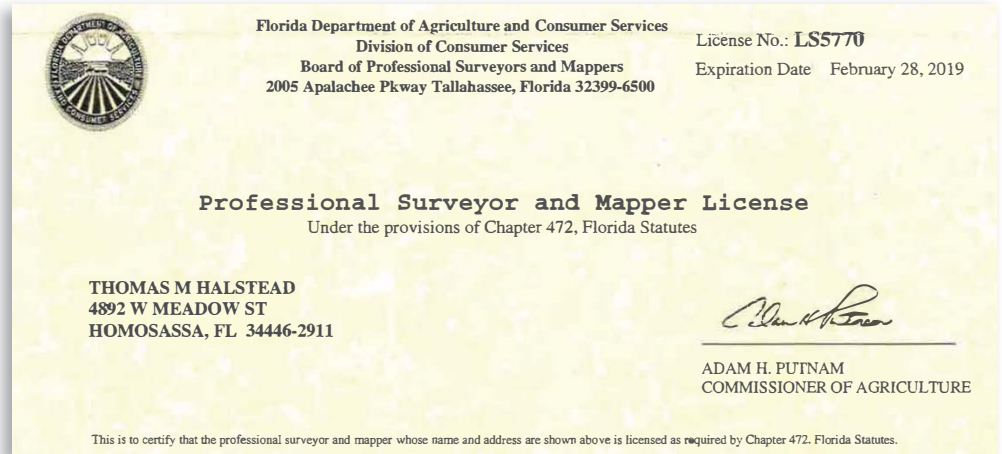
Professional Surveyor and Mapper
Business License No.: LB7917



Professional Licenses

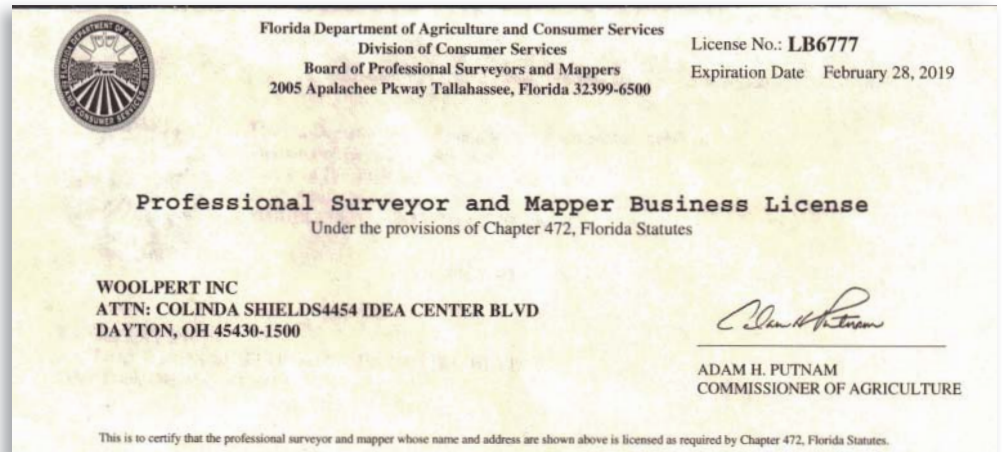
Thomas M. Halstead, PSM

Professional Surveyor and Mapper
License No.: LS5770



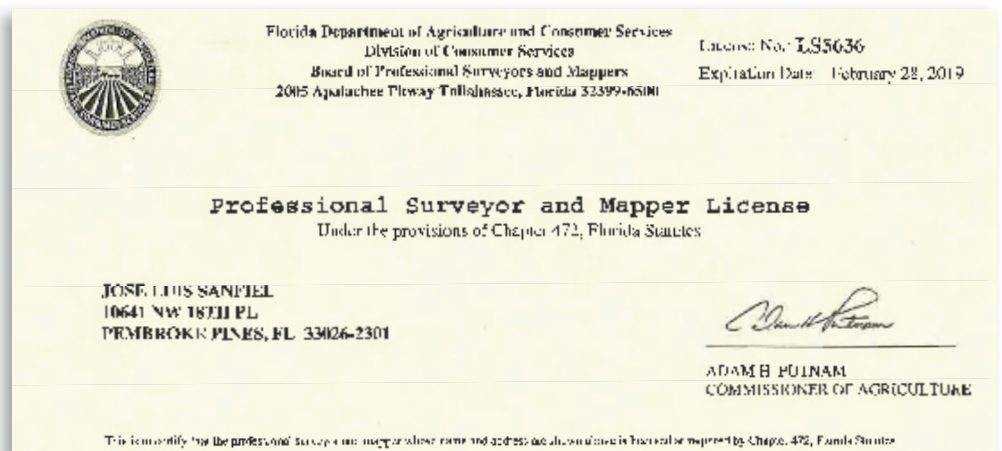
Woolpert, Inc.

Professional Surveyor and Mapper
Business License No.: LB



Jose L. Sanfiel, PSM

Professional Surveyor and Mapper
License No.: LS5636



Manuel G. Vera & Associates, Inc.

State of Florida Corporate Charter

Document No.: 534958

State of Florida Department of State

I certify from the records of this office that MANUEL G. VERA & ASSOCIATES, INC. is a corporation organized under the laws of the State of Florida, filed on April 27, 1977.

The document number of this corporation is 534958.

I further certify that said corporation has paid all fees due this office through December 31, 2018, that its most recent annual report/uniform business report was filed on January 26, 2018, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

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



Ken Dietzman
Secretary of State

Tracking Number: CC2740960537

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

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

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

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

1. This sworn statement is submitted with Bid, Bid or Contract No. #18-002 for
Professional Surveying Services

2. This sworn statement is submitted by Manuel G. Vera & Associates, Inc.
(Name of entity submitting sworn statement)

whose business address is 13960 SW 47th Street, Miami, FL 33175

_____ and (if applicable) its Federal
Employer Identification Number (FEIN) is 59-1741639 (If the entity has no FEIN,
include the Social Security Number of the individual signing this sworn statement.)

3. My name is Manuel G. Vera, Jr., PSM and my relationship to
(Please print name of individual signing)

the entity named above is Executive Vice President.

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

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

6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means
 1. A predecessor or successor of a person convicted of a public entity crime: or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1)(8), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which Bids or applies to Bid on contracts for the provision of goods or services

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.

8. 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. There has been a subsequent proceeding before a hearing officer of the State 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.)



(Signature)

March 28, 2018

STATE OF Florida (Date)

COUNTY OF Miami-Dade

Manuel G. Vera Jr.
PERSONALLY APPEARED BEFORE ME, the undersigned authority,

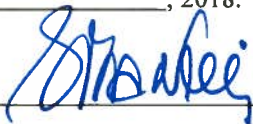
Manuel G. Vera, Jr., PSM
(Name of individual signing)

who, after first being sworn by me, affixed his/her signature in the

space provided above on this 28th day of March, 2018.

My commission expires: 09/24/2021
NOTARY PUBLIC

Silvia Nuin





INDEMNIFICATION

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

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

CONTRACTOR: Manuel G. Vera & Associates, Inc.

SEAL:



13960 SW 47 Street, Miami, FL 33175
Address


Signature

Manuel G. Vera, Jr., PSM
Print Name


Executive Vice President
Title

March 28, 2018
Date


EQUAL BENEFITS FOR DOMESTIC PARTNERS AFFIDAVIT

STATE OF Florida)
 : SS
COUNTY OF Miami-Dade)

I, the undersigned hereby duly sworn, depose and say that the firm of Manuel G. Vera & Assoc. provides benefits to domestic partners of its employees on the same basis as it provides benefits to employees' spouses per City of Key West Ordinance Sec. 2-799.


By: Manuel G. Vera, Jr., PSM

Sworn and subscribed before me this
28th day of March, 2018.

Silvia Nuin 
NOTARY PUBLIC, State of Florida at Large

My Commission Expires: 09/24/2021



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

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

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

The cash equivalents of the following benefits apply:

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

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

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

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

- (4) If the city manager or his designee determines that a contractor has set up or used its contracting entity for the purpose of evading the requirements of this section, the city may terminate the covered contract.

(d) Enforcement. If the contractor fails to comply with the provisions of this section:

- (1) The failure to comply may be deemed to be a material breach of the covered contract; or
- (2) The city may terminate the covered contract; or
- (3) Monies due or to become due under the covered contract may be retained by the city until compliance is achieved; or
- (4) The city may also pursue any and all other remedies at law or in equity for any breach;
- (5) Failure to comply with this section may also subject contractor to the procedures set forth in Division 5 of this article, entitled "Debarment of contractors from city work."

(e) Exceptions and waivers.

The provisions of this section shall not apply where:

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

Where only one bid response is received.

- c. Where more than one bid response is received, but the bids demonstrate that none of the bidders can comply with the requirements of this section.
- (f) City's authority to cancel contract. Nothing in this section shall be construed to limit the city's authority to cancel or terminate a contract, deny or withdraw approval to perform a subcontract or provide supplies, issue a non-responsibility finding, issue a non-responsiveness finding, deny a person or entity prequalification, or otherwise deny a person or entity city business.
- (g) Timing of application. This section shall be applicable only to covered contracts awarded pursuant to bids which are after the date when this section becomes effective.



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3883

ADDENDUM NO. 1

PROFESSIONAL SURVEYING SERVICES / RFQ # 18-002

March 20, 2018

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

1. *If we have any sub-consultants listed on our Team for this RFQ, are they required to completed any of the required Forms & Affidavits?* NO
2. *Can you please confirm if it is acceptable to have a title company as a sub-consultant/support to complete Title Searches.* YES
3. *Is proof of insurance required to be included in the submittal?* NO, however, if firm cannot meet insurance requirements stated in the RFQ, proposed limits must be provided with Qualification submittal.
4. *Should tabs/dividers be used, will they be counted towards the page count?* NO
5. *Are licenses and certifications included in the page count?* NO

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


Signature

Manuel G. Vera & Associates, Inc.
Name of Business