



# CDBG GRANT ADMINISTRATION SERVICES



CITY OF KEY WEST | RFP #22-007

May 10, 2023





ARCHITECTURE  
ENGINEERING  
PLANNING  
LANDSCAPE ARCHITECTURE  
INTERIOR DESIGN  
CONSTRUCTION SERVICES

May 10, 2023

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

**RE: RFP #22-007 | CDBG Grant Administration Services**

Dear Members of the Selection Committee:

**Bermello Ajamil & Partners (BA)** is pleased to submit our response to the issued RFP #22-007 City of Key West CDBG Grant Administration Services. BA is a globally recognized interdisciplinary A/E firm with a vast portfolio of projects that have enhanced our communities in Florida and beyond. We understand grants are an excellent way to fund the City's projects. Such projects provide public services, stimulate the economy, support critical recovery initiatives, and other important causes.

#### **Extensive Grant Knowledge**

With vigorous competition for a limited budget, we understand that knowledge and accuracy are often the difference between approval and disqualification for funding. By offering management support throughout the grant or loan application process, the BA team protects the best interests of the City by ensuring that the project needs are thoroughly satisfied. We have aided our clients in securing over \$100M in grants for projects similar to those funded by CDBGs. The primary office that will serve the City of Key West for this contract is located at 4711 South LeJeune Road, Coral Gables, FL 33146 and I will serve as the Project Manager, and your direct point of contact. With over 20 years' experience working on grant projects throughout South Florida and the Keys, I am confident that my extensive knowledge of the process will be an excellent tool to the City of Key West.

#### **Local Experience & Expertise**

Headquartered in South Florida, BA has enjoyed a long-standing working relationship with the City of Key West and other municipalities in the region. Additionally, the BA team has established relationships with many Federal, State and local funding authorities. These relationships promote the worthiness of the project submission and open doors for suggestions on the grant application. We research the types of grants that are most applicable, aid in developing the application, and verify that conditions of the funding criteria are met throughout the duration of the project. Additionally, we welcome local subconsultant Allen E. Perez, PE from Perez Engineering Inc., a certified DBE firm, to our team for Civil Engineering services.

This response document demonstrates, in detail, all the key criteria evaluated for this contract. We would be privileged to continue providing services to the City of Key West and genuinely appreciate your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jose L. Lopez', with a stylized flourish at the end.

Jose L. Lopez, PE, PMP, ENV SP  
Senior Associate, Director of Environmental Engineering  
E: [jlopez@bermelloajamil.com](mailto:jlopez@bermelloajamil.com)  
P: 954.998.1161



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## 02. Information Page

Key West CDBG Grant Administration Services

RFP #22-007

May 10, 2023

**Bermello Ajamil & Partners Inc. (BA)**

4711 South LeJeune Road

Coral Gables, FL 33146

Ph: 305.859.2050

Fx: 305.859.9638

**Project Manager - Jose L. Lopez, PE, PMP, ENV SP**

Associate, Director of Environmental Engineering

4711 South LeJeune Road

Coral Gables, FL 33146

Jlopez@bermelloajamil.com

Ph: 954.998.1161

Fx: 305.859.9638

**Firm Representative - Luis Ajamil, PE**

President, CEO, Principal-in-Charge

4711 South LeJeune Road

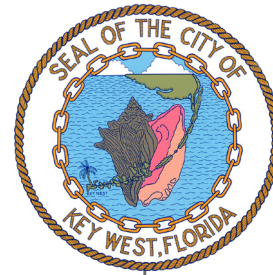
Coral Gables, FL 33146

Lajamil@bermelloajamil.com

Ph: 305.860.3731

Fx: 305.859.9638

## 03. Organization Chart



CITY OF KEY WEST



Prime Consultant

**Luis Ajamil, PE**  
PRINCIPAL-IN-CHARGE  
CORAL GABLES, FL

**Jose L. Lopez,**  
**PE, PMP, ENV SP**

PROJECT MANAGER  
CORAL GABLES, FL

**Alejandro Marinucci**

PROJECT ASSISTANT  
CORAL GABLES, FL



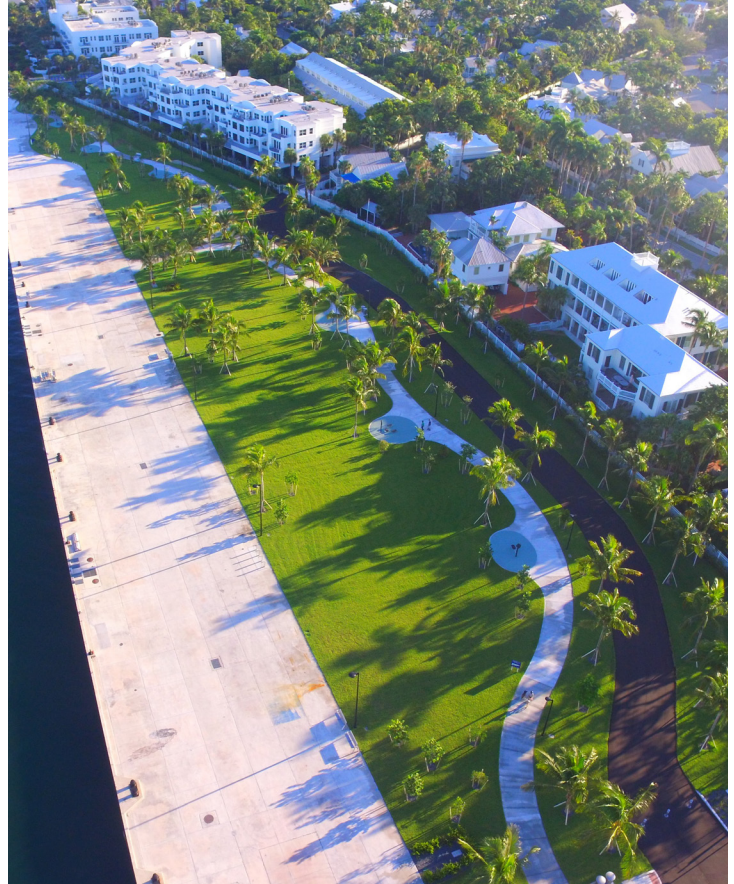
**Allen E. Perez,**  
**PE**

ENGINEERING SUBCONSULTANT  
CERTIFIED DBE FIRM\*  
KEY WEST, FL

# 04. Company Information

**Bermello Ajamil & Partners, Inc., (BA)** is an interdisciplinary A/E firm established in South Florida in 1939. Offering services that include Architecture, Engineering, Planning, Landscape Architecture, Interior Design and Construction Services, BA serves various market sectors consisting of Municipal, Maritime, Aviation, Commercial, Residential, Healthcare, Education, and Transportation. Headquartered in Coral Gables, with offices throughout Florida, New York and Denmark, BA is recognized for its award-winning designs and extraordinary service that spans over 85 years and 6 continents.

Assisting BA as a local representative is **Perez Engineering & Development, Inc. (Perez Engineering)**, a professional engineering consulting firm providing professional services in the public, industrial, military, and private sectors for more than 20 years. Based in Key West, Florida, the location ensure easy accessibility to the City of Key West. Their staff of local experts has successfully served municipal and private sector clients throughout Key West and Monroe County and our performance on past and current contracts confirms our ability to meet both schedule and budget requirements with a strong emphasis on quality. They have experience with numerous federal, state, and local agencies, including FDEP, SFWMD, ACOE, EPA, and FDOT. **Perez Engineering is a State classified DBE firm.** Perez Engineering have been one of the City's "General Engineering Consultants" for the past 15 years.



## Strong Ties

The BA team has established relationships with many Federal, State and local funding authorities. These relationships help promote the worthiness of the project and open the door for suggestions on the grant application. We assist in researching the types of grants that are most applicable, aid in the development of the application, and provide grants administration services to verify that conditions of the funding criteria are met throughout the duration of the project and beyond.

## Successful Trackrecord

The BA team has successfully provided grants management and administration to many public and private entities across the United States. To assist more communities throughout the state and country, our team has prepared a grant-management database to provide team members the most up-to-date information regarding Federal, State, and local grant activities, and their associated funding requirements and challenges.

## Our Grant Expertise Spans:

- CDBG-MIT
- CDBG-DR
- CDBG-HUD
- Rebuilding American Infrastructure Sustainably and Equitably (RAISE) Grants
- EPA 319 Grants
- Resilient Florida Program
- Infrastructure Development Program
- National Infrastructure Project Assistance (aka
- “Megaprojects” or MEGA Infrastructure for Rebuilding America (INFRA) Grants
- Building Resilient Infrastructure & Communities Program

# 05. Approach and Methodology

## Approach for CDBG Grants

BA's overall project approach will fit into the City's Vision and Goals. We understand that CDBG funds may be used for activities which include, but are not limited to:

- Acquisition of real property
- Relocation and demolition
- Rehabilitation of residential and non-residential structures
- Construction of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of school buildings for eligible purposes
- Public services, within certain limits
- Activities relating to energy conservation and renewable energy resources
- Provision of assistance to profit-motivated businesses to carry out economic development and job creation/retention activities

Each project must meet one of the following national objectives for the program: benefit low- and moderate-income (LMI) persons, prevent or eliminate of slums or blight, or address community development needs- having a particular urgency due to existing conditions which pose a serious, immediate threat to the health or welfare of the community.

Understanding the Scope of Work and Services outlined in the issued RFP, our team organized this project into three phased tasks following BA Methodology as described in the following section.

- Task 1: Meetings & Grant Planning
- Task 2: Grant Preparation: technical writing / policies & procedures
- Task 3: Grant Administration: upon grant approval

### Task 1: Meetings & Grant Planning

Under this task, BA shall coordinate and attend meetings or webinars with City staff members and agencies to identify CDBG as well as other available grants and funding opportunities, prepare a grant program, identify issues, and optimize the City's existing programs and departments. BA will identify and develop strategies to optimize the City's grant administration process.



## Deliverables: Registration, Attendance, Reports and Meeting Minutes

BA will register at the DEO and other funding agencies' websites, attend periodic meetings as necessary and shall provide quarterly reports and meeting minutes including spreadsheets, master files and relevant information like upcoming deadlines and deliverables as required by an efficient and effective operation of the grant program.

## **Task 2: Grant Preparation & Grant Submittal**

Under this task, BA shall prepare any necessary documentation for the process of the CDBG grant(s) as necessary, application(s) including technical specifications, approach, forms and other requirements needed for the approval of the grants. As part of the application process, BA will act as a liaison between the City administrators and coordinate with the City staff in various departments for budgeting/funding approvals in accordance with the grant objectives for approval.

## Deliverables: Preparation, Submission, Reports, Budget

BA shall be responsible for the preparation and timely submission of CDBG and other grant applications and reports, development and adjustment of associated budgets, coordination of budgeted funds.

BA shall be responsible for the preparation and timely submission of grant applications and reports, development and adjustment of associated budgets, coordination of budgeted funds. Following closely and advising on the requirements and regulations outlined by the Office of Management and Budget (OMB), United States Department of Housing and Urban Development (HUD), Title 2 of Code of Federal Regulations (2 CFR), and Florida Department of Economic Opportunity (DEO) funding agreements.

## **Task 3: Grant Administration (upon grant approval)**

Upon grant award, BA shall be responsible for ensuring that projects comply with the grant specifications and requirements. Grants are often awarded for specific use of provided funds, as well as anticipated milestones for the program that they will fund.

Our team will oversee the job of invoicing, accounting, reporting, and other administrative functions to ensure successful execution of the grant process. BA will prepare financial plans for allocation alongside the planning and finance department in accordance with grant requirements. Finally, we will organize the appropriate documents for grant closeout and completion.

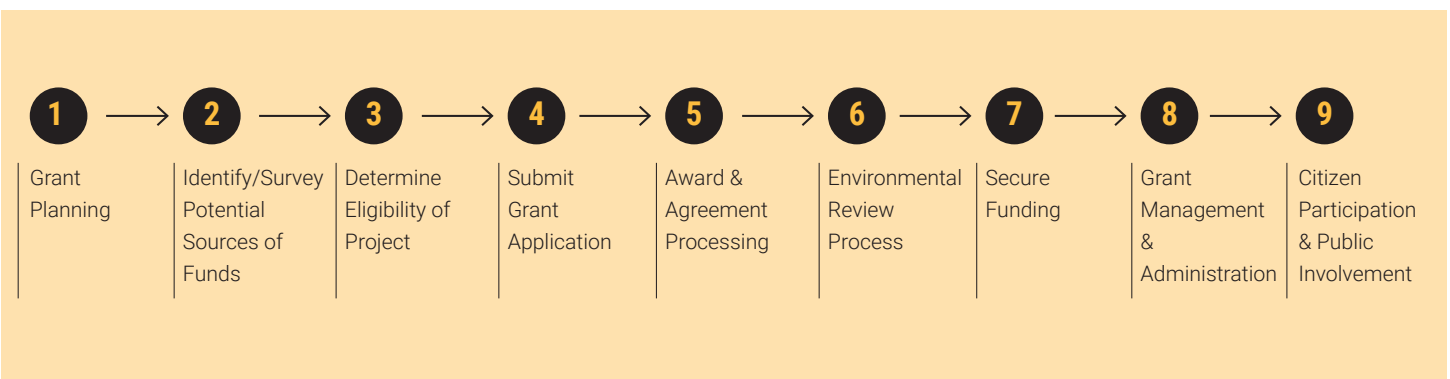
## Deliverables: Documentation and Payment Records

Once the grant is awarded, BA shall monitor paperwork and other related documents connected with the grant-funded programs and shall maintain records of all payments and receivables and prepare monthly records for all grant-related activities.

# Methodology

BA's methodology for CDBG and other grant management has been developed through many years of experience working with Federal, State and Local funding agencies. This methodology is based on hands-on experience as well as Lessons Learned. The major advantage of BA's methodology is that it combines grant management with engineering and environmental services in one integrated approach.

In particular, the Methodology for CDBG can be divided in nine steps as follows:



**1 Grant planning**

BA will register in the different funding agency websites and research the different types of fundings. Our professional experience has shown that the first step in grant preparation is assessing the fit between the grant requirements and the project at hand. Having a grant-to-project cohesion is essential to preparing a competitive grant application. We must understand the grant requirements and concisely respond.

**2 Identify & survey potential sources of funds**

The BA team will identify the funding opportunities within the following categories: Commercial Revitalization, Economic Development, Housing Rehabilitation and Neighborhood revitalization. We will measure potential sources for cost sharing; We will assess existing conditions and research local resources. Finally we will recognize and communicate Federal requirements.

**3 Determine eligibility of project**

BA shall coordinate with the City staff on Scope of Work and evaluate project benefits and cost estimates. We will consider and address the following concerns; *Does the project provide any benefits to a a low-and-moderate income (LMI) community? Does it eliminate slums or blight conditions? Will it meet urban renewal or urban need? Is this is a utility planning including analysis, data gatherings and action plan or infrastructure project? Is the project financially feasible and cost-reasonable? Does the project meet National Objectives of the grant?*

**4 Submit grant application**

BA will prepare any necessary documentation for the process of the grant(s) application(s) including technical specifications, approach, forms and other requirements needed for the approval of the grant. As part of the application process, BA will act as a liaison between the City administrators and coordinate with the City staff in various departments for budgeting/funding approvals in accordance to the grant objectives for approval.

Estimated grants application include, but are not limited to:

- CDBG-HUD
- CDBG-DR
- CDBG-MIT
- CDBG-CV
- FEMA-BRIC
- FEMA-HMGP
- FDEP-FRCS
- DEO- Hazard Loss Mitigation Program
- FDEP- Resilient Florida Program- Construction, upon Planning Vulnerability Assessment Phase is completed.
- Florida Legislature Capital Improvement Projects
- SFWMD
- Other grants

**5 Award & agreement processing**

Once the Funding agency announces the award, BA will establish operational and financial controls and execute subrecipient agreement, as appropriate. BA will coordinate on the SOW, budget, timetable and terms and conditions.

**6 Environmental review process**

Under current regulations, before a funding agency issues the Notice to Proceed, most grants require an Environmental Review, including NEPA process, to guarantee that the project will not negatively impact to other projects in the area. BA team will address this requirement, as required as a step in the grant management.

*For example with The Sands project in Monroe County and the Lakeside Improvement project in the Town of Medley, the DEO required an Environmental Review process and the completion of n 8-step process to be completed, before they issued the NTP. If possible, BA will make an environmental evaluation and apply for an exception.*

**7 Secure Funding**

The BA team will secure funding and execution/approval to start the grant process.



**8 Grant management & administration** Once a grant is awarded, BA will ensure compliance with the grant specifications and requirements. Grant award is often done based on specific uses for the funds, as well as expected milestones in the program funded. In this step, our team will oversee the job of invoicing, accounting, reporting, and other administrative functions to ensure successful execution of the grant process, as required. We will prepare financial or budget plans and allocation along with the planning and finance department in accordance with each requirement.

**9 Citizen participation & public involvement** A successful grant application must contain community support. Community support is measured by acceptance and recommendation from the public, community organizations, and business entities. There may also be financial contributions. Some grant applications require public or private project monetary investment to emphasize overall commitment, increase project feasibility, and supplement grant funds. Ability to establish this support and commitment is also a significant concern in grant application preparation and success. It is essential to provide a clear understanding of benefit-cost analyses that address and respond to economic concerns.

BA management uses this methodology for a various grants, including, but not limited to:

**Upon approval of a Disaster**

- CDBG-DR
- CDBG-MIT
- CDBG-CV
- HMGP

**Mitigation and resiliency grants, flooding protection**

- HMGP
- FMA
- Florida Resilient Program (FRP)

**Water quality improvements**

- EPA- 319 grants

**Infrastructure**

- BRIC
- RAISE
- INTRO
- MEGA
- OGT- FDEP
- FDOT



## 06. Personnel



### Luis Ajamil, PE

Principal in Charge

Luis Ajamil is President and CEO of Bermello Ajamil & Partners, an award-winning international multidisciplinary design firm. Under his leadership, BA has expanded its worldwide presence to become one of the preeminent firms in its field. A consummate visionary who believes in providing service on a global scale, Mr. Ajamil strategically expanded operations to include BA offices across the United States from Florida to California. He is a Planner and a Professional Engineer with an impressive portfolio of innovative master planning projects for Maritime, Municipal, and Transportation clients. **Mr. Ajamil was instrumental in securing his client, Port of Miami, the largest grant awarded in South Florida.**

#### EDUCATION

Bachelor of Science in Civil Engineering,  
University of Florida

#### REGISTRATION

Registered Engineer State of Florida,  
Reg. No. 0018420

#### PROFESSIONAL AFFILIATIONS

Greater Miami Chamber of Commerce  
Leadership Florida American Association  
of Port Authorities

Florida-Caribbean Cruise Association,  
Platinum Member

### Relevant Experience

#### Truman Waterfront Park Master Plan & Streetscape - Key West, Florida - Principal-in-Charge

BA designed the 23-acre Truman Waterfront Park that incorporates a 50-foot-wide promenade, an open-air amphitheater, a Turtle Rescue Hospital, a 15,000-SF event plaza with tent structure, a renovated Navy Generator Plant to be reused for a restaurant and historical museum, a dock-master facility, an interactive water feature, an exercise trail, outdoor zoological exhibits, a ferry terminal, a 60+ boat marina, a fishing pier, and a new recreation complex for the adjacent residential community of Bahama Village.

#### PortMiami 2040 Master Plan, Miami, Florida - Principal-in-Charge

BA was selected to provide master planning, cruise market study, and other related services to PortMiami in order to create a sustainable and viable growth strategy for the Port. Among the issues the The Master Plan will address are: current and future cargo demand; cruise and ropax/ferry market demands; security concerns; land-use studies; mooring improvement analyses for cruise and cargo areas; traffic and parking; public involvement, grant assistance; and a variety of port related engineering tasks.

#### PortMiami Cargo Yard Improvements Grant, Miami, Florida - Principal-in-Charge

The PortMiami grant submittal entitled "Cargo Yard Resiliency Improvements and Fumigation and Cold Chain Processing Center, 20119 prepared by Bermello Ajamil & Partners in close cooperation with the Port of Miami won the \$44 million grant for the development of a cold chain processing center and fumigation facility to serve PortMiami and Miami International Airport. This grant will allow the increase of international trade to and from PortMiami, a major seaport located in Miami-Dade County. The Port acts as the principal United States trade gateway to Central and South America and the Caribbean. The grant application identified two primary components: Cargo Yard Resiliency Improvements component, infrastructure improvements that include paving, drainage and resiliency methods, along with the reorganization of cargo containers, which allow for the installation of additional refrigerated racks and an overall more efficient yard. These improvements will yield a higher capacity cargo yard, where land is currently at a premium.



## Jose L. Lopez, PE, PMP, ENV SP

### Project Manager

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Jose L. Lopez has over 35 years of in-depth experience in project and grant management. As a project manager and professional engineer, Mr. Lopez has prepared the grant application and managed multimillion dollar grants with the National Resource Conservancy Service, FDEP for water quality improvements and coastal resiliency, Human and Urban Department (HUD) and Florida Department of Transportation (FDOT) as well as Building Resilient Infrastructure and Communities (FEMA-BRIC), and Community Development Block Grant Program for Disaster Recovery (CDBG-DR) for emergency management and mitigation, among other agencies.

### EDUCATION

Master of Business Administration in Environmental and Urban Systems, Florida Atlantic University, 2000

Bachelor of Civil Engineering - Hydraulics, Florida International University, 1984

Universidad Nacional de Buenos Aires, 1980

### REGISTRATION

Registered Engineer, State of Florida, Reg. No. 39555

Project Manager Professional, Reg. No. 34108

### PROFESSIONAL AFFILIATIONS

Member of the Broward County Technical Advisory Committee to the Water Advisory Board and County Commission

Vice-Chair of Broward County Surface Water Coordination Committee

American Society of Civil Engineers

## Relevant Experience

### Lakeside Community Center Improvements & Hardening Phase 1 & 2, Town of Medley, FL - Project Manager

Mr. Lopez was responsible for managing the CDBG-HUD grant for Lakeside Park Community Center and integrating its work with the various departments at the Town, including the Social and Meal-on-Wheel program. His responsibilities included implementing the CDBG-HUD grant program from submittal to approval and execution, coordinating with HUD staff to identify issues, and improve services/programs as required by HUD guidelines. Mr. Lopez was responsible for ensuring compliance with the grant specifications and reporting requirements, as well as overseeing the grant management, including invoicing, accounting, reporting, and other administrative functions to ensure successful execution of the grant process. Jose prepared financial plans and budgets, updated schedules and allocations, alongside the planning and finance department.

### Lakeside Retirement Park - Lakeshore Repairs after Hurricane Irma, Town of Medley - Grant Manager

Mr. Lopez was the Grant Manager responsible for submitting and managing a grant under the Infrastructure Repair Program for a Community Development Block Grant – Disaster Recovery (CDBG-DR) grant for infrastructure restoration after Hurricane Irma. This grant aided the repair of the lakeshore wall (gabion wall with cast in place concrete cap) that had failed due to rain and wind during the storm, as well as improvements to roadways also damaged during the event. Mr. Lopez was responsible for the environmental assessment, auditing for grant compliance, and preparing and issuing grant report updates to ensure overall high quality of grants administration across the programs. This included compliance and reporting requirements by DEO, the regulatory agency.

### The Sands Environmental Permitting and Support - Sea Level Impact Projection Study Report, Monroe County - Environmental Engineer

Mr. Lopez was the Environmental Engineer providing engineering and permitting support with the SFWMD and FDEP for environmental permits for The Sands construction project for drainage improvements. After permitting, and in response to the most recent Federal Register regulations, the DEO imposed environmental clearance requirements for all projects seeking assistance under CDBG-DR funds. BA assisted WSP and Monroe County in reviewing and submitting the environmental information and check lists as requested by DEO to follow Executive

## Relevant Experience

Order 11980 and HUD's regulations in 24 CFR Part 55 (if the project falls within a Special Flood Hazard Area according to FEMA map) including the 8-Step Process deemed necessary.

### **Resilient Marathon Modeling and Vulnerability Assessment Study, City of Marathon, FL - Project Manager & Grant Manager**

Mr. Lopez was the Project Manager and Grant Manager for FDEP, Florida Coastal Office grant funding under the Florida Resilient Coastlines Program for the preparation of 3D maps and several adaptation alternatives as part of their overall City resiliency planning process. The completed scope included: the review and upgrade of the current City Policies and Regulations, in order to continue maintaining surface water management, flood damage prevention considering vulnerability risks, and adaptation strategies in compliance with current and future regulations and to prepare an outreach plan with educational material and stakeholder meetings to educate residents and elected officials.

### **Cocoplum Beach Erosion Study, Marathon, FL - Project Manager**

Serving as Project Manager, Mr. Lopez, was responsible for the preparation of an erosion study for the City of Marathon. Services under this grant included implementing the recommendations made in the erosion study, coordinating with the City and regulatory agencies, as well as preparing and submitting necessary permits

### **South Drive Drainage and Roadway Improvements, City of Miami Springs, FL - Grant Manager & Engineer**

As Grant Manager and Engineer-of-Record for FDEP agreement #PLA0337 in the amount of \$2,000, 000, Mr. Lopez orchestrated the redevelopment of the South Drive corridor to accommodate pedestrian, bicycle, and vehicular activity and to address their safety as well as to implement drainage and landscape improvements. This project evaluates the existing conditions, the use of green infrastructure as stormwater management, and improves connectivity of sidewalks for pedestrian safety, including landscape lightning, permitting, engineering and landscape architectural design and cost estimating.

### **South Royal Poinciana Boulevard Improvements, City of Miami Springs - Engineer-of-Record & Grant Manager**

Mr. Lopez is the Engineer-of-Record and Grant Manager for a \$1,000,000 grant from FDOT to the City of Miami Springs for the South Royal Poinciana Boulevard Improvements Project. This project consists of the redevelopment of the corridor to address safety concerns, roadway improvements, optimizing traffic operation conditions, as well as landscape and beautification alternatives. The Project area is approximately 3,500 feet in length from East Drive to W Lejeune Road along South Royal Poinciana Boulevard.

### **Improvements to C6 Miami Canal- NW 90th Street Stormwater and Lift Station- Town of Medley - Grant Manager**

As Grant Manager for a FDEP 319 Water Quality Grant, awarded to the Town of Medley in the amount of \$650,500, Mr. Lopez oversaw the complete design and construction of a proposed stormwater lift station adjacent to the existing dry retention pond for stormwater management and water quality. BA has been responsible for ensuring compliance with the grant specifications and requirements. These requirements include reporting, invoicing, accounting, and other administrative functions to ensure successful execution of the grant process.



## Alejandro Marinucci

### Project Assistant

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Alejandro Marinucci is a junior engineer with four years of experience in grant management, civil engineering and Geographical Information Systems (GIS). As a project coordinator, Alejandro has assisted with modeling efforts for Vulnerability Assessment and Adaptation Action Plans for municipalities in South Florida. As Project Assistant, Alejandro will provide support to the Project Manager and aid through the duration of the grant process.

#### EDUCATION

Bachelor of Science in Civil Engineering, Concentration in Hydraulics and Fluid Mechanics, Universidad Nacional del Nordeste (UNNE) February 2009 - November 2017 Resistencia, Argentina

#### CERTIFICATION

Certification - Design and Calculation of Prestressed Reinforced Concrete Structures (UNNE), Sep. 2018, Resistencia, Argentina

Certification - Design and Calculation of Steel Frame Structures (INCOSE), July 2018, Buenos Aires, Argentina

#### Relevant Experience

##### **City of Miami Springs Vulnerability Assessment and Adaptation Action Plan Study, Miami Springs, FL - Project Coordinator**

Preparation and submittal to FDEP of a Vulnerability Assessment and Adaptation Action Plan for the City of Miami Springs following the Florida Resilient Program guidelines. This Study includes the preparation of an engineering report with an analysis of historical water level data and relationship to sea level rise, historical groundwater levels, future Projection of King Tide combined into a Geographical Information System (GIS) database in a format suitable for input into the Florida Department of Environmental Protection (FDEP). This information is used as a mapping tool used for assessment of vulnerable areas, mapping of Miami Springs elevations and a SLR storm surge vulnerability assessment for critical and potential impacts due to SLR / Storm Surge. The study also includes two model runs for the years 2040 and 2070 based on sea level rise scenarios adopted for project purposes and a DTM/DEM terrain model depicting flooding from tidal events, storm surge and sea level rise as well as an adaptation action plan, which is critically needed to evaluate and prevent any adverse environmental conditions due to SLRs or high-tide flooding and an outreach communication plan.

##### **Town of Medley Vulnerability Assessment and Adaptation Action Plan Study, Miami Springs, FL - Project Coordinator**

Preparation and submittal to FDEP of a Vulnerability Assessment and Adaptation Action Plan for the Town of Medley following the Florida Resilient Program guidelines. This Study includes the preparation of an engineering report with an analysis of historical water level data and relationship to sea level rise, historical groundwater levels, future Projection of King Tide combined into a Geographical Information System (GIS) database in a format suitable for input into the Florida Department of Environmental Protection (FDEP). This information is used as a mapping tool used for assessment of vulnerable areas, mapping of Medley elevations and a SLR storm surge vulnerability assessment for critical and potential impacts due to SLR / Storm Surge. The study also includes two model runs for the years 2040 and 2070 based on sea level rise scenarios adopted for project purposes and a DTM/DEM terrain model depicting flooding from tidal events, storm surge and sea level rise as well as an adaptation action plan, which is critically needed to evaluate and prevent any adverse environmental conditions due to SLRs or high-tide flooding and an outreach communication plan.



## **Allen E. Perez, PE**

Engineering Consultant

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Allen Perez has been providing professional engineering services, from his Key West office, for projects throughout the Florida Keys for over 20 years. Mr. Perez has more than 25 years of experience working with numerous federal, state, and local agencies, including FDEP, SFWMD, ACOE, EPA, and FDOT in roadway design, sanitary sewer systems, stormwater systems, potable water systems, and general civil engineering services. His experience includes the management and technical preparation of master plans, construction documents, permit submittals, and construction services for a wide variety of development activity.

Mr. Perez has experience in providing Civil Engineering services for a variety of private and public sector clients. The following is a summary of some of his current and past public sector continuing services contracts:

### **EDUCATION**

University of South Florida, Bachelor of Science in Civil Engineering, 1992

University of South Florida, Master of Science in Civil Engineering, 1995

### **REGISTRATION**

Registered Engineer, State of Florida  
Reg. No. 51468

### **Relevant Experience**

**City of Key West - Truman Waterfront Park - Civil Engineer**

**City of Key West - General Storm Water and Wastewater Engineer**

**City of Key West - Professional Engineering Consulting Services**

**Monroe County - General Airport Consultant**

**Monroe County - Architectural/Engineering Services for Small Projects**

**Florida Keys Aqueduct Authority - General Engineering Services**

**Monroe County Housing Authority - General Engineering Services**

**Key West Housing Authority - General Engineering Services**

**Monroe County School Board - General Engineering Services**

**Florida Keys Community College - General Engineering Services**

**Stock Island Fire Station**

**Big Pine Key Fire Station**

**Key Largo Fire Station**

**Monroe County Public Works Facility**

**Monroe County Courthouse, Marathon**

**Higgs Beach Master Plan**

**Monroe County Schools Transportation Facility**

**Monroe County Mosquito Control District Office Building**

**Key West City Hall**

**Key West Fire Station No. 2**

**NAVFAC Key West**

# 07. Qualifications

## Our Experience with Grants

The BA team’s experience with Federal, State and Local grants as well as federally-funded projects include the grant preparation and management for several projects including emergency restoration projects with FEMA, American Rescue Plan Act (ARPA) of 2021, as well as projects under the on-going Bipartisan Infrastructure Law that includes funding initiatives like RAISE (Rebuilding American Infrastructure Sustainable and Equitably Grants), Port Infrastructure Development Program (PIDP) Grants as well as National Infrastructure Project Assistance (also known as "Megaprojects" or MEGA) and Infrastructure for Rebuilding America (INFRA) Grants among others.

Perez Engineering have been one of the City’s “General Engineering Consultants” for the past 15 years. The firm have been involved in more than 100 projects within the City of Key West for which they were responsible for general civil engineering design, the design of new infrastructure, replacement of infrastructure or upgrades to infrastructure.

See a sampling of our experience with grants in the table followed by project descriptions and client references.

**\$100M+**

**Grant Funds Secured**

**20+ years**

**Grant Experience**

**45+**

**Grant-Funded Projects**

Grant Program	Grant Amount	Managing Agency
CDBG-DR	\$689,336	Florida DEO
CDBG- HUD	\$150,000	Miami Dade County HUD
	\$115,561	Miami Dade County HUD
CDBG	\$2,000,000	FEMA / NCRS
EPA 319	\$500,000	Florida DEP
	\$500,000	Florida DEP
FL State Legislature	\$150,000	Florida DEP
	\$241,600.	Florida DEP
Florida Resilient Program	\$174,600	Florida DEP
	\$52,000	Florida DEP
	\$75,000	Florida DEP
Local Agency Program	\$1,000,000	Florida DOT
RAISE	\$16,000,000	USDOT
Tiger II	\$22,700,000	USDOT
Port Infrastructure Development Program	\$44,000,000	USDOT
Office of Greenways and Trails	\$150,000	Florida DEP
FEMA - Hurrican Ian Recovery	\$944,537*	Florida DEO
	\$1,526,025*	Florida DEO
	\$824,250*	Florida DEO

\*pending funding

## LAKESIDE PARK COMMUNITY CENTER IMPROVEMENTS & HARDENING – PHASE I - TOWN OF MEDLEY, FL

☑ CDBG- HUD Grant | ☑ Completed 2021

BA was responsible for managing the CDBG-HUD grant for Lakeside Park Community Center and integrating its work with the various departments at the Town, including the Social and Meal-on-Wheel program. Phase 2 of this project covered kitchen improvements – grease trap, pantry and sewer- and a new air conditioner system.

Mr. Lopez was responsible of ensuring compliance with the grant specifications and reporting requirements and for overseeing the grant management, including invoicing, accounting, reporting, and other administrative functions to ensure successful execution of the grant process, as required. Jose also prepared financial or budget plans, updated schedule and allocation along with the planning and finance department.

## 08. Client Reference

☑ **Client Reference:**

**Mary Cardenas-Aldir**

CIP Director, Town of Medley

Capital Improvement Projects

Ph: 786.216.2375

Email: mcardenas@townofmedley.com

## LAKESIDE PARK COMMUNITY CENTER IMPROVEMENTS & HARDENING – PHASE II - TOWN OF MEDLEY, FL

☑ CDBG-HUD Grant | ☑ 2022- Ongoing

BA was responsible for managing the CDBG-HUD grant for Lakeside Park Community Center and integrating its work with the various departments at the Town, including the Social and Meal-on-Wheel program. Phase 2 of this project covered kitchen improvements – grease trap, pantry and sewer- and a new air conditioner system. Mr. Lopez was responsible of ensuring compliance with the grant specifications and reporting requirements and for overseeing the grant management, including invoicing, accounting, reporting, and other administrative functions to ensure successful execution of the grant process, as required. Jose also prepared financial or budget plans, updated schedule and allocation along with the planning and finance department.

## LAKESIDE RETIREMENT PARK- LAKESHORE REPAIRS AFTER HURRICANE IRMA- TOWN OF MEDLEY, FL

☑ CDBG-DR Grant | ☑ Completed 2022

BA was the consultant responsible for submitting and managing a grant under the Infrastructure Repair Program for a Community Development Block Grant – Disaster Recovery (CDBG-DR) grant for infrastructure restoration after Hurricane Irma. This grant included the repair of lakeshore wall (gabion wall with cast in place concrete cap) that had failed due to rain and wind during the storm as well as roadway improvements damaged during the event. Mr. Lopez was also responsible for the environmental assessment and performing auditing grant compliance and preparing and issuing grant report updates to ensure overall high quality of grants administration across the programs, including compliance and reporting requirements by DEO, the regulatory agency.

## THE SANDS ENVIRONMENTAL PERMITTING AND SUPPORT- SEA LEVEL IMPACT PROJECTION STUDY REPORT- MONROE COUNTY, FL

☑ CDBG-DR Grant | ☑ Completed 2022

BA served as the environmental engineer providing engineering and permitting support with the SFWMD and FDEP for environmental permits for The Sands construction project for drainage improvements. Upon completion of the permitting and in response to the most recent Federal Register regulations, DEO imposed requirements for environmental clearance for all projects seeking assistance under CDBG-DR funds. BA assisted WSP and Monroe County in reviewing and submitting the environmental information and check lists as requested by DEO to for compliance with Executive Order 11980 and HUD's regulations in 24 CFR Part 55 if FEMA map shows the project is in a Special Flood Hazard Area including the 8-Step Process that was deemed necessary.

## Client Reference

☑ **Client Reference:**

**Debra London**

Project Manager II, Monroe County

Ph: 305.453.8754

email: london.debra@monroecounty-fl.gov



## COCOPLUM BEACH ADAPTATION ACTION PLAN & EROSION STUDY- CITY OF MARATHON, FL

FDEP Coastal Office Grant | Completed 2019

Following recommendations from the Resilient Marathon Study completed in 2019, BA managed a Coastal Resiliency, Adaptation, and Outreach Plan under the same Florida Resilient Coastlines Program.

The BA team was responsible for the preparation of an erosion study for the City of Marathon. Services under this grant included implementing the recommendations made in the erosion study, coordinating with the City and regulatory agencies, as well as preparing and submitting necessary permits

## Client Reference

**Client Reference:**

**George Garrett**

**City Manager, City of Marathon**

**Ph: 305.289.4111**

**Email:garrettg@ci.marathon.fl.us**

## IMPROVEMENTS TO C6 MIAMI CANAL- NW 90TH ST STORMWATER AND LIFT STATION- TOWN OF MEDLEY, FL

FDEP 319 Grant | Ongoing

BA is the consultant grant manager for a FDEP, under the 319 water quality improvements, awarded to the Town of Medley in the amount of \$650,500 to complete the design and construction of a proposed stormwater lift station adjacent to the existing dry retention pond for stormwater management and water quality. BA has been responsible for ensuring compliance with the grant specifications and requirements. BA is overseeing the grant management, including reporting, invoicing, accounting, reporting, and other administrative functions to ensure successful execution of the grant process, as required.

## PORTMIAMI CARGO YARD RESILIENCY IMPROVEMENTS - MIAMI, FL

USDOT Port Infrastructure Development Program Grant | 2019

The PortMiami grant submittal entitled "Cargo Yard Resiliency Improvements and Fumigation and Cold Chain Processing Center, 2019 prepared by Bermello Ajamil & Partners in close cooperation with the Port of Miami won the \$44 million grant for the development of a cold chain processing center and fumigation facility to serve PortMiami and Miami International Airport. This grant will allow the increase of international trade to and from PortMiami, a major seaport located in Miami-Dade County. The Port acts as the principal United States trade gateway to Central and South America and the Caribbean. The grant application identified two primary components: Cargo Yard Resiliency Improvements component, infrastructure improvements that include paving, drainage and resiliency methods, along with the reorganization of cargo containers, which allow for the installation of additional refrigerated racks and an overall more efficient yard. These improvements will yield a higher capacity cargo yard, where land is currently at a premium.

The second component of this application is for the construction of a Fumigation and Cold Chain Processing Center, to support the safe flow of agricultural and food products free of pests and diseases, domestically and internationally and further the treatment requirements of 7 CFR 305.5- 305.8. The new facility will serve to allow an alternative to offload perishables at PortMiami that are presently diverted to Northeast US ports and trucked back to South Florida.

## TRUMAN WATERFRONT PARK - KEY WEST, FL

National Endowment for the Arts (NEA) Grant | 2019

BA was commissioned by the City of Key West to develop an overall master plan for this 23-acre waterfront site adjacent to the historic Fort Zachary Taylor Park and Naval Base. Working with the City, the community, and adjacent neighborhoods, BA developed an overall plan which would attract both local residents and visitors to the waterfront. The entire development of the Truman waterfront is envisioned as a water related, park-like environment where the City will enjoy revenue from various commercial components to assist in the expenses of maintaining a world-class park. The project was funded by a prestigious "Our Town" grant from the National Endowment for the Arts (NEA).

Allen Perez with Perez Engineering & Development, was the lead civil engineer responsible for the preparation of construction drawings for the water, sewer, and stormwater management system design and permitting through the FDEP and SFWMD. Allen also assisted in bid phase and construction phase services.

## NEW ORLEANS REBUILDING PLAN - NEW ORLEANS, LA

FEMA Grant | 2005

BA led teams in the preparation of a strategic reconstruction plan for the City of New Orleans, Louisiana after the vast majority of the City was flooded by Hurricane Katrina. BA prepared the project approach and directed the development of research, plans and community outreach.

This complex planning effort involved planning for 48 different areas of one of the major metropolitan areas in the United States and one with historic significance. The Neighborhood Rebuilding Plan strategy for reconstruction identified required investments through both research and community participation and provided a vehicle for the prioritization of specific investments and programs to address reconstruction of the neighborhoods. The plan addresses transportation issues, housing rehabilitation, community facilities, retail development and other urban related strategic reconstruction issues. The plan consolidated neighborhood-by-neighborhood plans in a unified, seamless format and provided a list of off-the-shelf projects for government and other appropriate funding resources.

# 09. Sworn Statements and Affidavits

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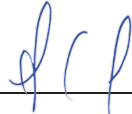
## ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA

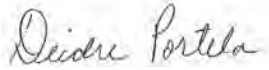
SS:

COUNTY OF MONROE

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

BY:  \_\_\_\_\_  
Luis Ajamil, PE | President, CEO Principal - in Charge

sworn and prescribed before me this 10 day of May, 2023.



NOTARY PUBLIC, State of Florida

My commission expires:





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

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

1. This sworn statement is submitted for Luis Ajamil, PE | President, CEO Principal - in Charge  
(print individual's name and title)

by \_\_\_\_\_  
Bermello Ajamil & Partners, Inc.  
(print name of entity submitting sworn statement)

whose business address is 4711 South LeJeune Road, Coral Gables, FL 33146

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

59-1722486

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

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "conviction" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 01, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
- a. A predecessor or successor of a person convicted of a public entity crime: or
  - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agent who are active in the management of an

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

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

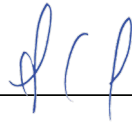
  X   Neither the entity submitting this sworn statement, or any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July, 1989.

       The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 01, 1989.

       The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 01, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH ONE (1) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM

REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR THE CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.



\_\_\_\_\_  
(SIGNATURE)

May 10, 2023

\_\_\_\_\_  
(DATE)

STATE OF FLORIDA

COUNTY OF MIAMI-DADE

PERSONALLY APPEARED BEFORE ME, the undersigned authority  
Luis Ajamil, PE who, after first being sworn by me,  
(name of individual)  
affixed his/her signature in the space provided above on this  
10 day of May, 2023.

Deidre Portela NOTARY PUBLIC

My commission expires:



**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 Bermello Ajamil &

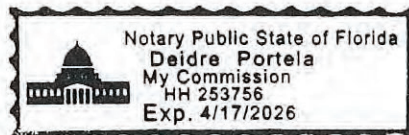
Partners, Inc. (BA)  
provides benefits to domestic partners of its employees on the same basis as it provides benefits to employees' spouses, per City of Key West Code of Ordinances Sec. 2-799.

By: *Liana B. Abreu*  
Liana B. Abreu, Senior Associate & Director of Human Resources

Sworn and subscribed before me this 26<sup>th</sup> day of January 2023.

NOTARY PUBLIC, State of Florida at Large

My Commission Expires: *Deidre Portela*





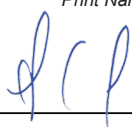


**VENDOR CERTIFICATION REGARDING  
SCRUTINIZED COMPANIES LISTS**

Respondent Vendor Name: <u>Bermello Ajamil &amp; Partners, Inc.</u>		
Vendor FEIN: <u>59-1722486</u>		
Vendor's Authorized Representative Name and Title: <u>Luis Ajamil, President, CEO, Principal-in-Charge</u>		
Address: <u>4711 South LeJeune Road, Coral Gables, FL 33146</u>		
City: <u>Coral Gables</u>	State: <u>FL</u>	Zip: <u>33146</u>
Phone Number: <u>305-859-2050</u>		
Email Address: <u>marketing@bermelloajamil.com</u>		

Section 287.135(2)(a), Florida Statutes, prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of any amount if, at the time of contracting or renewal, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, or is engaged in a boycott of Israel. Section 287.135(2)(b), Florida Statutes, further prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services over one million dollars (\$1,000,000) if, at the time of contracting or renewal, the company is on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, both created pursuant to section 215.473, Florida Statutes, or the company is engaged in business operations in Cuba or Syria.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies that Boycott Israel List, Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject such company to civil penalties, attorney's fees, and/or costs and termination of the contract at the option of the awarding governmental entity.

Certified By: <u>Luis Ajamil, President, CEO, Principal-in-Charge</u>	
<i>Print Name</i>	<i>Print Title</i>
Authorized Signature: 	

**CITY OF KEY WEST INDEMNIFICATION FORM**

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

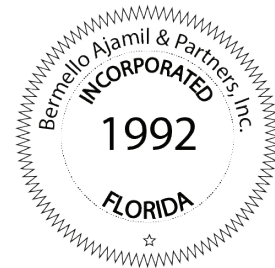
These indemnifications shall survive the term of this agreement. In the event that any action or proceeding is brought against the City of Key West by reason of such claim or demand, PROPOSER shall, upon written notice from the City of Key West, resist and defend such action or proceeding by counsel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

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

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

COMPANY SEAL

PROPOSER: [Bermello Ajamil & Partners, Inc.](#)



Address [4711 South LeJeune Road, Coral Gables, FL 33146](#)

Signature

[Luis Ajamil, PE](#)  
Print Name

[May 10, 2023](#)  
Date

Title [President, CEO Principal - in Charge](#)

NOTARY FOR THE PROPOSER

STATE OF FLORIDA

COUNTY OF MIAMI-DADE

The foregoing instrument was acknowledged before me this 10<sup>th</sup> day of May 2023. By Luis Ajamil, PE, of Bermello Ajamil & Partners, Inc (Name of officer or agent, title of officer or agent) (Name of corporation acknowledging) or has produced as identification.

*Deidre Portela*

Signature of Notary



Return Completed form with \_\_\_\_\_ Print, Type or Stamp Name of Notary

Supporting documents to: City of Key West Purchasing

Title or Rank \_\_\_\_\_



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

## ADDENDUM NO. 1

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

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

#### QUESTIONS/CLARIFICATIONS:

##### Question 1

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

##### Response 1

No

##### Question 2

What are the expenditure deadlines for each grant agreement?

##### Response 2

The Period of Agreement end dates are as follows:

IR008 – 06/30/2024

IR037 – 07/12/2026

IR043 – 11/01/2026

MT010 – 10/21/2026

MT011 – 08/03/2026

MT050 – 11/01/2026

MT051 – 11/09/2026

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

##### Question 3

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

##### Response 3

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

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

Question 4

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

Response 4

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

Question 5

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

Response 5

All expenditures will be used directly for City projects.

Question 6

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

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

Response 6**CDBG-DR:**

IR008 (implementation/engineering services) Force Main relocation

IR037 (construction) Force Main relocation

**CDBG-MIT:**

MT010 (planning) Key West Comprehensive Adaptation and Resilience Implementation Plan (CARIP)

MT011 (planning) Duval Street Economic Corridor Resiliency and Revitalization Plan

MT050 (implementation/design/construction) Fogarty and 3<sup>rd</sup> Pump Station

MT051 (implementation/construction) Tide Valves and Outfall Improvements

IR043 (construction) Harris and 10<sup>th</sup> Outfall

**CDBG-CV:**

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

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

Question 7

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

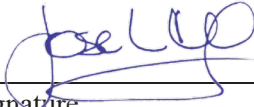
Response 7

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

Additional information:

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

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

  
\_\_\_\_\_  
Signature

**Bermello Ajamil & Partners, Inc.**  
\_\_\_\_\_  
Name of Business

# 10. Cost Proposal

## Exhibit C: Cost Proposal

Consultant Name: Bermello Ajamil & Partners Inc.

Project Name: **CDBG Grant Administration Services**

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

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

Staff Position	Hourly Rate	Hours per Month	Total Cost per Month
Grant Manager / Engineer	\$ \$205	40	\$ 8200
Project Assistant / Clerical	\$ \$145	20	\$ 2900
Local Consultant	\$ \$95	10	\$ 950
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total Estimated Monthly Cost of Grant Administration <span style="float: right;">A)</span>			\$ 12,050
<b>Total Estimated Annual Cost of Grant Administration</b> <span style="float: right;"><b>(A x 12) B)</b></span>			<b>\$ 144,600</b>
<b>Total Estimated 5-Year Cost of Grant Administration</b> <span style="float: right;"><b>(B x 5) C)</b></span>			<b>\$ 723,000</b>





ARCHITECTURE

ENGINEERING

PLANNING

LANDSCAPE ARCHITECTURE

INTERIOR DESIGN

CONSTRUCTION SERVICES

