

A. COVER LETTER

April 29, 2021

Cheri Smith, MMC, CPM
City Clerk, City of Key West
1300 White Street
Key West, Florida 33040

Subject: RFQ # 21-001; Construction Engineering and Inspection Services for Southard Street Improvements

Dear Ms. Smith,

Summit Design and Engineering Services, PLLC (Summit) is pleased to express our commitment to providing Construction Engineering and Inspection Services (CEI) for the City of Key West's Southard Street Improvements project. Summit employs over 200 experienced CEI engineers and inspectors who are dedicated to the disciplines of roadway, greenway, sidewalk, bridge, public utilities, and traffic signal inspection. We are well versed in construction practices having provided contract administration, inspection, surveying, and testing services on countless infrastructure projects in the Southeast.

With an office in St. Petersburg, our CEI Team is looking forward to the opportunity to partner with the City. Living and working locally, we understand the challenges of delivering for the residents of the Florida Keys and the unique work environment by proactively addressing key elements of a successful project such as safety, environmental stewardship, historic preservation, traffic control, pedestrian and cyclist access, and public engagement in this very active area of tourism.

Our proposed team recently completed the Cow Key Bridge project providing CEI Services and we are excited to present the same team and level of effort for this project in the historic section of Key West. Ms. Jessica Miles, PE will lead our team as the Senior Project Engineer and the City's primary point of contract. Jessica has spent the last two years working in the Florida Keys and brings over 30 years of experience building roads, bridges, sidewalks, trails, utilities, and drainage with several being historical preservation projects such as the Old Seven Mile Bridge Restoration project. We will be teaming with Core Compliance Solutions to provide a local Resident Compliance Officer and Media Relations Group (MRG) of Miami currently performing Public Information work in Monroe County for FDOT.

We are licensed in the State of Florida and a registered vendor with the City. Additionally, we are qualified with FDOT in 10.1 Roadway CEI and 10.3 Construction Materials Testing among others and are fully qualified to perform CEI services on LAP projects. We trust you will agree that Summit is the most qualified firm to provide CEI services to the City for this project. We greatly appreciate the opportunity to submit our qualifications. Should you have any questions, please free to call Ms. Miles directly.

Primary Contact

Jessica Miles, PE
9500 Koger Blvd. N., Suite 107
St Petersburg, FL 33702
(727) 725-3074 Office
(225) 229-1730 Cell
Jessica.miles@summitde.net

Respectfully submitted,
Summit Design and Engineering Services, PLLC



Troy Dover, PE/President

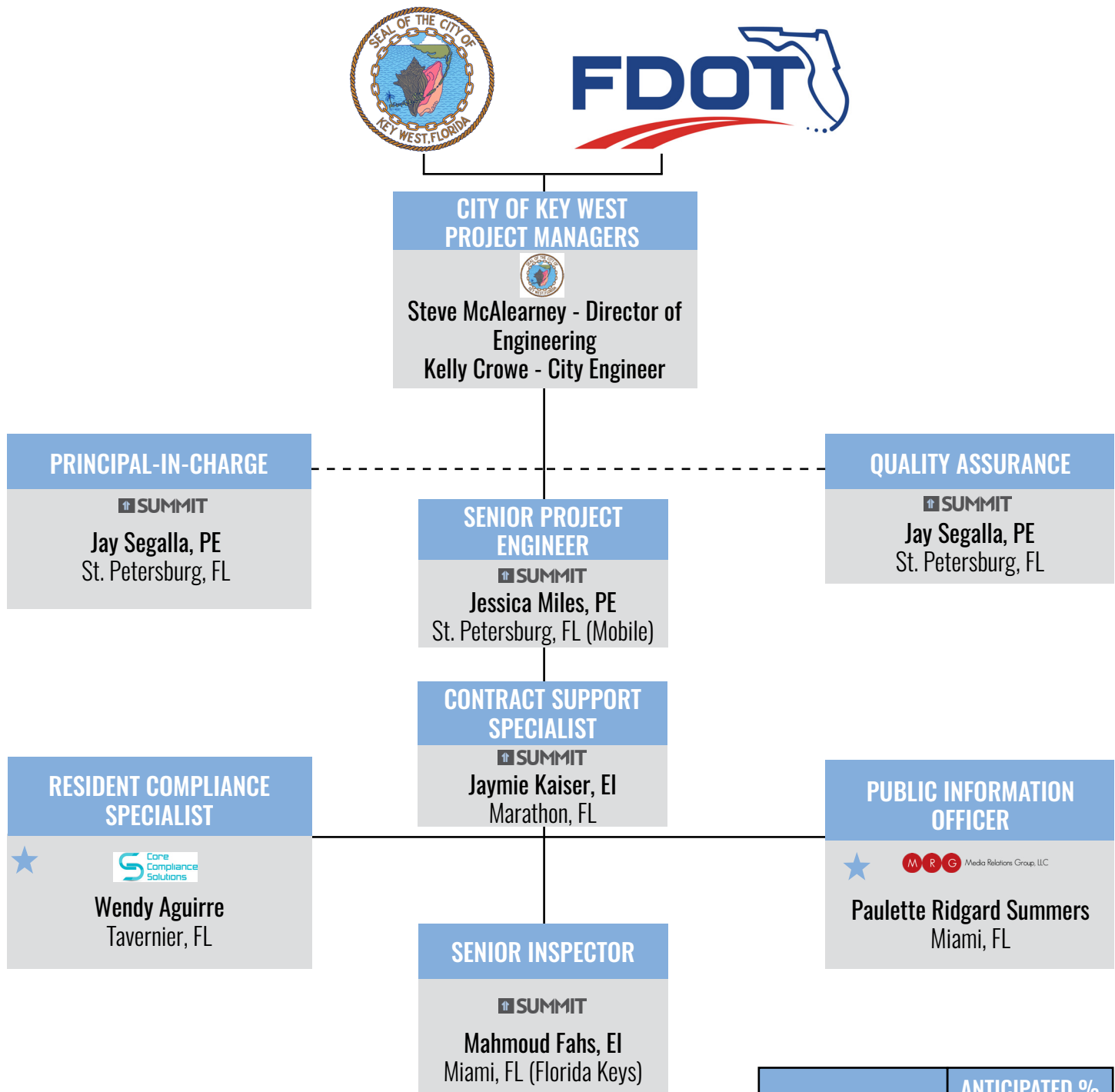


Jay Segalla, PE/Project Principal

B. INFORMATION PAGE

Project Name	Construction Engineering and Inspection Services for Southard Street Improvements
Name of Firm (prime) Submitting the Response	Summit Design and Engineering Services, PLLC, LLC
Contact Information for the Person Who Will Act as Project Manager	Name: Jessica Miles, PE Title: Senior Project Engineer Address: 9500 Koger Blvd. N., Suite 107, St. Petersburg, FL 33702 Phone Number: 727.335.3045 E-mail Address: jessica.miles@summitde.net
Contact Information for the Person Who Has the Authority to Make Representations for the Firm	Name: Troy Dover, PE Title: President Address: 320 Executive Court, Hillsborough, NC 27278 Phone Number: 919.732.3883 E-mail Address: troy.dover@summitde.net

C. ORGANIZATIONAL CHART



FIRM	ANTICIPATED % OF WORK
Summit	88%
★ Core Compliance Solutions	6%
★ Media Relations Group	6%

★ Indicates Disadvantaged Business Enterprise

D. COMPANY INFORMATION

Company Headquarters Address:

320 Executive Court, Hillsborough, NC 27278

Potential Project Office Address:

1111 12th Street, Key West, FL 33040

Florida Office Address:

9500 Koger Blvd. N., Suite 107, St. Petersburg, FL 33702

Consultant Contact Name:

Jessica Miles, PE

(727) 725-3074 Office

(225) 229-1730 Cell

Jessica.miles@summitde.net

Qualifications:

- Certificate of Authorization: Florida Registry #32467
- Key West Business License #: LIC2021 - 000240
- FDOT Prequalifications:
 - 10.1 – Roadway CEI
 - 10.3 – Construction Materials Testing
 - 10.4 – Minor Bridge & Miscellaneous Structures CEI
 - 10.5.1 – Major Bridge CEI – Concrete

Key Personnel:

- Jessica Miles, P.E. – Senior Project Engineer
- Jaymie Kaiser, E.I. - CSS
- Mahmoud Fahs, E.I. – Senior Inspector

SubConsultants:

- Core Compliance Solutions, LLC: Resident Compliance Specialist
- Media Relations Group, LLC: Public Involvement Officer

Summit Design and Engineering Services, PLLC, LLC is an industry-leading, multi-disciplinary architectural and engineering firm. Since 1997, Summit has had consistent success on multi-million-dollar professional contracts throughout the Southeast. Complementing our original civil engineering and surveying disciplines, Summit has evolved to offer construction engineering and inspection (CEI), architecture, structural engineering, traffic engineering, geotechnical engineering, materials testing, special inspections, construction management, maintenance management, survey verification, and industrial coatings inspection services. Our multiple disciplines have been developed specifically to provide our clients with a single source for their project needs.

Today, our firm employs over 350 professionals and technicians across numerous disciplines. One out of every four employees at Summit have a professional registration (PE, AIA, PLS, PG, etc.). Summit's CEI department offers comprehensive management and inspection services for highway construction, maintenance operations, and other transportation-related projects. Our CEI technicians and inspectors provide inspection services for structures, grading, erosion control, drainage, paving, industrial coatings, and ITS and traffic signal systems. **With nearly 200 construction engineers, inspectors, and materials technicians** located throughout the Southeast, Summit is always able to provide experienced, certified staff for any project at any time. Teaming with us is **Core Compliance Solutions (DBE)** supplying the Resident Compliance Specialist (RCS) and **Media Relations Group (MRG) (DBE)** supplying the Public Information Officer. Both firms

have worked with this Summit team in the Florida Keys and are currently working in the Florida Keys on FDOT and/or Monroe County Projects. With our proposed staff's previous working relationships, we are committed to providing the same highly trained, thoroughly dedicated, cutting edge CEI team committed to helping you achieve your goals and maintain your high standards in this historic section of Key West.

Summit is one of the leading CEI firms in the Southeast because we provide attentive and comprehensive services for transportation infrastructure projects. Many of our CEI managers, engineers, and technicians served with their respective Departments of Transportation prior to joining Summit and they bring engrained expertise of state regulated construction standards with them. Our inspection versatility grows from this engrained knowledge and it allows us to adapt quickly both in the field and in the lab.

As previously mentioned, the team presented for this project consists of the same Cow Key Bridge CEI staff including Jessica Miles, PE as the Senior Project Engineer, Mahmoud Fahs, EI as the Senior Inspector, and Jaymie Kaiser as the Contract Support Specialist (CSS) giving the City the same high degree of performance as the important Cow Key Bridge project.

Additionally, Wendy Aguirre with Core Compliance Solutions and Paulette Summers with MRG have worked with the team in the Florida Keys for the last several years. Wendy was integrated as a part of the team and worked in an Administrative position assisting the Senior Project Engineer and the CSS when she was not performing as a Resident Compliance Officer. Paulette assisted this team on all PIO duties with the exception of one project during the Keys Bridges Contract with FDOT. Jessica, Mahmoud, and Jaymie know them well and have had a very successful work history together.

CITY OF KEY WEST, FLORIDA

Business Tax Receipt

This Document is a business tax receipt.
Holder must meet all City zoning and use provisions.
P.O. Box 1409, Key West, Florida 33040 (305) 809-3955

Business Name: SUMMIT DESIGN AND ENGINEERING SERVICES
Location Addr: 9500 KOGER BLVD N SUITE 107
Lic NBR/Class: LIC2021-000240 STATE LICENSED PROFESSIONAL
Issued Date: 3/29/2021 Expiration Date: September 30, 2021
ATTORNEY, PHYSICIAN OR OTHER STATE LICENSED PROFESSIONAL

Comments: PROFESSIONAL ENGINEER

Restrictions: PE45971 (2/28/23) FEE EXEMPT/DBPR LICENSED

SUMMIT DESIGN AND ENGINEERING SERVICES
C/O JESSICA MILES
9500 KOGER BLVD, N, SUITE 107
ST PETERSBURG, FL 33702

This document must be prominently displayed.

SUMMIT DESIGNS AND
ENGINEERING SERVICES PLLC
LLC

The screenshot shows the Florida DBPR Online Services portal. The header includes the DBPR logo and navigation links. The main content area displays the following information:

Licensee Details	
Licensee Information	
Name:	SUMMIT DESIGN AND ENGINEERING SERVICES, PLLC, LLC (Primary Name)
Main Address:	320 EXECUTIVE COURT HILLSBOROUGH North Carolina 27278
County:	OUT OF STATE
License Mailing:	
License Location:	
License Information	
License Type:	Registry
Rank:	Registry
License Number:	32467
Status:	Current
Licensure Date:	01/23/2018
Expires:	
Special Qualifications	
Qualification Effective	
Alternate Names	
View Related License Information	
View License Complaint	

2021 FOREIGN LIMITED LIABILITY COMPANY ANNUAL REPORT

DOCUMENT# M15000000795

Entity Name: SUMMIT DESIGN AND ENGINEERING SERVICES, PLLC, LLC

Current Principal Place of Business:

320 EXECUTIVE COURT
HILLSBOROUGH, NC 27278

Current Mailing Address:

320 EXECUTIVE COURT
HILLSBOROUGH, NC 27278 US

FEI Number: 30-0236228

Certificate of Status Desired: Yes

Name and Address of Current Registered Agent:

CORPORATION SERVICE COMPANY
1201 HAYS STREET
TALLAHASSEE, FL 32301-2525 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE:

Electronic Signature of Registered Agent

Date

Authorized Person(s) Detail :

Title	MGR	Title	AUTHORIZED MEMBER
Name	PARKER, JAMES W JR, PE	Name	DOVER, TROY B
Address	320 EXECUTIVE COURT	Address	320 EXECUTIVE COURT
City-State-Zip:	HILLSBOROUGH NC 27278	City-State-Zip:	HILLSBOROUGH NC 27278

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 605, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: JAMES W PARKER

CEO

01/11/2021

Electronic Signature of Signing Authorized Person(s) Detail

Date

E. METHODOLOGY AND APPROACH

Summit is proposing to use Mahmoud as the fulltime Senior Inspector and Jaymie Kaiser as the CSS. The project is scheduled to take 90 days to complete which will require a constant work effort from the contractor to complete the work correctly and timely. Mahmoud has worked many projects successfully as a Lead Inspector or Project Administrator and in some cases as the only inspector. This project would be no different for him. Jessica provides daily support as needed. Her and Mahmoud have an excellent working relationship and have completed several successful projects together. Jessica is available to be on site as needed and will attend all meetings, review all schedules, RFI's, and be involved with the Public Involvement effort as well as any other requests by the City.

The project's scope of work includes the refurbishment of the roadway and sidewalks on Southard Street between Duval and Thomas Street within the Key West Historic District. Whitehead St. (US 1) intersects midway through the project. The project limits currently have a sidewalk, asphalt roadway with curb and gutter and driveways. The project limits are in a heavy pedestrian and cyclist area for tourists. In addition, there are local businesses along the route as well as several residences. Southard St. continues south beyond the project limits to the Truman Annex, Truman Waterfront Park, the Patrick Taylor State Park and Beach, and the Cruise Ship Pier making this route a common route for vehicle and bicycle traffic to these locations. There is also a public parking area at the Waterfront Park that gives access to the nightly activities at Mallory Square as well as seasonal Farmers Markets impacting the importance of maintaining pedestrian, cyclist, and vehicular traffic on this historic and vital route. We will work daily with the contractor to maintain all pedestrian detours as well as the roadway. We plan to have our experienced fulltime Senior Inspector, Mahmoud, onsite every day to work with the contractor, the local businesses, and residents. If Summit is selected, we will reopen the Cow Key Bridge **project office at 1111 12th St., Key West.**

Summit realizes the significance of the Key West Historic District and is committed to offering and working with the City and the public to maintain the high standards required for historic preservation. We recently worked on the Old 7 Mile Bridge rehabilitation project with SHPO as well other historic preservation requirements. We also worked with the FDOT state Cultural Resources group and the contractor on a regular basis to maintain the integrity of the historic value of the bridge while returning the structural integrity of the bridge.

Right of Way (ROW)/Work Zones: Within the limits of the project, there are multiple bike racks, large trees, Pay to Park stations, streetlights, trash receptacles, power poles, newspaper stands, mailboxes, and hydrants. From Duval St. to Whitehead St., the traffic flow is one way with parking on both sides of the roadway. In addition, there are several loading and unloading zones. On this block is Charlie Macs with front porch dining and the Green Parrot Bar which generates a lot of foot traffic. There is also a Scooter Rental business, several galleries and other retail businesses. This block ends at Whitehead St. (US 1) which is a signalized intersection. The next block is from Whitehead St. (US 1) to Thomas St. which is a two-way street. On the east corner is the Courthouse Deli and on the west side of the intersection is the State Attorney's Office. This block houses a cycle shop, several residences, and attorney offices. There are also several off-site cycle racks adjacent to the sidewalk at the courthouse building.



Within the historic project limits, buildings are in some cases, right against the sidewalk and in other cases within feet of the sidewalk. There are retaining walls, steps, old brick walls, fences (old and new), full glass windows at We Cycle, an overhang awning at the Courthouse Deli building including the adjoining hair salon as well as several other businesses within the project's limits. All these items will **require extreme caution on the contractor's work efforts** as well as Summit to document preconstruction conditions and daily monitoring to document any damages to these structures or appurtenances. Summit team members have worked on projects with businesses and residences directly adjacent to ROW limits with great success. We believe this requires daily communication with the contractor's field personnel and management. The protection of the buildings and appurtenances will also be addressed at the preconstruction conference. With so many buildings and appurtenances on the ROW line or within feet, a lot of the work will be slow, **low production work and require an extra effort** on the contractor's part as well as Summit's to prevent damage to any of the structures.



We will work with the contractor to protect **structures and appurtenances** adjacent to the ROW when removing concrete and **pouring concrete** to prevent splash on the buildings/structures. Placing plywood against the structures at the ROW line is one way to assist or prevent this from happening. We will also address this at the preconstruction conference and in the field prior to beginning the work effort at each location.

Equally important is the **protection of trees** with most of them being older and large trees, tree protection will be enforced. **A licensed arborist** will be required to meet with the City of Key West Urban Forestry to discuss tree protection. The arborist will also be responsible for the care and preservation of the trees from any construction damage and must also be onsite or provide oversight on the pruning of the tree roots that will need to be trimmed at several sidewalk locations and likely at the roadway widening area. We will specifically address the **care for the trees throughout the duration of the project**. We will document the condition of each tree prior to construction and monitor daily the protection of the trees that are part of this historic section of the City.

Lastly, due to the tight nature of the ROW limits there will not be any areas for contractor staging. We will ask for a **staging plan** prior to mobilizing to the site for review and approval by the City and DOT Environmental office. This team has worked with many contractors to establish staging areas to meet FDOT and Monroe County requirements for staging in Keys. As part of the staging plan, we will also request information on how fuel will be stored.

Availability - Jessica, Mahmoud, and Jaymie are looking forward to the opportunity to work in Key West again. They are currently 100% available. Jaymie resides in Marathon and Mahmoud and his family reside in Miami however, Mahmoud himself stays where his work is as he has done for over

15 years working in the Keys. Jessica is mobile and will be available as required. Paulette, the PIO, works on other projects in Monroe County and Wendy, the RCS, resides and works in Monroe County performing on DOT and LAP projects. They have all worked together seamlessly for the last several years and have enjoyed their successes together.

Public Information Officer and Outreach – Public Awareness: The **Summit team** has a long history of working closely with the public information officers involved in the projects for proper communications to the public. Public inconvenience is a real issue and concern on every project especially in a heavy tourism area. ***Public perception can define a project's success.*** We have experienced that keeping the public notified of work events to come, and as they change on a regular basis, is crucial to a project success. We find that when people know what to expect, they are generally more satisfied and can properly plan.



We will work with the PIO, Paulette Summers, to send preconstruction project information and perform a door-to-door introduction of the project to the businesses and residents within the project limits as well as others on adjoining streets that may be impacted. We have experience working with **MRG** performing this work throughout the Florida Keys. Paulette will be available to answer questions from the media, Public Officials, and the public as needed. Any complaints we receive in the field will also be referred to Paulette to promptly address. Jessica Miles has worked on many projects in her 30+ year career which required an extended public outreach effort with great success. US 192 through Kissimmee, FL to the entrance to Disney World is one of the projects she was involved that had extensive PIO work. She will work with MRG to satisfy the needs of the City and property owners.

Jessica and Paulette have also worked several projects together including the Snake Creek Bridge Rehabilitation project closing nightly for 4 hours for repairs. This project had a strong public involvement effort to coordinate the closures with the emergency personnel, hospitals and doctors, utility companies, local governments, resorts, and businesses from Key West to Key Largo. They are proud of this successful effort and are looking forward to working together again.

Driveways/Turnouts – There are multiple driveways and turnouts within the project limits for residents as well as businesses. In the initial door to door public outreach efforts, we will have Paulette specifically address the construction that will occur on these driveways and hopefully address any preconstruction concerns. If necessary, driveways can be constructed half at a time to accommodate needs of the property owner.

Maintenance of Traffic – The milling and resurfacing section of the roadway is within the Thomas St. to Whitehead St. limits. This will require the work to be performed half at a time with a flagman to allow vehicle passage and/or posting a detour around the block during paving. With the amount of traffic on this street and knowing that the route leads to the Truman Annex area, a detour around the block as well as a flagman for the paving operation would both be reasonable to give the traveling motorist an option to detour in lieu of waiting to pass in the flagging operation. Also, as part of this

work no vibratory rollers would be used due to the proximity of the buildings and other appurtenances directly adjacent to the ROW. We will work with the contractor to include this in the paving plan along with a standard rolling pattern to meet the specification requirements for compaction. This same Summit team just completed the oversight of the paving at the Cow Key Bridge project with no penalties, deficiencies or exceptions. This work also included the widening inside the median to add new curb and gutter sections with new subgrade and base in small areas.



The loading and unloading zones for businesses within the project limits will have to mostly stay open with obstructions from the contractor. We will work with the contractor and the businesses that utilize the loading zones to make sure all deliveries are coordinated and not impacted by the contractor activities.

A big part of safety on the project is the pedestrian detours. This Summit team has worked on many projects including in Key West where pedestrian detours were used for cyclist and foot traffic. This area has a high amount of both. We will work with the

contractor to maintain the devices as needed but no less than once a day. In addition, **the work site must be cleaned daily** as the work progresses and most days, daily to maintain open, hazard free sidewalks and roadway. We will ensure the contractor does not leave spoils of excavation or concrete removal on the sidewalks or roadway, nor will we allow the open pedestrian path and detours to be obstructed. Due to the large number of pedestrians and cyclists, there will always be people that do not follow the signs and traffic control devices. With that in mind we know how important a constant **safe passage is for motorist and pedestrians alike**. Mahmoud, Jaymie, and Jessica are all certified as **Advanced Traffic Control Technicians**.



Utilities - The sidewalk and roadway contain manhole lids and grates with some valve box lids. Summit will make sure these are all adjusted to meet the new grade of the sidewalk and roadway. We realize the importance of not having a tripping hazard on the sidewalks and will verify compliance with the plans and standards.

There are several overhead utilities within the project limits that should not be a problem however, there is a potential for an excavator or dump truck to hit one of the lines. This is a topic we will include in the preconstruction conference and monitor on site.

There should not be any underground conflicts, however at each excavation site we will inspect for unknown conflicts and contact the utility and EOR if the need arises. This team is known for addressing conflicts and issues proactively to prevent project delays or claims.

Environmental- The Florida Keys are part of a marine sanctuary. As previously mentioned, this Summit team has been working in the Keys for the past several years with Mahmoud having over 15 years of experience working in the Keys. Therefore, we understand the importance of **protecting the**

environment in Key West and the implementation of proper erosion control measures. Per specification, all inlets require protection from runoff contaminants and silt. Since the disturbed work area is less than 1 acre a SWPPP will not be required, however, **a site-specific erosion control plan** is. The Summit team will require the contractor to have an approved erosion control plan in place prior to beginning construction. We will also require the erosion control devices are maintained and replaced as needed. We will also require the contractor to maintain copies of any permits on site and monitor the permit requirements.

Weather and Hurricane Preparedness: Proper planning for inclement weather and hurricanes is a priority for a safe and successful project in South Florida. The project location is in Zone 1 for Emergency Evacuations. We will ensure a hurricane plan is submitted and reviewed prior to beginning construction since the duration of the project will be during hurricane season.

Quality Assurance (QA): Summit's QA plan is tailored to the specific activities/scope of work identified in the plans and developed within the first 30-days of project award as required by the contract. Per the Scope of Services, Summit will furnish a contract-specific QA Plan that details the procedures, evaluation criteria, and organizational instructions for providing services to the City of Key West. As part of the QA Plan, we will include the appropriate FDOT checklists for each major function including subconsultants. Our Independent QA team will conduct quarterly reviews by **Jay Segalla, PE, Summit's Principal-in-Charge** and certified by an officer of the company. Each QA review report will be shared with the City, Summit's Senior Manager and will include a discussion of any proposed follow-up.

Safety and Mobility - Summit and the City put **SAFETY FIRST**. We conduct safety minutes at every internal meeting with a pertinent topic; join contractor toolbox safety meetings, bring safety outside the work environment to include your daily activities; and most of all, *eliminate incidents and make the work environment better for everyone*. This includes construction workers, CEI staff, and the traveling public. We strive to maintain the safest possible work zones for the traveling public and always put public safety first.

Summit Workforce Safety Plan - Preventing the Spread of COVID-19. All staff follow the COVID-19 safety plan, which includes a daily hazard review to have all employees self-determine if they show any symptoms. PPE will be provided, as well as the proper sanitizers and cleaning disinfectants to maintain hygiene and a sanitized workspace. Summit has been proactive in providing vaccinations for their employees. We will continue to wear masks as required by all local ordinances and state requirements.

As-Built Plans and Final Estimates – Jaymie and Mahmoud are both very experienced with FDOT final estimates and requirements. Both are CTQP Final Estimates Level II qualified. As part of each project, we complete a set of As-Built plans. Per the contract and RFP, we will prepare and submit along with a memorandum with documentation transmitted to the Director of Engineering Services at the final acceptance detailing any necessary revisions to the pay items covered under the conditional/partial acceptance.

Project Documentation and LAP Requirements – The Summit team will conduct a preconstruction conference within 10 days of Notice to Proceed. Throughout the Covid pandemic we have successfully conducted preconstruction conferences via Microsoft Teams and meeting minutes were prepared and distributed. Jaymie will prepare a submittal log to track all required submittals per the plans and specifications. The log is used to track the submittals through the review process to approval as well as all RFI's, contract changes, and shop drawings.

Daily work reports will be completed by Mahmoud and signed by Jessica. Each level of effort is collected in binders and scanned into our Summit document management system for easy transfer to a final flash drive for submittal to the City.

Wendy our RCS has been performing RCS duties in District 6 for many years with experience on several LAP projects. Wendy will review all the weekly certified payrolls, subcontracts, labor interviews, and bulletin board inspections in a binder for review by the DOT LAP office and DOT Compliance office when requested.

Communications- Communication in these times is certainly different than how we have historically conducted business. The **Summit team** has successfully managed and inspected multiple projects over the past year by adapting and adjusting as we are called upon. This team was able to not cancel or miss any meetings during the transition to virtual meetings. We have managed this by conducting progress meetings and preconstruction meetings virtually via Microsoft Teams, requiring face masks for any person-to-person meetings including onsite meetings, and maintaining social distancing. Progress meeting minutes are distributed to document the conversations.

This team also has a reputation for excellent communication skills amongst themselves and with the respective owner which contributes to the successes they have had. Jessica Miles is in contact with the team's staff daily and communicates with the owner's Project Manager on any potential or actual issues that may arise. Jessica and Mahmoud collaborate very well together, they are very responsive to contractor's questions and RFI's to minimize and prevent any downtime by the contractor. They believe that open communication with all parties is vital to the success of a project. The team has maintained an excellent relationship with Project Managers, DOT Construction office staff, final estimates staff, Engineers of Record, and Contractors.

In closing, the City of Key West can be confident that the **Summit team** is prepared to provide quality service through an experienced, hard-working, and cohesive project team with a dedicated commitment throughout the life of the project. We will serve the City as a trusted advisor, with the overall goal of delivering a quality project, constructed safely, while meeting the City's performance measures.

F. PERSONNEL



Jessica C. Miles, P.E.

Senior Project Engineer

Ms. Miles is experienced and knowledgeable with FDOT civil engineering design and construction. She has effectively supervised onsite field staff, office staff and contractors. Her proactive approach to construction and engineering solutions has contributed toward project efficiency and meeting the client's objectives. She started her career with FDOT district 5 where she worked as a construction PM. Her career then took her to work 12 years for a Road and Bridge Contractor as a PM and Sr. Manager with the company. Included in her career is also nine years with engineering firms performing CEI and DOT support. Jessica is fluent in Primavera. During her time at FDOT, District 5, Jessica managed some of the largest urban reconstruction projects in the District. Most recently she has been successful working the Key Bridges Rehabilitation Projects District 6. Jessica is notably known for her proactive approach in problem solving and working with contractors for workable solutions that benefit the project and the Department. Jessica is known for finishing projects on time and on budget.

EDUCATION

B.S. Civil Engineering –
Louisiana State University
(1986)

PROFESSIONAL LICENSES

Professional Engineer (FL)
License No. 45971 (1992)

Professional Engineer (LA)
License No. 28743 (1999)

AVAILABILITY

100%

TIN

M42042362

FDOT CERTIFICATIONS

- QC Manager
- TTC Advanced

OFFICE LOCATION

St. Petersburg, FL

YEARS OF EXPERIENCE

34

Cow Key Channel, MM 4.1; FIN: 441740-1-52-01

March 2020 – November 2020

This time incentive-disincentive based project consisted of milling and resurfacing, replacing sections of bridge deck spans and beams, landscaping, signing, guardrail and restriping of the roadway on US 1 at the entrance to Key West. The work consisted of moving all traffic inbound and outbound to one (1) side of the roadway while each bridge and roadway was reconstructed. Also, always maintaining detours for the sidewalk and Heritage Trail for pedestrian and cyclist traffic. Temporary signalization, modification to existing signals for traffic and pedestrians as well as modifications to signals for several major intersections in Key West. This project is located at the gateway to Key West, and an incentive was added to the contract for an early completion to minimize the disruption to the City and tourism. Innovative maintenance of traffic measures was implemented including a Smart Work Zone System and flexible, movable delineators moved twice daily with remotely monitored traffic signals to accommodate peak hour traffic flows. *Client: FDOT District Six. Cost: \$6,166,186. Reference: George Hoffman, PE - FDOT Sr. Project Manager (305) 962-4928.*

Old 7 Mile Bridge from Knights Key to Pigeon Key; FIN:413721-2-52-01

December 2018 – December 2020

The Old Seven Mile Bridge consisted of steel, concrete, and coating rehabilitation. The substructure and superstructure repair work on this historical bridge was extensive. The work included detailed mapping and documentation of all steel and concrete repairs, including complete component replacements, steel cleaning, blasting, painting, concrete spall repairs and crack injection. Repair work also included deck jacking operations to replace all 2,231 floor beams, expansion joint rehabilitation, bridge deck sealing, new handrail, striping and signage. Temporary hanging work platforms were utilized for the entire project. This Containment system was maintained as the work progressed down the hanging platform preventing any spills into the National Marine Sanctuary the rehab took place in. *Client: FDOT District Six. Cost: \$41M. Reference: George Hoffman, PE - FDOT Sr. Project Manager (305) 962-4928.*

Founders Park Pedestrian Overpass- Design Build. MM 87; FIN 442040-1-52-01

May 2020 – December 2020

Founder's Park, located in the Village of Islamorada, is a heavily used park and marina by residents and visitors. The project consists of a steel and concrete pedestrian overpass to safely move cyclist and pedestrians across US 1. The roadway was modified to accommodate the bridge, stairs, and elevator towers. New pier protection as well as milling and resurfacing, widening with keyhole additions to the existing roadway. Pile and drill shaft foundations, Heritage Trail reconstruction, pedestrian detours as well as new signing and striping. *Client: FDOT District Six. Cost: \$4,679,092. Reference: George Hoffman, PE - FDOT Sr. Project Manager (305) 962-4928.*

Seven Mile Bridge over Moser Channel MM 40. FIN 433381-1-52-01

December 2018 – December 2020

This segmental bridge rehabilitation included Concrete spall repair, crack injection, metallization of the columns and struts, installation of cathodic protection jackets, post tensioning and bridge jacking with friction collar temporary support system. Rebuilt (2) pier caps with superstructure jacked; performed top-of-column spall repair and bearing pad replacement with the superstructure jacked from friction collars. All work was performed from barges and working platforms hung from the structure to minimize impacts to the water and surrounding environment in this extremely sensitive environmental area. Reinstalled shear plate inside segment with UHPC. *Client: FDOT District Six. Cost: \$14,830,790. Reference: George Hoffman, PE - FDOT Sr. Project Manager (305) 962-4928.*

La 3241 I-12 to Bush

August 2016 – July 2017

This project to extend La 434, 19 miles from I-12 to Bush with a new roadway. The project included new embankment through low-lying areas which included a \$50 M wetland mitigation, base asphalt, 8 new bridges, guardrail, signalization and intersection improvements. Design PM on this high-profile project part of the LaTIMED program. Cost: \$50M Client: LaDOTD Reference: Nick Olivier (225) 928-1499

I-10 - Veterans Blvd to Transcontinental Boulevard, New Orleans, LA

July 2010 - January 2014

Widen I-10 roadway and bridge from 3 to 4 lanes with steel and concrete girders, steel diaphragms removed and replaced, new drainage, utility relocations and heavy MOT on I-10. New drainage, piling utility work and extensive MOT in high volume traffic. *Cost: \$36M Client: LaDOTD.*

US 17/92 Orange Blossom Trail - I-4 to S. of Landstreet, Orlando, Florida

1993-1998

At the time of construction, this was the largest urban reconstruction project in Central Florida. The project included five miles of heavy urban roadway widened from a four-lane open drainage roadway to a seven-lane closed drainage roadway. All overhead utilities were relocated underground. Beautification included overhead signal trusses, street signs, terra cotta sidewalks and extensive landscaping. This project won Urban Project of the Year due to the complexity and partnering efforts that brought the job in on time and on budget. Each business driveway was crossed a minimum of 14 times with drainage and utilities. Work performed in limited ROW. As an FDOT Project Manager Jessica managed the construction engineering and inspection.

U.S.192 Widening, Kissimmee, Florida

1998-1999

Project widened U.S. 92 from International Vineland Road from two to four lanes. This is a high-volume tourist area in Osceola County with many resorts and hotels on the route to Walt Disney World. The project included concrete paving with limestone base, and bicycle and walking paths for the heavy pedestrian traffic. Construction of a bus stop and beautification activities were also part of this work. This project involved extensive public relations. As an FDOT Project Manager Jessica managed the construction engineering and inspection.

Awards

- FTBA Award, 1995 Bridge Project of the Year – Project Engineer.
- FTBA Award, 1998 Urban Construction Project of the Year – Project Manager.
- FDOT Special Recognition for Utility Coordination and Public Relations.
- FDOT Special Recognition for Utility Coordination and Proactive Approach to Project.



Mahmoud Fahs, E.I.

Sr. Inspector/Project Administrator

Mr. Fahs has long work history with FDOT. Projects include work in District 6 and 4. He has performed on bridge and roadway projects with over 20 years' experience in construction engineering and inspection, and surveying. Experience includes drainage, earthwork, asphalt paving, concrete, utility work, highway lighting, signalization, bridge rehabilitations and repairs. Proficient in all field and laboratory materials testing, MOT as well as a qualified survey instrument man. He is a great leader and mentor for the inspection staff and has a great work history with contractors and client relationships. He is an asset to the team and a great leader. He is very knowledgeable in asphalt placement, milling, reporting, QC oversight and MAC reporting. Mahmoud is a forward thinker and can see problems before they become issues. He works and communicates well with staff and contractors.

EDUCATION

B.S. Civil Engineering –
Florida International
University (1985)

A.A.S. Miami-Dade
Community College (1982)

PROFESSIONAL LICENSES

Engineer Intern (FL)

TIN

F20055357

CERTIFICATIONS FDOT-CTQP

Asphalt Paving Technician –
Level 1 & 2

Drilled Shaft Inspection

Earthwork Construction
Inspection – Level 1 & 2

FDOT Concrete Field
Technician Level 1 & 2

Final Estimates – Level 1 &
2

Pile Driving Inspection

QC Manager

Other

Advanced MOT

Troxler Density Gauge
Operator

Nuclear Gauge Safety &
USDOT Hazmat Certification

Cow Key Channel Bridge, MM 4.1 441740-1-52-01

March 2020 – November 2020

This incentive-disincentive based project consisted of milling and resurfacing, replacing sections of bridge deck spans and beams, landscaping, signing, guardrail and restriping of the roadway on US 1 at the entrance to Key West. The work consisted of moving all traffic inbound and outbound to one (1) side of the roadway while each bridge and roadway was reconstructed. Also, always maintaining detours for the sidewalk and Heritage Trail for pedestrian and cyclist traffic. Temporary signalization, modification to existing signals for traffic and pedestrians as well as modifications to signals for several major intersections in Key West. This project is located at the gateway to Key West, and an incentive was added to the contract for an early completion to minimize the disruption to the City and tourism.

Innovative maintenance of traffic measures was implemented including a Smart Work Zone System and flexible, movable delineators moved twice daily with remotely monitored traffic signals to accommodate peak hour traffic flows. *Client: FDOT District Six. Cost: \$6,166,186. Reference - George Hoffman, FDOT Sr. Project Manager (305) 962-4928.*

Old 7 Mile Bridge from Knights Key to Pigeon Key; FIN:413721-2-52-01 –

September 2017 – January 2021

The Old Seven Mile Bridge consisted of a steel frame construction. Substructure repair work was extensive and include steel repairs with component replacements, steel cleaning, blasting, painting and coatings, concrete pier and deck repairs, cack injection and sealing. Repair work also included deck jacking operations to replace floor beams. This was a highly complex project required a lot of coordination with the Contractor. Worked with contractor to assist with problem solving, made field decisions on plan interpretations, identified potential issues, and proactively provided suggestions for solutions. Worked with EOR and contractor on RFI's, monitored the tracking of quantities, assisted with monthly pay applications and final estimates. Approved DWR's in SiteManager. *Cost: \$41M. Client: FDOT District 6 Reference - George Hoffman DOT, Sr. Project Manager (305) 962-4928*

Founders Park Pedestrian Overpass- Design Build FIN 442040-1-52-01

May 2020 – December 2020

Founder's Park, located in the Village of Islamorada, is a heavily used park and marina by residents and visitors. The project consists of a steel and concrete pedestrian overpass currently being designed and constructed to safely move cyclist and pedestrians across US 1. The roadway was modified to accommodate the bridge, stairs, and elevator towers. New pier protection as well as milling and resurfacing, widening with keyhole additions to the existing roadway, landscaping, signing, striping and lighting. Pile and drill shaft foundations, Heritage Trail reconstruction, pedestrian detours as well as new signing and striping. *Cost: \$4,679,092. Reference - George Hoffman, FDOT Sr. Project Manager (305) 962-4928.*

Critical Structures
Construction

DEP- Qualified Stormwater
Management Inspector

ACI

Concrete Field-Testing
Technician – Grade I

Concrete Transportation
Construction Inspector

LOCATION

Miami, FL (Florida Keys)

YEARS OF EXPERIENCE

27

Pigeon Key Ramp Rehabilitation (LAP), Client: Monroe County

February 2019 – February 2020

LAP project included rehabilitation and substantial replacement of a (23) span timber historic ramp with (2) steel bents, to Pigeon Key. Work included removing old timber, increasing the size of the existing footings, installing new timber columns, caps, deck and railing on a superelevated curve. Duties included monitoring inspection and reporting of construction in daily work reports, tracked project quantities, construction quality controls, materials, labor interviews, certification, measured completed work and prepared as-built plans. Monitored the inspection of the installation of the timbers to exact cut and elevation for this super elevated timber structure, map the steel repair work. Also, provided oversight for the proper bolting, Work with Client, EOR and Contractor on RFI's and plan errors. Cost: \$2,437,103. *Reference - Judy Clarke, County Chief Engineer (305) 295-4329.*

Pedestrian Bridge over Marvin Adams Waterway, Monroe County, FL; Client, Monroe County

January 2016 – February 2017

This LAP project consisted of installation of prestressed concrete beams, cast-in-place approach slabs, deck and end bents, temporary sheet pile, embankment, retaining walls, rip rap, gravity wall, pedestrian bicycle railing, guardrail, sidewalk ramps, detectable warnings, completion of connection to 10 ft. wide asphalt path, landscaping and performance turf. Duties included oversight to ensure maintaining environmental controls and maintenance of traffic, and all work shown and listed in the Project Drawings and Project Manual. EEO requirements monitored and tracked, monitored construction progress, and obtained all required material certifications. *Reference - Debra London, Monroe County PM (305) 453-8754.*

Jewfish Creek Bridge and U.S. Route 1, Key Largo, Florida

May 2008-September 2011

Senior bridge and roadway inspector for the construction of 18 miles of roadway and four bridges. Bridge inspection included inspecting prestressed concrete pile driving following the approved pile installation plan and driving criteria; maintaining pile driving log; ensuring the pile driving plan was followed and preformed pile holes were grouted; inspecting concrete seal pour and foundations; formworks installation and removal; structural concrete and steel placement; concrete deck pouring, finishing, curing and grooving; data entries into LIMS and SiteManager; and lab review of testing results. Mahmoud was responsible for daily entries and supervision of inspectors for concrete and approach slab paving operations; coordination with the contractor's quality control testing consultant; verification testing; maintaining concrete spreadsheet break test updates; checking the accuracy of plan quantities; maintaining field books; and tracking project quantities. Roadway inspection included inspection of concrete, reinforcing steel, drainage, embankment, stabilization, grading, limerick bases, paving, erosion and traffic control, sampling of all materials incorporated into the project, verifying surveyor layout prior to construction, cross-sectioning of undercut areas, signage, and asphalt pavement. This Design Build project involved the reconstruction of the existing two-lane U.S. Route 1/State Route 5 north of Jewfish Creek, a new fixed high-level bridge over Jewfish Creek, and low-level bridge over the Intracoastal Waterway Lake Surprise. Environmental enhancements included stormwater runoff treatment/retention facilities and wetlands mitigation. \$330 Million. *Client Florida Department of Transportation Reference: Dory Borce, FDOT Project Manager D6.*

SR 7 Project (441 in Broward County)

2006-2007

Senior roadway inspector on roadway widening, milling and resurfacing of SR-7 from Broward Blvd. to Oakland Blvd. including lighting signalization, pedestrian sidewalk, handicap ramps and landscaping. Duties included inspection, supervision of inspection staff and daily reports of all construction and paving operations, material sampling and testing, MOT inspection and coordination, progress payment, final estimate, as-built, data entries using LIMS and SiteManager. *Client: FDOT District 4*
Reference: Ramon Soria, P.E., Senior Project Engineer, (305) 477-7575, mei@marlinengineering.com



Jaymie M. Kaiser, E.I.

Contract Support Specialist (CSS)

Jaymie is an experienced and knowledgeable CSS, very familiar with FDOT specifications and procedures, and proficient in FDOT software's and databases, such as, SiteManager, Pay Item Tracking System, Infonet, EDMS, ProjectSolve, ProjectSuite, ERC, and MAC. She has successfully completed several final estimates in the past year. She always keeps the most recent version of CPAM open on her computer for reference. She started out in the CEI industry as an inspector, obtaining field experience before being promoted to CSS. As a CSS, she is best known for creating project specific tracking sheets that are accessible in real time to CEI personnel and creating an open space for all field personnel to collaborate, review, and share work as it progresses. She has had great success in the past with these worksheets as they have served as a means to track materials/quantities together as a team. These sheets have proven to prevent misunderstandings between FDOT and the Contractor and have helped to avoid claims. In addition to these shared sheets, she also creates very detailed submittals logs, estimate tracking sheets, WO/SA tracking sheets, MOT tracking sheets, striping tracking sheet, etc. She begins preparing for Project Closeout and Final Estimates before the first Contract Day. Jaymie is also an excellent communicator; kindly letting it be known to all project personnel what is required for tracking and what is expected on a daily/weekly/monthly basis. Jaymie is also an expert at obtaining and organizing/filing all construction documentation, being sure to check that all of the documentation has been filled out accurately, completely and signed appropriately (when necessary).

EDUCATION

Graduate Coursework Civil Engineering – University of Illinois (2015)

B.S. Civil Engineering – Georgia Institute of Technology (2013)

PROFESSIONAL LICENSES

Engineer Intern (FL) License No. 1100021925

AVAILABILITY

100%

TIN

K26043387

FDOT CERTIFICATIONS

- Asphalt Paving Technician – Level 1 & 2
- Concrete Field Technician – Level 1 & 2
- Earthwork Construction Inspection – Level 1 & 2
- Final Estimates – Level 1 & 2
- QC Manager
- TTC Advanced

OTHER CERTIFICATIONS

- ACI Concrete Field-Testing Technician – Grade I
- ACI Concrete Transportation Construction Inspector

Cow Key Channel Bridge MM 4.1; FIN: 441740-1-52-01

March 2020 – November 2020

This incentive-disincentive based project consisted of replacing sections of bridge deck spans and beams, and repaving and restriping of the roadway on US 1 at the entrance to Key West. The work consisted of moving all traffic inbound and outbound to one (1) side of the roadway while each bridge and roadway was reconstructed. This project is located at the gateway to Key West, and an incentive was added to the contract for an early completion to minimize the disruption to the City and tourism. Innovative maintenance of traffic measures was implemented including a Smart Work Zone System and flexible, movable delineators moved twice daily with remotely monitored traffic signals to accommodate peak hour traffic flows. *Client: FDOT District Six. Cost: \$6,166,186. Reference: George Hoffman, PE - FDOT Sr. Project Manager (305) 962-4928.*

Old 7 Mile Bridge from Knights Key to Pigeon Key; FIN: 413721-2-52-01

October 2017 – December 2020

The Old Seven Mile Bridge consisted of steel, concrete, and coating rehabilitation. The Substructure and Superstructure repair work on this historical bridge was extensive. The work included detailed mapping and documentation of all steel and concrete repairs, including complete component replacements, steel cleaning, blasting, painting, concrete spall repairs and crack injection. Repair work also included deck jacking operations to replace all 2,231 floor beams, expansion joint rehabilitation, bridge deck sealing, new handrail, striping and signage. Temporary hanging work platforms were utilized for the entire project. This Containment system was maintained as the work progressed down the hanging platform preventing any spills into the National Marine Sanctuary the rehab took place in. *Client: FDOT District Six. Cost: \$41M. Reference: George Hoffman, PE - FDOT Sr. Project Manager (305) 962-4928.*

Hurricane Irma Bridge Emergency Repairs; FIN: 442813-1-52-01

August 2019 – October 2020

Federal-aid project which consisted of bridge rehabilitation and slope restoration of (9) bridges in the Keys, including Bahia Honda, Salt Run, North Pine, Missouri-Little Duck, Lignumvitae, Indian Key, Tea Table Relief, Snake Creek, and Ch. 5 due to damage sustained from the 2017 Hurricane Irma. This work

- FDEP Qualified Stormwater Management Inspector
- APNGA Nuclear Safety Certification

LOCATION
Marathon, FL

YEARS OF EXPERIENCE
8

consisted of stabilizing the eroded shorelines with newly placed sand-cement, rubble, and fabric-formed rip-rap, fender system rehabilitation for (2) separate systems, new navigational lights, repaired damaged pile jackets on the Bahia Honda Bridges, rebuilt the Heritage Trail at Bahia Honda, replaced damaged handrails, and performed spall repair while staying in compliance with all environmental permit requirements. *Client: FDOT District Six. Cost: \$2,060,596. Reference: George Hoffman, PE - FDOT Sr. Project Manager (305) 962-4928.*

Founders Park Pedestrian Overpass Design Build; FIN: 442040-1-52-01

May 2020 – December 2002

Founder's Park, located in the Village of Islamorada, is a heavily used park and marina by residents and visitors. The project consists of a steel and concrete pedestrian overpass currently being designed and constructed to safely move cyclist and pedestrians across US 1. The roadway was modified to accommodate the bridge, stairs and elevator towers. New pier protection was designed as well as resurfacing the existing roadway. *Client: FDOT District Six. Cost: \$4,679,092. Reference: George Hoffman, FDOT Sr. Project Manager (305) 962-4928.*

Snake Creek Bascule Rehabilitation MM 85; FIN: 436532-1-52-01

July 2019 – May 2020

New structural, mechanical, and electrical components were switched out with existing deteriorated components. All structural steel was cleaned, blasted, and coated. This work required full 4-hour nightly roadway closures for 21 nights of the only roadway into and out of the Keys. Heavy coordination was required with the local emergency agencies, hospitals, utility companies, bus services, doctors, trucking companies, resorts as well as residents to shut down US 1. *Client: FDOT District Six. Cost: \$1,525,830. Reference: George Hoffman, PE - FDOT Sr. Project Manager (305) 962-4928.*

Seven Mile Bridge over Moser Channel

October 2017 – November 2020

This segmental bridge rehabilitation included Concrete spall repair, crack injection, metallization of the columns and struts, installation of cathodic protection jackets, post tensioning and bridge jacking with friction collar temporary support system to repair top of columns and replace bearing pads. Installed new fender system with navigational lights. Rebuilt (2) pier caps with superstructure raised on friction collars. All work was performed from barges and working platforms hung from the structure to minimize impacts to the water and surrounding environment in this extremely sensitive environmental area. Permit requirements state no impacts to the ocean floor. Reinstalled shear plate inside segment with UHPC. *Client: FDOT District Six. Cost: \$14,830,790. Reference: George Hoffman, PE - FDOT Sr. Project Manager (305) 962-4928.*

Pigeon Key Ramp Rehabilitation (LAP)

January 2019 – January 2020

LAP project that consisted of rehabilitation and substantial replacement of a 23-span timber historic ramp with (2) steel bents to Pigeon Key. Work included removing old timber, increasing the size of the existing footings, installing new timber columns, caps, deck and railing on a superelevated curve. Duties included monitoring, inspecting and tracking of steel rehabilitation, construction quality controls, measured completed work and prepared steel rehabilitation as-built plans. *Client: Monroe County. Cost: \$2,437,103. Reference: Judy Clarke, County Chief Engineer (305) 295-4329.*

AWARDS

Mayercsik, N., Kaiser, J., Kurtis, K., Probabilistic Modeling of Entrained Air Voids in Hardened Concrete; Poster presented at the 3rd Advances in Cement-based Materials, Austin, TX, June 2012. Best Poster.



Jay Segalla, P.E.

Principal-in-Charge/Quality Assurance

Jay has worked in CEI since January 1985. He started out as an inspector on the Sunshine Skyway Bridge and quickly was promoted to Asst. Project Engineer. Jay served as Project Engineer/Office Engineer (prior to the title changes in Florida) for approximately 8 years on several major bridge/roadway projects including the Julie Tuttle Bridge widening in Miami and the Edison Bridge Projects in Ft. Myers. He became licensed in 1998 and became Senior Project Engineer in on several major interstate, roadway, and bridge projects. Mr. Segalla is experienced with heavy highway/bridge construction, inspection, and administration on FDOT projects as well as in NC. He has recently managed a 70+ man inspection team on the Blue Line Extension Project in Charlotte, NC. He has also mentored staff in Florida and with the SE. One of his chief responsibilities is performing internal QA assessments of Florida technicians, communicating with FDOT Project Managers and Resident Engineers and their staff about the needs or concerns of the FDOT, and providing support to ensure that the FDOT's needs or concerns are addressed quickly and effectively.

EDUCATION

B.S. Civil Engineering –
University of South Florida
(1984)

PROFESSIONAL LICENSES

Professional Engineer (FL)
License No. 52817 (1998)

Professional Engineer (NC)
License No. 040589

Professional Engineer (SC)
License No. 27869

Professional Engineer (GA)
License No. 033774

Professional Engineer (AL)
License No. 31046

Professional Engineer (CT)
License No. PEN.0019830
(1998)

AVAILABILITY

100%

LOCATION

St. Petersburg, FL

YEARS OF EXPERIENCE

38

Lake Jesup Open Road Tolling (ORT) and Toll Plaza Conversion Facility Project, Seminole

County, Florida

November 2008 – March 2010

Project Principal for a two-mile expressway widening with an ORT system installation. Project included updating facility to ORT, as well as major resurfacing operations and roadway widening and drainage improvements. Supervisor for the 12-man project team, as well as the stand in senior project engineer as needed. *Client: Florida Turnpike Enterprise*

Florida's Turnpike Mainline Widening, Beeline Expressway to Interstate 4 (I-4), FIN: 406091115201 and 4060913520, Orange County, Florida

March 2005 – October 2008

Project Principal responsible for supervising the 12-man project team. This \$62 million project consisted of widening the Turnpike from four to eight lanes and seven bridge replacements at five separate locations, including one bridge widening. The scope consisted of roadway construction, asphalt paving, bridge structures, major drainage installation, signing and pavement markings, major lighting and signalization, utility relocations and landscape architecture. *Client: Florida Turnpike Enterprise*

SR 20 (U.S. 27) from SR 261 (U.S. 319) and Bishop Road over Raysor Creek, Leon and Jefferson

Counties, Florida

March 2006 – May 2008

Project Principal for CEI services on this \$35-million highway and bridge improvement, which included widening and safety improvements. Supervised a 10-person CEI team. *Client: FDOT District 3*

Construction General Engineering Consultant (GEC), Districtwide, Florida

April 2008 – March 2010

Project Principal in responsible charge of this contract. Performed quality assurance of the team's performance level, as well as oversaw regular quarterly client audits to ensure high performance and client satisfaction. *Client: FDOT District 1*

Design-Build SR 46 Lake Jesup Bridge, FIN: 24016315201, Orlando, Florida

February 2005 – April 2006

Project Principal for the construction of a new 3,800-foot bridge to span the existing portion of Lake Jesup on SR 46 and potential future dredging areas and opening of additional channels.

Assisted with the removal of the existing 500-foot bridge and 3,300 feet of causeway to the elevation of the existing wetlands area to allow grow of the indigenous species. The project included 3,700 feet of new roadway and two drainage ponds. *Client: FDOT District 5*

Blue Line Extension Project, Charlotte, North Carolina

June 2013 – June 2016

Civil Construction Manager in charge of all field operations for seven contracts totaling \$550 million on a \$1.2 billion Federal Transit Administration (FTA) funded project for the 9.3-mile light rail alignment that extends from Ninth Street in Center City through the North Davidson (NoDa) and University areas, terminating on the UNC Charlotte campus. Staff at peak times included more than 70 CEI inspectors and Engineers on the civil portion of the project. Project included 7 miles of highway reconstruction and alignment, 8 overpasses over roadway and rail yard, one 1000-foot underground cut and cover tunnel. Largest Bridge spans 135 ft spans and 800 ft length. *Client: Charlotte Area Transit System*

CEI Group 87, I-4, FIN: 24265516201, 24270226201, 24270236201, 24271616201

February 2005 – April 2006

Senior Project Engineer responsible charge for reconstruction and widening of six miles of interstate and major interchange ramp reconstruction with utility relocation, joint project agreements, major MOT and erosion control, construction of mechanically stabilized earth (MSE) walls, embankment, nine retention ponds, drainage structures, innovative bridge replacement and Superpave asphalt. *Client: FDOT District 5, Volusia County, FL*

SR 200, Alachua County, Florida

February 2000 – January 2001

Senior Project Engineer responsible charge for the \$21-million, six-lane, urban roadway construction project. This project included six miles of roadway reconstruction with utility relocation, joint project agreements, major MOT, erosion control, construction of MSE walls, embankment, nine retention ponds, drainage structure installation and Superpave asphalt. This contract included a public information office. *Client: FDOT District 5*

SR 60, Osceola County, Florida

April 1998 – February 2000

Senior Project Engineer in responsible charge of the \$4.5-million bridge replacement and roadway milling and resurfacing that included the construction of two temporary ACROW bridges for detours, temporary pavement markings, MOT, erosion control, pile driving, construction of MSE walls, embankment, drainage structure installation, placement of substructure and superstructure concrete, as well as milling and resurfacing, restoration and rehabilitation (3R) project on 10 miles of rural highway with Superpave asphalt. *Client: FDOT District 5*

Edison Bridge, Fort Myers, Florida

December 1989 – December 1994

Project Engineer/Office Engineer in responsible charge on this \$40- million major bridge project on U.S. 41 connecting North Fort Myers with Fort Myers over the Caloosahatchee River. Pre-cast concrete columns and caps were used to create 70 piers supporting the superstructures of twin bridges. Two months of construction time was saved on each mile-long bridge. Responsible for all inspection activities, specification compliance and certification, as well as supervision of CEI and office staff. *Client: FDOT District 1*

Certifications Matrix - City of Key West - Southard Street Improvements



Personnel - TIN	Firm	Inspector Classification	Current Assignment	Availability	Years of Exp.	CTQP										CBT	ACI	APNGA	FDEP	TTC			
						Asphalt Paving Technician	Asphalt Paving Technician	Concrete Field Technician	Concrete Field Inspector	Earthwork Construction Inspection	Earthwork Construction Inspection	Final Estimates	Final Estimates	QC Mangera	Drilled Shaft Inspection	Pile Driving Inspection	MSE Wall Inspector	Concrete Field Testing Technician	Concrete Transportation Construction Inspector	Nuclear Safety Certification	Qualified Stormwater Management Inspector	Intermediate	Advanced
						Levels																	
						1	2	1	2	1	2	1	2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Miles, Jessica - M42042362	Summit	Sr. Project Engineer	TBD	100%	33									●							●		
Fahs, Mahmoud - F20055357	Summit	Sr. Inspector	TBD	100%	27	●	●	●	●	●	●	●	●	●	●		●	●	●	●		●	
Kaiser, Jaymie - K26043387	Summit	Contract Support Specialist	TBD	100%	8	●	●	●	●	●	●	●	●				●	●	●	●		●	

Wendy Baird Aguirre
Resident Compliance Specialist (RCS)
Administrative/Clerical Professional

15 Years of Experience

Key Qualifications

Ms. Aguirre has extensive knowledge of document control, administrative duties, EEO/DBE/OJT and wages requirements, tracking and reporting for construction projects and for Construction Management Groups for the Florida Department of Transportation. She has thorough and practical experience with Federal, ARRA, and State funded contract requirements. Her skills include straightforward, prompt and effective communication with Prime Contractors and their representatives to ensure compliance. Ms. Aguirre is a dedicated and technically proficient business professional with a versatile administrative skill set developed through experience. She has successfully performed as a resident compliance specialist, office manager, business owner, and administrative support within high profile, time-sensitive, and heavily regulated settings. She excels in responding to challenges by developing innovative solutions and implementing proven systems to increase efficiency and client satisfaction. Her computer skills include: MS Office Suite, SiteManager, EOC, Project Solve, and other applications/systems.

Experience

Project document management, administrative duties, meeting minutes and management, payroll tracking and auditing, DBE payment monitoring, DBE commercially useful function (CUF) compliance, EEO interviews, bulletin board inspections, OJT interviewing and monitoring, compliance communications, compliance oversight and training for a number of projects.

Golden Glades Multi-Modal Transit Facility; District Six

October 2018 - Current

Compliance oversight and supervisory support to CEI's Resident Compliance Specialists. Audit compliance files, multiple wage table monitoring, constant consulting and training with field staff on EEO, OJT, DBE and Wages compliance.

Monroe County Bridges Rehabilitation residency; District Six

March 2017 – February 2021

Document control, administrative duties, assisting CCS, and compliance monitoring on grouping of State and Federally funded projects. Manage human resources, payroll functions, monthly invoicing and funds management for the subcontract of office administration support in the FDOT field office for the Monroe County bridges rehabilitation project. Negotiate terms for the initial \$415,000 subcontract, a portion of a \$10+ million contract with FDOT.

Pigeon Key Ramp; Monroe County

March 2019- February 2020

Compliance consultant to Prime Contractor on Local Agency Project with Federal Funds. Review payrolls, dailies, advise Prime on EEO requirements, correspondence with CEI team.

Krome North Grouping Multiple FIN's; District Six

May 2012 – January 2014

Document control, administrative duties, and compliance monitoring on grouping of 2 Federally funded, 2 State funded projects totaling over \$19 Million in roadway reconstruction in Miami-Dade County, over 15 subcontractors, OJT, multiple DBE subcontractors

US1/ SR5 Reconstruction "The Gap" FIN 249856-2-52-01; District Six

Aug 2009 – Oct 2011

Compliance monitoring and administrative duties on this \$16 Million ARRA funded roadway reconstruction and bridge project in Miami-Dade County, 13 subcontractors, On-time project EEO certification, Contractor successfully exceeded the OJT requirement and DBE goal was met

US1/ SR5/ C-111 Canal Bridge FIN 249856-4-52-01; District Six

March 2008 - March 2011

Compliance monitoring and administrative duties on \$110 Million State funded Public-Private-Partnership bridge replacement and roadway reconstruction project in Miami-Dade County, 19 subcontractors, Contractor utilized this project to bank 9 OJT graduates

344th Intersection FIN 423517-1-52-01; District Six

January 2010 - April 2010

Compliance monitoring and administrative duties on \$240 Thousand dollar Federally funded intersection paving and signalization project in Miami-Dade County, on-time project EEO certification, 7 subcontractors, Contractor exceeded DBE goal

US1/ SR5 Reconstruction FIN 249356-4-52-01; District Six

September 2006 – September 2008

Compliance monitoring and administrative duties on \$43 Million Federally funded roadway reconstruction project in Miami-Dade County, 15 subcontractors, On-time EEO certification, Contractor met contract requirement of 16 OJT graduates

Jewfish Creek Bridge/ US1/ SR5/ FIN 250445/250446-1-52-01; District Six

Dec 2005 - July 2009

Compliance monitoring and administrative duties on \$148 Million Federally funded bridge replacement and roadway reconstruction project in Monroe and Miami-Dade Counties with Multiple wage rate tables and 37 subcontractors, on-time EEO certification, 33 OJT graduates

References

Jackie Sequeira, P.E., FDOT D6 (305) 640-7433, jacqueline.sequeira@dot.state.fl.us

Stan Ford, FDOT D6 Compliance Manager, (305) 640-7459, stan.ford@dot.state.fl.us

Sergio Gonzalez, P.E., Pinnacle Consulting, (786) 229-7222, sgonzalez@pinnaclecei.com

Tony Hernandez, P.E., Bermello Ajamil & Partners, (786) 251-8056, THernandez@bermelloajamil.com

Paulette Summers

Community Outreach Specialist



Professional Credentials

Bachelor of Administration,
Major: International
Business, Minor: Marketing &
Management; FIU, 2003

Basis For Team Selection

Currently assigned to major
FDOT District Six DW
contracts, including the
Monroe County Design and
Construction Projects

Over 23 years of extensive
public relations and
marketing experience,
including media outreach

Demonstrates strong public
involvement, problem-
solving, organizational
skills coupled with her
innate ability to build
positive strategic alliances,
through business
partnerships
and relationships
with colleagues, clients,
media and community
members

Office Location

14707 South Dixie Hwy,
Suite 404, Miami, FL 33176

Mrs. Summers has over 23 years of experience specializing in public involvement, facilitation services, public relations, media relations, social media and marketing services. She has successfully led or supported the public involvement efforts on countless projects, overseeing public involvement plans and community awareness campaigns for numerous agencies throughout Florida. For over seven years, she has demonstrated strong public involvement, problem-solving, organizational and graphic design skills, coupled with her innate ability to build positive relationships. Mrs. Summers has the unique position of leading the public involvement efforts on concurrent districtwide design and construction contracts throughout Monroe County, namely the Florida Department of Transportation (FDOT) District Six Districtwide Public Communications Consulting Services on Miscellaneous Construction Projects and Districtwide Public Communications Consulting Services on Miscellaneous Design Projects. In her role as Community Outreach Specialist for the entire Monroe County, she currently leads the public information efforts on multiple construction projects. Mrs. Summers is also responsible for creating awareness through her live radio interviews conducted weekly with one of most prominent radio stations in the Florida Keys, US1 Radio. Over the past seven years, she has demonstrated strong public involvement, problem-solving, organizational and design skills as well as the ability to build positive relationships with colleagues, clients, media, partners and community members. *Select project experience includes:*

- 2016 – Present – FDOT District Six Districtwide Public Communications Consulting Services on Miscellaneous Construction Projects, Miami-Dade and Key West, Florida** – Mrs. Summers is the full-time construction Community Outreach Specialist on this three-year contract which she currently leads public involvement efforts for more than five roadway construction projects and holds more than 14 other projects within her portfolio. Mrs. Summers has been responsible for conducting weekly radio interviews with local US1 Radio as part of the PI effort to reach an audience interested in FDOT construction projects in the Florida Keys to advise them on any potential impacts on their daily commute. She also prepares a weekly Radio Interview Report, routinely coordinates with the District Six PIO Office on recent construction alerts and/or closures and project start-up materials (including fact sheets with project location maps, notification letters and press-releases) and mailings, provides the District Communications Manager with weekly updates, and prepares weekly e-blasts which contain Drive Safe Campaign logos and slogans, reaching a large audience to increase awareness of the dangers of aggressive driving. *Reference: FDOT, Kathy McLendon, 305.640.7437, Project Role: Community Outreach Specialist/Graphic Designer*
- 9/2019 – 11/2019 – FDOT District Six Key West (North Roosevelt Boulevard) HAWK Beacon Educational Campaign Initiative (Construction Phase), Key West, Florida** – MRG was contracted to assist FDOT District Six in its efforts to inform the public of the Key West HAWK Beacons. Five HAWKs were installed and activated at the existing mid-block crossings along North Roosevelt Boulevard. MRG lead staff was responsible for educating drivers, pedestrians and cyclists on how to effectively use the HAWK with the distributing of flyers. The educational outreach efforts conducted were to ensure that all users are well-informed about the benefits of these devices as well as how they work. Mrs. Summers was the Lead COS on this contract. *Reference: FDOT, Kathy McLendon, 305.649.7437. Project Role: Assistant Community Outreach Specialist*
- 01/2018 – 03/2018 – FDOT District Six North Roosevelt HAWK City-Wide Design Project, Key West, Florida** – Mrs. Summers was the Lead Community Outreach Specialist responsible for all the public involvement efforts related to this

city-wide contract, which ran along US1/North Roosevelt Boulevard, a main artery in the City of Key West. She worked closely with the Former FDOT assigned Project Manager to ensure that stringent deadlines were met, with this fast-tracked project. Her responsibilities included preparing a Community Awareness Plan, extensive coordination with the Project Team and District Six Executive Staff, review of completed infographics and image selection used during the video production and PowerPoint creation, the design and development of meeting materials (fact sheet, webpage, newspaper notices, advertisements) and creating a PI electronic binder which included project documents and communications records in preparation for construction hand-off. *Reference: Infinite Source Communications, Monica Diaz, 305.573.0089, Project Role: Community Outreach Specialist/Graphic Designer*

- **2015 – Present – FDOT District Six Districtwide Communication Programs and Special Projects – Traffic Operations, Miami-Dade and Key West, Florida** – Mrs. Summers has assisted and continues to assist the Lead Community Outreach Specialist on this multi-layered District Six contract, which includes multiple local outreach campaign plans encompassing both Miami-Dade and Monroe Counties. Notable campaigns within this program include:
 - *Drive Safe Aggressive Driving Campaign*, where she recently contacted multiple agency partners by phone regarding the re-launch of the 2018 Campaign in order to verify their interest and availability in attending Kick-Off Partner Meetings in Miami-Dade and Monroe Counties. She also updated the 2018 Campaign partners contact list to show most recent activity and provided staff support while attending the Monroe County Kick-Off Meeting in February 2018
 - *High Bicycle Crash Location Outreach*, where she supports the Campaign's COS in promoting bicycle safety messages and awareness of Florida laws by conducting door-to-door distributions in an effort to reduce the number of bicycle related fatalities, injuries and crashes at specific high-volume location sites along 27th Avenue in Miami-Dade County, as well as Key West in Monroe County.

References: FDOT Project Manager, Carlos Sarmiento, 305.470.5437 and FDOT Communications Manager, Tish Burgher, 305.470.5277. Project Role: Community Outreach Specialist

- **2012 – 2016 – FDOT District Six Districtwide Intergovernmental Affairs and Community Services Liaison Contract, Miami-Dade and Key West, Florida** – Mrs. Summers assisted with the daily planning activities for the FDOT District Six Work Program Elected Official Briefings held in 2013 – 2015 in Miami-Dade and Monroe Counties. She facilitated the interaction between Miami-Dade TPO members, including scheduling of briefings and assisting with the coordination of information requests from TPO members and the public. During the 2014 -2015 cycles, Mrs. Summers played an integral role in scheduling briefings with both Miami-Dade and Monroe County Commissions, as well as the Monroe County Mayor, and coordinated and staffed the Monroe County Public Hearing in Marathon. In 2016, Mrs. Summers attended a Public Hearing where she displayed current project information and gave the public an opportunity to ask questions. *Reference: Former FDOT Transportation Director, Harold Desdunes, 305.470.5200, Project Role: Public Information Specialist*

G. QUALIFICATIONS

Our team will be led by **Jessica Miles, PE (Summit)**. She brings 34-years of experience to the project. She started her career in FDOT D5 as a Project Engineer and Project Manager, for 12-years before becoming a Project Manager and Senior Manager with a road and bridge construction company for 12-years. In addition, she has served as a Senior Project Engineer and a Project Manager in CEI for 9-years. Jessica has ensured a quality product while reiterating environmental compliance, MOT compliance, quantity tracking to minimize overruns, and compliance with plans and specifications.

The team's Senior Inspector also works as a Project Administrator, **Mahmoud Fahs, EI (Summit)** has 27-years of experience in CEI work as an inspector, Senior Inspector, Project Administrator, surveyor, and CSS. He is experienced in bridge and roadway construction, earthwork, asphalt paving, concrete work, drainage installation, utility work, highway lighting, signalization, and bridge rehabilitations and repairs. He is also proficient in all field and laboratory materials testing and is a qualified survey instrument man. Mahmoud's strong leadership ability with the staff and contractors, coupled with his many years of experience, perfectly suit him to lead the inspection team. He is proficient in DOT systems including MAC, quality control requirements, and quantity tracking and management. Mahmoud understands the importance of bringing in a project on-time and on-budget. He is skilled in monitoring quantities to minimize overruns while keeping the best interest of the project in mind. He is fully certified and has completed multiple LAP projects in Monroe County such as the Pigeon Key Timber Ramp Replacement, Marvin Adams Pedestrian Walkway in Key Largo, and the Big Pine Scenic Overlook projects.

Our proposed **CSS, Jaymie Kaiser, EI (Summit)** has an excellent track record of quantity and cost projection tracking. She will be submitting monthly estimates as well as maintaining all project documentation. She is a proficient and energetic young EI and in her role as CSS has multiple successful finals. Jaymie is fully certified and exceeds the requirements for her position. She is fluent in DOT systems and believes in beginning her final estimate before the project begins. Jaymie always keeps a copy of the CPAM open on her computer. She worked on LAP projects and federal aid DOT projects. Jaymie has a substantial amount of experience tracking buy America requirements from the Old 7 Mile Bridge rehabilitation project.

Core Compliance Solutions offers experience and extensive knowledge of document control, EEO/DBE/OJT and wages requirements, tracking and reporting for construction projects for the Florida Department of Transportation. Over 15 years of experience on projects with Federal Funds including many LAP projects has built up skills that aid in anticipating issues and proven responses. Wendy has a great relationship with the District 6 Compliance Office. She worked as an integral part of the team for last year.

Mrs. Paulette Summers has over 23 years of experience specializing in public involvement, facilitation services, public relations, media relations, social media and marketing services. She has successfully led or supported the public involvement efforts on countless projects, overseeing public involvement plans and community awareness campaigns for numerous agencies throughout Florida. For over seven years, she has demonstrated strong public involvement, problem-solving, organizational and graphic design skills, coupled with her innate ability to build positive relationships. Mrs. Summers has the unique position of leading the public involvement efforts on concurrent districtwide design and construction contracts throughout Monroe County, namely the Florida Department of Transportation (FDOT) District Six Districtwide Public Communications Consulting Services on Miscellaneous

Construction Projects and Districtwide Public Communications Consulting Services on Miscellaneous Design Projects. In her role as Community Outreach Specialist for the entire Monroe County, she currently leads the public information efforts on multiple construction projects. Mrs. Summers is also responsible for creating awareness through her live radio interviews conducted weekly with one of most prominent radio stations in the Florida Keys, US1 Radio. Over the past seven years, she has demonstrated strong public involvement, problem-solving, organizational and design skills as well as the ability to build positive relationships with colleagues, clients, media, partners, and community members.

The team complements each other's abilities and knowledge in a rare instance. Contractors and owners have expressed great pleasure working with this team. Their ability to recognize problems early on, or before they happen, and their ability to present and solve in mutually agreeable terms has been one of their most impressive attributes as a team. This is a credit to their ability to work together, their individual knowledge and skills, as well as their proactive problem-solving abilities. This skill has shown time and again to save the money for the respective owners.

A primary added value this Summit team brings to the project is our *successful history as a team*. **Jessica, Mahmoud, and Jaymie (Summit), along with Wendy (Core Compliance Solutions) and Paulette (MRG)** bring several years of teamwork and successful work habits with them to this project. There is a comfort level for others to work with this team. This team has also been able to *work independently and successfully on several high-profile projects*. In addition, each member of the Summit team has performed in multiple positions throughout their career giving them the experience and understanding of each position.

Jessica Miles, PE (Summit) brings a *unique skill set* to the City of Key West. She started her career with FDOT District 5 in 1987 and continued for 12-years, working in construction and maintenance leading some of the largest projects of the time in the Orlando Construction Office as a Project Manager. Jessica also had a 12-year career as a contractor managing roadway and bridge projects before moving to an upper management position. And then 9 years as a consultant performing CEI and DOT support. With her experience in all sides of the business, FDOT, CEI, contractor and maintenance she brings a skill set unique to the industry. *Jessica is also fluent in Primavera and CPM scheduling*. As a contractor she has created and updated dozens of schedules over her career. She brings a unique ability to not only review and comment on a schedule but to have an in-depth knowledge behind contractor logic in the schedule and understanding why some contractors make certain logic changes during a project. This has assisted many times in *preventing a schedule from being used in a claim situation*.

Mahmoud Fahs, EI (Summit) has 27-years of experience in various areas and positions of construction engineering and surveying. He has worked his way up from an inspector position to a Sr. Inspector and CSS during his career. *Mahmoud also brings added value with his survey background* and ability to check layout when in question. With Mahmoud proposed as a Sr. Inspector the City is receiving an added value. He is typically proposed and works as a Project Administrator. He brings experience from all parts of the industry and uses this knowledge to lead on the projects with a positive approach. Mahmoud has been working in the Florida Keys for the past 17 years.

Jaymie Kaiser, EI (Summit) has an *excellent track record of keeping and quantity projection tracking* supplemented with **Summit's** cloud based shared document control system in Microsoft 365. This system is usable in the field for inspection staff to use with their I-Pad's. This allows Mahmoud and Jaymie to monitor live-time quantities. This has also helped on previous projects with *keeping overruns to a minimum by closely monitoring projected quantities and cost*.

Summit's proposed team has *over two decades of combined experience in milling and resurfacing* construction and inspection primarily in urban settings. The recent Cow Key Bridge Project (\$6.2M) is on US 1 and is the only roadway to span the Florida Keys. It is a vital gateway for economic travel, tourism, emergency vehicles, and not to forget the locals. The project was completed 17-days early and slightly under budget. The project was a great success for FDOT, the City of Key West as well as the citizens and visitors to the area. The project was one of several designated by the Governor to complete early during COVID quarantine.

Media Relations Group, LLC (MRG) is a certified woman-owned Public Information Company, specializing in public and private sector public involvement campaigns. For over years, MRG has had the opportunity to coordinate public involvement efforts for several design as well as construction projects and are very familiar with the issues that will affect the residents, businesses and other stakeholders that encompasses the entire Florida Keys, from Key Largo to Key West.

Since its inception in 1999 the firm has specialized and continues to excel in project website development and maintenance, creating marketing, communications and strategic campaigns, graphic design, writing, digital and print production, and project collateral development in the transportation field. MRG also implements innovative strategies including, strategic communications based on extensive research, branding, online engagement and management, special event and strategic planning, mainstream media relations and community awareness, as well as video production, multimedia and social media/digital outreach and content strategies.

In addition, MRG has worked on many major infrastructure projects throughout the State that include conventional Bid-Build, Design-Build contracts like the I395/SR 836/I-95 Design-Build in Miami, Design Build Finance Operate Maintain (DBFOM), and Public Private Partnerships (PPPs), like the I-595 Corridor Improvements Project in Broward County, in addition to Design, Construction and Project Development and Environmental (PD&E) studies. These projects include construction of major interchanges, highways, and the implementation of the first express lanes in the State of Florida totaling over five billion dollars.

Most recently, MRG was contracted to assist Florida Department of Transportation (FDOT) District Six in its efforts to inform the public of the Key West HAWK Beacons, where five HAWKs were installed and activated at the existing mid-block crossings along North Roosevelt Boulevard. MRG lead staff was responsible for educating drivers, pedestrians, and cyclists on how to effectively use the HAWK with the distributing of flyers. The educational outreach efforts conducted were to ensure that users are well-informed about the benefits of these devices as well as how they work.

The firm also led the PI efforts on major bridge repair and rehabilitations throughout the Keys including the SR 5/US 1/Overseas Highway/New Seven Mile Bridge (Moser Channel), the SR 5/US 1/Overseas Highway/Old Seven Mile Bridge from Knights Key to Pigeon Key, both in Marathon and the State Road (SR) 5/Overseas Highway over the Snake Creek Canal (Bridge Number 900077) in Islamorada, which included cleaning and painting bridge steel structures and repairing electrical, mechanical and structural steel components under the bridge. This project required extensive proactive public outreach during the 10 months of rehabilitation, which included media announcements, radio advertisements and press releases.

In addition some notable milling and resurfacing roadway pavement projects include the SR5/Overseas Highway Repaving Project from Jerome Avenue to Whale Harbor and the SR5/Overseas Highway Repaving Project from Whale Harbor to Smugglers Cove, where MRG's staff

was responsible for coordinating all public involvement activities, including the development of the Community Awareness Plans (CAPs), holding a public meeting, the production of all collateral materials and serving as the primary liaison between major businesses and other key stakeholders. Other projects that fell within the Islamorada, Village of Islands limits, include the construction project from south of Lignumvitae Channel Bridge (MM 77.47) at Lower Matecumbe Key to Jerome Avenue (MM 81.44) at Upper Matecumbe Key. MRG assisted the CEI team with public outreach efforts on this project that involved the widening and rebuilding of roadway sections, repaving and restriping and drainage improvements, among other things.

MRG continues to successfully excel in facilitating community outreach activities and providing technical support in developing multilingual education and outreach programs for its clients to identify and advance community and economic development opportunities through transportation planning, design, and development activities.

H. REPRESENTATIVE CEI PROJECTS AND CLIENT REFERENCES

COW KEY CHANNEL

KEY WEST, FL

This incentive-disincentive based project consisted of milling and resurfacing, replacing sections of bridge deck spans and beams, landscaping, signing, guardrail, and restriping of the roadway on US 1 at the entrance to Key West. The work consisted of moving all traffic inbound and outbound to one side of the roadway while each bridge and roadway was reconstructed, while always maintaining detours for the sidewalk and Heritage Trail for pedestrian and cyclist traffic. Temporary signalization, modification to existing signals for traffic and pedestrians as well as modifications to signals for several major intersections in Key West were also part of this project. This project is located at the gateway to Key West, and an incentive was added to the contract for an early completion to minimize the disruption to the City and tourism. Innovative maintenance of traffic measures was implemented including a Smart Work Zone System and flexible, movable delineators moved twice daily with remotely monitored traffic signals to accommodate peak hour traffic flows.

Client Contact

George Hoffman, FDOT

305.962.4928

George.hoffman@dot.state.fl.us



PIGEON KEY RAMP

MONROE COUNTY, FL

This LAP Project was the replacement of a historic timber pedestrian ramp from Old Seven Mile Bridge to Pigeon Key. This work included the removal of the old timber structure and installation of a with steal H-beam columns. This team provided the oversight for the County.

Client Contact

Judy Clarke, Monroe County Chief Engineer

305.295.4329

Clarke-judith@monroeconomy-fl.gov



MONROE COUNTY SCENIC OVERLOOKS (LAP)

MONROE COUNTY, FL

This federally funded LAP project included the construction of two scenic highway overlooks in Monroe County at Big Pine Community Park and the Reynolds Street Pier in Key West. The Reynolds St. Pier work included the rehabilitation of the badly damaged pier to include a new deck on the pier, relocating trees, landscaping, new sidewalk, new curb and gutter, and under water concrete tremie pours to repair the stairs. Big Pine Community Park included a new timber pier, earthwork fill, sidewalk with staging the work to not impact the mangroves.

Client Contact

Cary Vick, Monroe County Project Manager

305.540.3119

vick-cary@monroecounty-fl.gov



TOWN OF HILLSBOROUGH CHURTON STREET IMPROVEMENTS

HILLSBOROUGH, NC

Churton Street is the primary roadway bisecting downtown Hillsborough. The project was designed to improve safety for motorists and pedestrians, as well as the aesthetics of the downtown area. A major component of the project was to provide ADA-compliant walkways accessing the historic courthouse, new courthouse and County Law Enforcement Complex with the downtown commercial and government offices located on the west side of the street. Summit provided design, bidding assistance, construction administration and construction engineering and inspection for approximately *1,440 linear feet of street enhancements along this main street in the historic district. This project was honored with a 2020 ACEC/NC Engineering Award on November 19, 2019.*

Client Contact

Stephanie Trueblood, Town of Hillsborough

919.732.1270

Stephanie.Trueblood@hillsboroughnc.gov



I. REFERENCES

REFERENCE	CONTACT INFORMATION
George Hoffman, PE FDOT Senior Project Manager	Phone Number: 305.962.4928 E-Mail: George.hoffman@dot.state.fl.us
Judy Clarke, PE Monroe County Engineer	Phone Number: 305.295.4329 E-Mail: Clarke-judith@monroecounty-fl.gov
Stephanie Trueblood Town of Hillsborough	Phone Number: 919.732.1270 E-Mail: Stephanie.Trueblood@hillsboroughnc.gov



Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

KEVIN J. THIBAUT, P.E.
SECRETARY

October 23, 2020

Jay Segalla, Regional Construction Services Manager
SUMMIT DESIGN AND ENGINEERING SERVICES, PLLC, LLC
320 Executive Court
Hillsborough, North Carolina 27278

Dear Mr. Segalla:

The Florida Department of Transportation has reviewed your application for prequalification package and determined that the data submitted is adequate to technically prequalify your firm for the following types of work:

- Group 10 - Construction Engineering Inspection
- 10.1 - Roadway Construction Engineering Inspection
 - 10.3 - Construction Materials Inspection
 - 10.4 - Minor Bridge & Miscellaneous Structures CEI
 - 10.5.1 - Major Bridge CEI - Concrete

Your firm is now technically prequalified with the Department for Professional Services in the above referenced work types. The overhead audit has been accepted, and your firm may pursue projects in the referenced work types with fees of any dollar amount. This status shall be valid until June 30, 2021 for contracting purposes.

Approved Rates

Home/ Branch Overhead	Field Overhead	Facilities Capital Cost of Money	Premium Overtime	Reimburse Actual Expenses	Home Direct Expense	Field Direct Expense
148.01%	132.22%	0.455%	Reimbursed	No	1.78%	20.82%*

*Rent and utilities excluded from field office rate. These costs will be directly reimbursed on contracts that require the consultant to provide field office.

Per Title 23, U.S. Code 112, there are restrictions on sharing indirect cost rates. Refer to Code for additional information.

Should you have any questions, please feel free to contact me by email at carliayn.kell@dot.state.fl.us or by phone at 850-414-4597.

Sincerely,

Carliayn Kell
Professional Services
Qualification Administrator



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/23/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Business Insurers of Carolinas 501 Eastowne Drive, Suite 250 PO Box 2536 Chapel Hill NC 27515	CONTACT NAME: Crystal Perry PHONE (A/C, No, Ext): (919) 968-4611 E-MAIL ADDRESS: cperry@business-insurers.com FAX (A/C, No): (919) 968-8991
INSURED Summit Design and Engineering Services PLLC 320 Executive Court Hillsborough NC 27278	INSURER(S) AFFORDING COVERAGE INSURER A: Travelers Indemnity INSURER B: Travelers Property Cas Co of America INSURER C: Accident Fund General Ins Co INSURER D: INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:** CL2132331060**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:			6304K089149	01/01/2021	01/01/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			810-2J958216	04/02/2021	04/02/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			CUP5K458639	01/01/2021	01/01/2022	EACH OCCURRENCE \$ 6,000,000 AGGREGATE \$ 6,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y / N ☒ N	N / A		WCV6179537	01/01/2021	01/01/2022	☒ PER STATUTE ☒ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
	Excess/Umbrella over GL, AU, WC						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Summit Design and Engineering Services PLLC
SAMPLE CERTIFICATE
FOR INFORMATION ONLY

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/05/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER Colonial Insurance Agency Hillsborough 103 Millstone Dr. Suite A Po Box 490 Hillsborough NC 27278		CONTACT NAME: Scott LaNier PHONE (A/C, No. Ext): (919)732-2191 E-MAIL ADDRESS: scott@colonial-agency.com FAX (A/C, No): (919)732-2192	
		INSURER(S) AFFORDING COVERAGE INSURER A : Starr Surplus Lines Ins. Co.	NAIC # 13604
INSURED Summit Design And Engineering Services, PLLC 320 Executive Court Hillsborough NC 27278		INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y / N ☐ N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional, E&O Contractors Pollution Liability	N	N	SLSL-PRO-262380-21	04/02/2021	04/02/2022	Occurrence 5,000,000 Aggregate 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**SAMPLE COI
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SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

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Fax:

Email:

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ANTI-KICKBACK AFFIDAVIT

STATE OF ~~FLORIDA~~ North Carolina

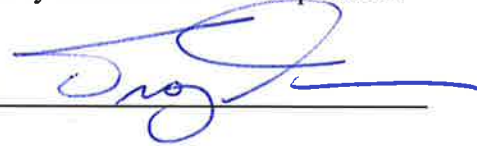
SS:

COUNTY OF ~~MONROE~~ Orange

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:

TROY DOVER
PRESIDENT

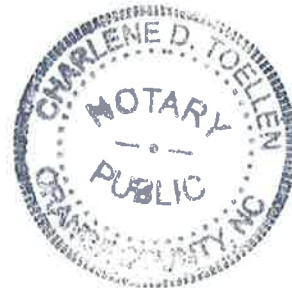


sworn and prescribed before me this 26th day of April, 2021.

Charlene D. Toellen

NOTARY PUBLIC, State of ~~Florida~~ North Carolina

My commission expires: 2/23/2025



NON-COLLUSION AFFIDAVIT

North Carolina
STATE OF ~~FLORIDA~~)
: SS
COUNTY OF ~~MONROE~~)
Orange

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

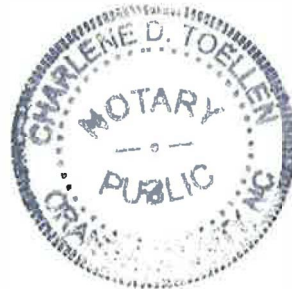
By: *TROY DOVER* 
PRESIDENT

Sworn and subscribed before me this

26th day of April, 20 21.

Charlene D. Toellen
NOTARY PUBLIC, State of ~~Florida~~ at Large
North Carolina

My Commission Expires: 2/23/2025





THE CITY OF KEY WEST

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

ADDENDUM NO. 1

This addendum is issued as supplemental information to the qualifications package 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:

RFQ # 021-001 Construction Engineering and Inspection Services for Southard Street Improvements

1. The City of Key West is hereby extending the RFQ opening dated to April 29, 2021 at 3:00pm in the Office of the City Clerk. In addition, the following dates have been modified:
 - a. **Clarification Submittal Deadline (Page 2):** April 22, 2021; no later than 12pm (noon)
 - b. **A.4 Timetable (Page 10):**

RFQ Advertised	March 24, 2021
Deadline for written questions	April 22, 2021
Due Date and Time for this RFQ	April 29, 2021, 3:00 PM
Selection Committee Ranking	May 12, 2021
Award Recommendations	July 20, 2021
Project Complete	December 10, 2021
 - c. **Preliminary Construction Schedule (Page 12):**

Construction Duration: 90 days
Bid Advertisement: May 12, 2021
Bid Opening: June 16, 2021
City Commission-Contract Award: July 20, 2021
Construction Start: August 16, 2021
Substantial Completion: December 3, 2021
Final Completion: December 10, 2021
Contract Closeout: January 19, 2022
 - d. **Response Information (Page 12):** Deadline for responses has been extended to 12:00pm noon on April 22, 2021.

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

Summit Design and Engineering Services, PLLC, LLC
Name of Business



THE CITY OF KEY WEST

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

ADDENDUM NO. 2

This addendum is issued as supplemental information to the qualifications package for clarification of certain matters of both a general and a technical nature. The referenced Request for Qualifications (RFQ) package, **RFQ # 021-001 Construction Engineering and Inspection Services for Southard Street Improvements**, is hereby amended in accordance with the following items:

1. Addendum #2 hereby rescinds Addendum #1 that was issued on April 14, 2021.
2. The City of Key West is hereby extending the RFQ opening dated to April 29, 2021 at 3:00pm in the Office of the City Clerk. In addition, the following dates have been modified:
 - a. **Clarification Submittal Deadline (Page 2):** April 22, 2021; no later than 12pm (noon)
 - b. **A.4 Timetable (Page 10):**

RFQ Advertised	March 24, 2021
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Substantial Completion: December 3, 2021
Final Completion: December 10, 2021
Contract Closeout: January 19, 2022
 - d. **Response Information (Page 12):** Deadline for questions has been extended to 12:00pm noon on April 22, 2021.

All Bidders shall acknowledge receipt and acceptance of this Addendum No. 2 by submitting the addendum with their proposal. Proposals submitted without acknowledgement or without this Addendum may be considered non-responsive.


Signature

Summit Design and Engineering Services, PLLC, LLC

Title **PRESIDENT**

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 to the City of Key West
by

Troy Dover - President for
(print individual's name and title)
Summit Design and Engineering Services, PLLC, LLC
(print name of entity submitting sworn statement)

whose business address is 320 Executive Court, Hillsborough, NC 27278

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

30-0236228

(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).
- ☒ 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)

4/26/2021

(DATE)

STATE OF North Carolina

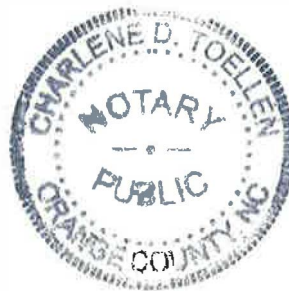
COUNTY OF Orange

PERSONALLY APPEARED BEFORE ME, the undersigned authority
Troy Dover who, after first being sworn by me,
(name of individual)

affixed his/her signature in the space provided above on this
26th day of April, 2021.

Charlene D. Toellen NOTARY PUBLIC

My commission expires: 2/23/2025



EQUAL BENEFITS FOR DOMESTIC PARTNERS AFFIDAVIT

STATE OF North Carolina
~~Florida~~)
COUNTY OF Orange : SS
~~Monroe~~)

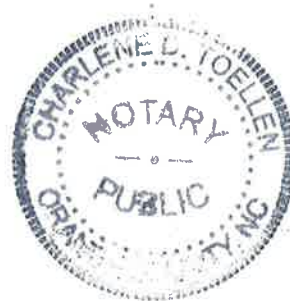
I, the undersigned hereby duly sworn, depose and say that the firm of Summit Design and Engineering Services, PLLC, LLC
provides benefits to domestic partners of its employees on the same basis as it provides benefits to employees' spouses, per City of Key West Code of Ordinances Sec. 2-799.

By: TROY DOVER 

Sworn and subscribed before me this 26th day of April 2021.

Charlene D. Joellen
NOTARY PUBLIC, State of North Carolina at Large

My Commission Expires: 2/23/2025



CONE OF SILENCE AFFIDAVIT

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

STATE OF North Carolina
Florida)
COUNTY OF Orange : SS
Monroe)

Troy Dover

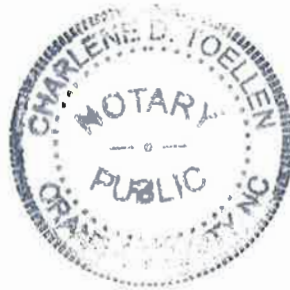
I the undersigned hereby duly sworn depose and say that all owner(s), partners, officers, directors, employees and agents representing the firm of Summit Design and Engineering Services, PLLC, LLC have read and understand the limitations and procedures regarding communications concerning City of Key West issued competitive solicitations pursuant to City of Key West Ordinance Section 2-773 Cone of Silence (attached). Sworn and subscribed before me this

26th day of April, 2021.

Charlene D. Toellen

NOTARY PUBLIC, State of North Carolina at Large

My Commission Expires: 2/23/2025



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
TRUTH IN NEGOTIATION CERTIFICATION

375-030-30
PROCUREMENT
05/14

Pursuant to Section 287.055(5)(a), Florida Statutes, for any lump-sum or cost-plus-a-fixed fee professional services contract over the threshold amount provided in Section 287.017, Florida Statutes for CATEGORY FOUR, the Department of Transportation (Department) requires the Consultant to execute this certificate and include it with the submittal of the Technical Proposal, or as prescribed in the contract advertisement.

The Consultant hereby certifies, covenants, and warrants that wage rates and other factual unit costs supporting the compensation for this project's agreement are accurate, complete, and current at the time of contracting.

The Consultant further agrees that the original agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the Department determines the agreement price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such agreement adjustments shall be made within (1) year following the end of the contract. For purposes of this certificate, the end of the agreement shall be deemed to be the date of final billing or acceptance of the work by the Department, whichever is later.

Summit Design and Engineering Services, PLLC, LLC

Name of Consultant

By: 

4/26/2021
Date

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION-
LOWER TIER COVERED TRANSACTIONS FOR FEDERAL AID CONTRACTS**
(Compliance with 2 CFR Parts 180 and 1200)

375-030-32
PROCUREMENT
11/15

It is certified that neither the below identified firm nor its principals are presently suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Name of Consultant/Contractor: Summit Design and Engineering Services, PLLC, LLC

By: Troy Daven

Date: 4/26/2021

Title: President

Instructions for Certification

Instructions for Certification - Lower Tier Participants:

(Applicable to all subcontracts, purchase orders and other lower tier transactions requiring prior FHWA approval or estimated to cost \$25,000 or more - 2 CFR Parts 180 and 1200)

- a. By signing and submitting this proposal, the prospective lower tier is providing the certification set out below.
- b. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department, or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- c. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous by reason of changed circumstances.
- d. The terms "covered transaction," "debarred," "suspended," "ineligible," "participant," "person," "principal," and "voluntarily excluded," as used in this clause, are defined in 2 CFR Parts 180 and 1200. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations. "First Tier Covered Transactions" refers to any covered transaction between a grantee or subgrantee of Federal funds and a participant (such as the prime or general contract). "Lower Tier Covered Transactions" refers to any covered transaction under a First Tier Covered Transaction (such as subcontracts). "First Tier Participant" refers to the participant who has entered into a covered transaction with a grantee or subgrantee of Federal funds (such as the prime or general contractor). "Lower Tier Participant" refers any participant who has entered into a covered transaction with a First Tier Participant or other Lower Tier Participants (such as subcontractors and suppliers).
- e. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- f. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions exceeding the \$25,000 threshold.
- g. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any lower tier prospective participants, each participant may, but is not required to, check the Excluded Parties List System website (<https://www.epls.gov/>), which is compiled by the General Services Administration.
- h. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- i. Except for transactions authorized under paragraph e of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**CERTIFICATION FOR DISCLOSURE OF LOBBYING ACTIVITIES
ON FEDERAL-AID CONTRACTS**
(Compliance with 49CFR, Section 20.100 (b))

375-030-33
PROCUREMENT
10/01

The prospective participant certifies, by signing this certification, that to the best of his or her knowledge and belief:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions. (Standard Form-LLL can be obtained from the Florida Department of Transportation's Professional Services Administrator or Procurement Office.)

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant also agrees by submitting his or her proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

Name of Consultant: Summit Design and Engineering Services, PLLC, LLC

By: Troy Dover

Date: 4/26/2021

Authorized Signature: 

Title: President

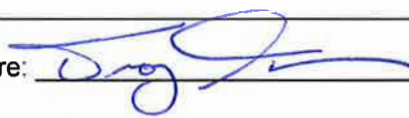
STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
DISCLOSURE OF LOBBYING ACTIVITIES

375-030-34
PROCUREMENT
02/16

Is this form applicable to your firm?

YES ☐ NO ☒

If *no*, then please complete section 4 below for "Prime"

1. Type of Federal Action: a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: a. bid/offer/application b. initial award c. post-award	3. Report Type: a. initial filing b. material change For Material Change Only: Year: _____ Quarter: _____ Date of last report: _____ (mm/dd/yyyy)
4. Name and Address of Reporting Entity: ☒ Prime ☐ Subawardee Tier _____, if known: <u>Troy Dover - President</u> <u>320 Executive Court</u> <u>Hillsborough, NC 27278</u> Congressional District, if known: 4c _____		5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: _____ _____ _____ Congressional District, if known: _____
6. Federal Department/Agency: _____ _____ _____	7. Federal Program Name/Description: _____ _____ _____ CFDA Number, if applicable: _____	
8. Federal Action Number, if known: _____	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i> _____ _____ _____	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i> _____ _____ _____	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		
Signature:  Print Name: <u>Troy Dover</u> Title: <u>President</u> Telephone No.: <u>(919) 732-3883</u> Date (mm/dd/yyyy): <u>04/26/2021</u>		
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**BID OPPORTUNITY LIST FOR COMMODITIES & CONTRACTUAL
SERVICES**

375-040-62
PROCUREMENT
01/16

Prime Contractor: Summit Design and Engineering Services, PLLC, LLC

Address/Phone Number: 320 Executive Court, Hillsborough, NC 27278 / 919-732-3883

Procurement Number: RFQ # 21-001

49 CFR Part 26.11 The list is intended to be a listing of all firms that are participating, or attempting to participate, on DOT-assisted contracts. The list must include all firms that bid on prime contracts, or bid or quote subcontracts and supplies materials on DOT-assisted projects, including both DBEs and non-DBEs. This list must include all subcontractors contacting you and expressing an interest in teaming with you on a specific DOT-assisted project. Prime contractors must provide information for Numbers 1, 2, 3 and 4, and should provide any information they have available on Numbers 5, 6, and 7 for themselves, and their subcontractors.

1. Federal Tax ID Number: 30-0236228
2. Firm Name: Summit Design & Engineering Services
3. Phone: 919-732-3883
4. Address: 320 Executive Court
Hillsborough, NC 27278

5. Year Firm Established: 1997

6. ☐ DBE
☒ Non-DBE

7. Annual Gross Receipts
☐ Less than \$1 million
☐ Between \$1 - \$5 million
☐ Between \$5 - \$10 million
☐ Between \$10 - \$15 million
☒ More than \$15 million

1. Federal Tax ID Number: 26-3690120
2. Firm Name: Core Compliance Solutions, LLC
3. Phone: 305-619-0297
4. Address: 107 Tavern Drive
Tavernier, FL 33070

5. Year Firm Established: 2008

6. ☒ DBE
☐ Non-DBE

7. Annual Gross Receipts
☒ Less than \$1 million
☐ Between \$1 - \$5 million
☐ Between \$5 - \$10 million
☐ Between \$10 - \$15 million
☐ More than \$15 million

1. Federal Tax ID Number: 20-0118620
2. Firm Name: Media Relations Group, LLC
3. Phone: 305-254-8598
4. Address: 14707 South Drive Highway, Suite 404
Miami, FL 33176

5. Year Firm Established: 1999

6. ☒ DBE
☐ Non-DBE

7. Annual Gross Receipts
☐ Less than \$1 million
☒ Between \$1 - \$5 million
☐ Between \$5 - \$10 million
☐ Between \$10 - \$15 million
☐ More than \$15 million

1. Federal Tax ID Number: _____
2. Firm Name: _____
3. Phone: _____
4. Address: _____

5. Year Firm Established: _____

6. ☐ DBE
☐ Non-DBE

7. Annual Gross Receipts
☐ Less than \$1 million
☐ Between \$1 - \$5 million
☐ Between \$5 - \$10 million
☐ Between \$10 - \$15 million
☐ More than \$15 million

AS APPLICABLE, PLEASE SUBMIT THIS FORM WITH YOUR:

**BID SHEET (Invitation to Bid – ITB)
PRICE PROPOSAL (Request for Proposal – RFP)
REPLY (Invitation to Negotiate – ITN)**