

# Key West

Grant Writing and Grant Administration Services

RFP #22-005

Grant

Writing

Services

Administration

Kimley»Horn

Expect More. Experience Better.



# 1. Cover Letter

September 21, 2022

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

**Re: Grant Writing and Grant Administration  
Services RFP #22-005**

Dear Members of the Selection Committee:

Thank you for the opportunity to respond to this Request for Proposals (RFP). As your Project Manager, I look forward to sharing the many ways that Kimley-Horn can provide you with grant writing and administration services. As a public servant for more than two decades, I have seen many local governments face the challenge of implementing projects to address the health, safety, and welfare, as well as the quality of life for residents and visitors. This has led me to build a robust practice related to grant writing and administration. Together with Deputy Project Manager Allison Megrath, AICP, CNU-A, who has had a 30-year career in community planning, I commit to bringing the full force and depth of services that Kimley-Horn can offer to the City of Key West under this contract.

We are passionate about preparing grants that stand out to review agencies and have been successful in doing so. Just recently, we were notified that our grant writing services for the City of Boynton Beach resulted in a **\$16.5 million award to address flooding issues in one of their most disadvantaged communities. This funding will have life-changing impacts in this neighborhood. This is one of only 16 communities that was awarded this funding out of hundreds of applications that were submitted.** My team and I would like the opportunity to provide the same level of success for the City of Key West as your consultant under this contract. **The Kimley-Horn team offers you the following advantages:**

**Grants Experts with Local Knowledge.** At Kimley-Horn, our experience with grants ranges from federal, to state, to local grants, as well as other third-party funding opportunities, such as legislative appropriations. An added benefit of selecting Kimley-Horn is that we are a full-service multidisciplinary design firm with in-house experts able to provide context and support documentation for any grant application the City might pursue. With 17 offices in Florida from Miami to the Panhandle, we are very familiar with issues facing Florida. Aging infrastructure, climate change, and adaptation and sea level rise are significant issues Key West faces. Through our service to communities throughout Florida, we have provided local governments with consulting services for all of these issues while at the same time developing solid working relationships with relevant funding agencies. Our combination of technical expertise, experience, and relationships is unparalleled.

**Innovative Tools and Approach.** As a demonstration to our firm's commitment to provide outstanding grant-related services to our clients, Kimley-Horn has created a proprietary application known as GrantSource. This program allows us to readily search a national database of hundreds of possible grants based on location, type of project, or agency. This will allow us to quickly match funding opportunities with the City's needs. For example, knowing that the City has funds annually budgeted for road and bridge improvements, we can search the app and see that there are grants available through the Federal Highway Administration and the Florida Department of Transportation that could be used to offset the costs.

The best way we can get started in assisting the City with understanding how and when to pursue grants is to prepare a Third-Party Funding Matrix. Such a document will allow us to be prepared for when a grant cycle will be opening by already having projects identified and necessary application materials gathered. No agency likes to see a community submit for a grant just because funding is available. We need to be able to provide documentation that shows that the City has been seeking to solve a specific issue for some time and that we have taken the necessary steps to come to the table prepared. As your technical grant advisors, Allison and I can help guide you through this process. The Kimley-Horn Grants Practice personally pride ourselves on staying tuned in to the many new funding sources that are available or forecasted to become available.

**Proven Experience.** Our grants expertise extends from planning-related projects and studies, to park improvements, to floodplain management plans, to significant and costly infrastructure projects and everything in between. **Our team has been successful in winning almost \$40 million in funding in 2022 in the State of Florida alone.**

**Summary.** Our team finds it truly rewarding to help secure funding for public infrastructure and other community projects to improve the quality of life for citizens; we would love the opportunity to help the residents of the City of Key West obtain funding to help for important projects. Outlined in our response are the advantages we offer you as your consultant on this on-call contract. It would be our honor to serve the City in this regard. Kimley-Horn is providing this proposal based on the general understanding within the RFP. We understand that the City has unfunded projects that are eligible for grant funding and are providing our Cost Proposal based on those project assumptions. We will work with the City to prioritize and pursue grants and provide grant administration based on the direction of the City. Kimley-Horn looks forward to the successful negotiation of this contract.

Very truly yours,

**KIMLEY-HORN**

*Laura Wittenbauer*  
**Laura Wittenbauer**  
Project Manager

*Allison Megrath*  
**Allison Megrath, AICP, CNU-A**  
Deputy Project Manager

*As Principal-in-Charge, Gary Nadeau, P.E., Senior Vice President, is a duly authorized officer/agent of Kimley-Horn empowered with the right to bind the firm for all aspects of RFP #22-005.*

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## 2. Information Page

### CITY OF KEY WEST

#### GRANT WRITING AND GRANT ADMINISTRATION SERVICES RFP #22-005

#### PRIME FIRM

**KIMLEY-HORN**

1777 Main Street, Suite 200  
Sarasota, FL 34236  
Phone: 941.379.7600  
Fax: N/A

#### PROJECT MANAGER:

**Laura Wittenbauer**

1777 Main Street, Suite 200  
Sarasota, FL 34236  
Phone: 941.677.5840  
Fax: N/A  
laura.wittenbauer@kimley-horn.com

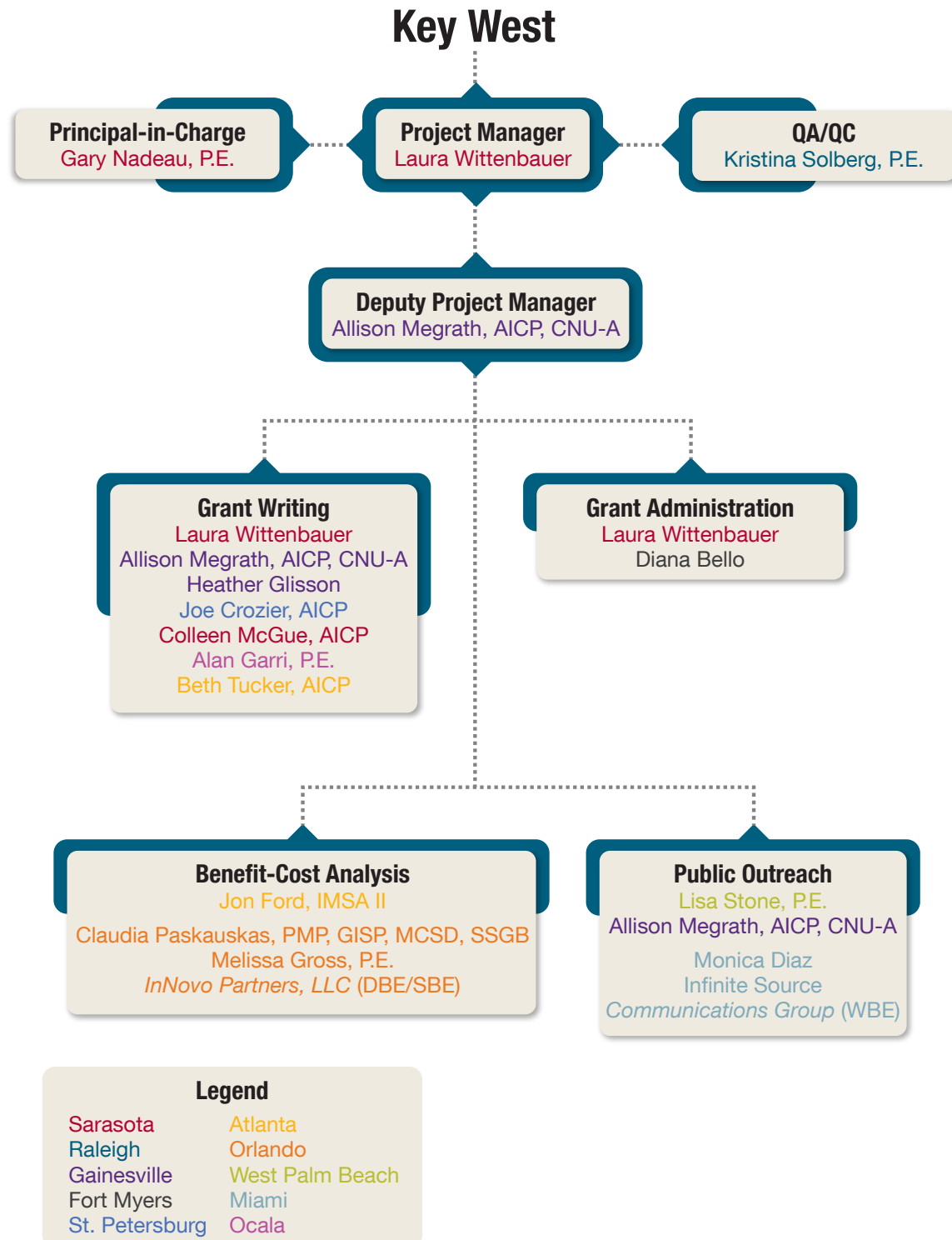
#### PERSON AUTHORIZED TO MAKE REPRESENTATIONS FOR KIMLEY-HORN:

**Gary Nadeau, P.E., Senior Vice President**

1777 Main Street, Suite 200  
Sarasota, FL 34236  
Phone: 941.379.7654  
Fax: N/A  
gary.nadeau@kimley-horn.com

### 3. Organization Chart

The organization chart below illustrates our project team structure and defines relationships among disciplines. We have brought together a team of local experts based on the needs outlined in the scope of services. We have more than ample staff with relevant experience to make RFP #22-005 successful for the City of Key West.



## 4. Company Information

Kimley-Horn is a full-service, multidisciplinary consulting firm with more than 6,500 employees in more than 100 offices across the U.S., with practices in a wide array of disciplines. We were founded in 1967 as a three-person transportation planning and traffic engineering firm in Raleigh, North Carolina. The following year, we opened our first Florida office in West Palm Beach to serve local utilities. In Florida, Kimley-Horn has 17 offices with more than 1,200 employees offering a full range of consulting services to local, regional, national, and international clients. We are recognized for the outstanding work of our consulting staff, the quality of our work environment, and our stature as a business enterprise.

Kimley-Horn is a privately-held corporation, fully owned by individuals who are current employees of the firm. Our employee owners are the sole stockholders of the company and are the professionals who directly serve our clients. The operations of the firm are not influenced by non-employee owners whose interests may conflict with client service. Since ownership is spread throughout key professionals, and no single individual or small group owns controlling interest of the firm, the company is positioned for long-term stability.

One feature that separates Kimley-Horn from other firms is our ability to provide integrated services for a project. Kimley-Horn has outstanding in-house resources and technical expertise to provide virtually all required services. Another of the benefits Kimley-Horn offers is our diversified resources and ability to draw from those resources at any time. Although Kimley-Horn has many disciplines, we have one major goal—making our clients successful.



**1,200+**  
Employees  
in Florida



**17**  
Offices  
in Florida



**55**  
Years in Business

### GRANT SERVICES

- Research
- Program Strategy and Project Prioritization
- Conceptual Design
- Benefit-Cost Analysis
- Cost Estimating
- Technical Writing and Editing
- Graphic Design and Publishing
- Grant Administration

### Specialized Experience in the Type of Work Required

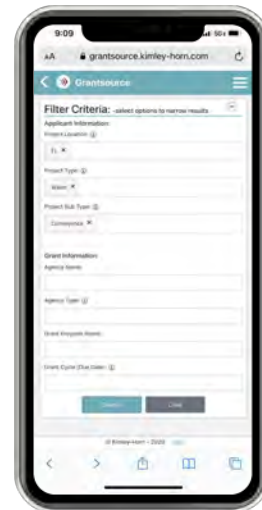
Kimley-Horn has partnered with other local governments to deliver local, state, and federal grant applications. The project descriptions that follow are examples of our successful execution of projects that are directly applicable to the City's needs, and a representation of the national experience we offer to the City. These projects represent just a sampling of the variety of size, type, and locations of projects our team has delivered.

**Our staff has assisted many clients with the grant application process all the way through to project completion within the grant guidelines.**

### Kimley-Horn GrantSource: Proactive Funding Search

As a result of our funding experience and success for our clients, we have developed a resource library of information on state and federal funding sources to assist you in making the most of available resources. **GrantSource** is an internal analysis tool containing more than 300 grant programs to assist our clients with identifying potential funding sources based on the specific project parameters. This tool, combined with our team's hands-on funding expertise, positions our clients for complete success.

Available on desktop and mobile devices, Kimley-Horn staff can search for grants by project location, project type, sub-type, or filter sources by grant agency, agency type, program name, or approximate deadline. We will use this tool to keep the City informed of upcoming grant opportunities so that you can be ahead of the curve.





## Subconsultants

To best serve you, we have supplemented our in-house capabilities with the resources of the subconsultant firms highlighted below. We have previously teamed with these subconsultants in the past, respect their high quality of work and professionalism, and are confident that our collaboration will continue to be successful for any project services required by RFP #22-005.



### ***InNovo Partners, LLC (WBE) – Benefit-Cost Analysis***

InNovo Partners, LLC is a women-owned boutique engineering firm specialized in delivering innovative technology and data management solutions to the transportation operations and planning industry. InNovo was founded in 2017 by Melissa Gross, P.E. and Claudia Paskauskas, PMP, GISP, MCSD, SSGB. Through large data management, data analytics, and applications of Transportation Systems Management & Operations (TSM&O), InNovo helps clients generate real business intelligence (BI) for transportation engineering and strategic planning.



### ***Infinite Source Communications Group (WBE) – Public Outreach***

Infinite Source (ISC) fuses traditional grassroots methods with creative graphic design, online technologies, and audiovisual production to both measure and enhance public relations initiatives targeting multifaceted audiences. ISC provides a wide range of services, including but not limited to: public relations and marketing, public involvement, social media management, audiovisual production, graphic and web design, brand management, event planning, and copywriting. ISC's skilled practitioners have implemented integrated branding and marketing communications projects across the U.S. Staff are experts with establishing and fostering relationships with industry leaders. ISC brings local knowledge to marketing strategies coupled with strong local and national media relationships in English, Spanish, and Haitian Creole.

## 5. Approach and Methodology

### Plan To Perform Grant Writing and Grant Administration

Kimley-Horn will provide the City with grant writing and grant administration services by:

- ▶ **Assisting with grant writing** at the local, state, and federal level in areas such as analysis, research, identification, development, review, and submittal.
- ▶ **Assisting with grant administration** at the local, state, and federal level with priority for the City's American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Funds (SLFRF) to support the City's established grant administration effort in such areas of need as assessment, planning, reimbursement, compliance, and reporting.
- ▶ **Providing a funding needs analysis** by working with the City's Mayor, City Commission, and departments to assess funding priority areas, identify new priority areas, identify potential funding sources to match priorities, **and by communicating this information to the City on a regular basis.**
- ▶ **Conducting grant funding research** to identify all grant resources that support the City's funding needs and priorities.
- ▶ **Providing grant proposal development and writing services** associated with the completion of grant applications (preparation, production/compilation, documentation, submittal, and responses to internal and external queries on drafted and submitted proposals). Grant proposal writing is concurrent at times. In addition, **the City is under no obligation under any resulting agreement from this RFP to limit the number of grant applications it may direct Kimley-Horn to prepare, submit, and monitor.**
- ▶ **Providing monthly reports** to the City summarizing the amount of time expended and describing activities undertaken during the previous month.
- ▶ **Providing grant administration services** with priority of the City's ARPA Coronavirus State and Local Fiscal Recovery Funds (SLFRF) including but not limited to the following:
  - Provide technical advisory services and regulatory compliance expertise to identify authorized uses of ARPA funding and eligibility, review of contracts and purchasing documentation, oversight and guidance to guarantee compliance with OMB Uniform Guidance, 2 CFR, Part 200 including reporting requirements, proper audit, and record keeping documentation.

- ▶ **Providing regular and frequent status reports** on the City's ARPA funding.
- ▶ **Assisting the City as needed with meeting financial, administrative, and bookkeeping requirements** of new and existing grants, including preparation of drawdown requests.
- ▶ **Assisting the City as needed with meeting recordkeeping requirements**, including the establishment and maintenance of acceptable filing systems.
- ▶ **Assisting the City as needed with contract administration and compliance monitoring** requirements.
- ▶ **Assisting the City with developing policies and procedures** to comply with grant requirements.
- ▶ **Furnishing the City with the necessary tools and support**, including required forms, grant administration training, and other aids to implement project activities for awarded grants.
- ▶ **Acting as liaison** between the City, its other consultants and contractors, and applicable regulatory and funding agencies.
- ▶ **Preparing and coordinating the submission of the appropriate documents** for grant closeout and completion.

## Technical Approach and Methodology

Kimley-Horn understands that the City is seeking to retain a consultant to perform grant writing at the local, state, and federal levels inclusive of analysis, research, identification, development, review, submittal, and grant administration.

Kimley-Horn's staff has assisted many clients with the grant, loan, and third-party funding application process all the way through to grant compliance and overall project completion. Under this contract, Kimley-Horn will research and identify funding opportunities and provide services associated with the completion and submission of the funding application. Our team will work with City administration and staff to assess projects and align those projects with funding opportunities. We will detail each funding opportunity to include the agency, division, floor and ceiling amounts; and match requirements, eligibility requirements, and all guidance associated with the funding to help ensure abundance and compliance. Our team will further stand ready to administer the award and adhere to those compliance requirements.

In approaching these requirements, Kimley-Horn will provide our decades of funding experience to:

- Identify funding opportunities that align with client needs
- Provide concise and compelling project narratives
- Comply with requirements for application submittal
- Describe benefits to the community relevant to the funding opportunity, emphasizing themes such as access, equity, and inclusion; impacts to disadvantaged and underserved communities; or hazard mitigation, as appropriate
- Perform and provide technical analyses to support the request
- Prepare unique and effective graphics and maps tailored to visually represent data

Our team has hands-on experience with the American Rescue Plan Act (ARPA) reporting, guidance, and compliance. We have also overseen Coronavirus State and Local Fiscal Recovery Fund (SLFRF) requirements at the local government level. This includes all reporting, file maintenance, and compliance with the terms of the funding.

Additional experience pertains to financial and record retention of funding information and requirements, and assistance with the reporting of the Single Audit Act and information pertaining to the City's Annual Comprehensive Financial Report (ACFR).

We pride ourselves on our ability to stay up to date on the ever-changing requirements for funding opportunities, as well as staying on top of new available sources of funding. ***Our team regularly attends webinars, conferences, and trainings, and are active members of the Grant Professionals Association and the National Grants Management Association to keep our skills current and sharp.***

Our Technical Approach to third-party funding includes the following activities:

- Preparation of public notices (may be in English, Spanish, Haitian Creole, and/or other languages as may be required)
- Preparation of resolutions
- Preparation of interlocal agreements
- Preparation of agendas, handouts, and/or presentations for public meetings and workshops
- Coordination with technical personnel to prepare materials to support an application
- Identification of stakeholders and/or project partners
- Preparation of draft letters of support
- Application preparation, including support documentation
- Procurement requirements as outlined in 2 CRF 200, and Procurement Standards found in subsection 200.317 of the Code of Federal Regulation
- Compliance, documentation, and monitoring related to the Davis-Bacon Act and federal, state, and local requirements (grant specified)
- Quality control review
- Coordination with funding agency
- Preparation and attendance at site visit with City of Key West staff and/or funding agency representatives
- Act as liaison to provide clarification of any application materials as requested by funding agency
- Monitoring of award announcements
- Review of award contract/agreement
- Assisting the City with completion of the award contract for execution
- Presentations at City Commission meetings
- Award paperwork documentation, record keeping, and audit preparation
- Preparation for environmental review and request for release of funds
- Provision of Section 3, MBE, and related forms
- Provision of technical assistance to City staff and contractors
- Preparation of quarterly reports
- Preparation of Administrative Closeout Report
- Audit readiness

Kimley-Horn considers ourselves navigators for our clients as we wind through the complexities associated with funding requirements, administration, and compliance. We put those responsibilities on our shoulders so your attention can be better spent on your other duties.

Kimley-Horn has experience in writing and applying policies and procedures as they relate to grants and other funding to include internal controls and compliance testing mechanisms. These policies and funding compliance help to ensure a smooth audit process, should one occur.

## Funding Needs Analysis

The first step in working with the City on grant development and consulting services will be to sit down with City leadership and identify the projects. Our team will log detailed information into a spreadsheet. This will become our initial guide for being in tune with the City of Key West's short-, mid-, and long-term needs.

Kimley-Horn has an internal system of preparing a **Third-Party Funding Matrix**. The matrix is used to match funding needs with possible grant or other third-party funding opportunities.

*The matrix will become a guide for you and my team to determine a strategic approach to project funding and timing.*

Grant Name	Agency	Funding Max	Required Match	Date Open	Date Due	Eligible Activities	Types of Projects
319(h) Nonpoint Source Stormwater Management Grant	Florida Department of Environmental Protection (FDEP)	Varies	Yes. 1:1 Match Required	Project proposals may be submitted anytime throughout the year.	Department review and evaluation periods are expected to occur in September/ October and March/April of each year, or as needed. If the project is not funded in the current selection cycle, it will be considered in the following cycle with no need to resubmit (unless there is a need to update the proposal). If your project is not selected within the current state fiscal year, the proposal will need to be resubmitted for evaluation.	Financial assistance is available to Florida's local governments, including county and municipal governments, special districts, water management districts, other state agencies, public universities/ colleges and national estuary programs located in Florida.	Eligible projects include/not limited to: 1. Demonstration and evaluation of best managements practices (BMP's), 2. Nonpoint pollution reduction in priority watersheds (Sarasota Bay), 3. Green stormwater infrastructure / low impact development for stormwater, 4. Ground water protection from nonpoint source, 5. Public education programs on nonpoint source management, and 6. Septic to sewer projects.
Building Resilient Infrastructure and Communities (BRIC)	Federal Emergency Management Agency (FEMA)	\$600,000 (Up to \$300,000 for mitigation planning and planning-related activities per applicant)	Yes. 75% Grant 25% Match	Late September	Mid November	Projects that: 1. Increase resilience and public safety, 2. Reduce injuries and loss of life, and 3. Reduce damage and destruction to property, critical services, facilities, and infrastructure.	Projects that: 1. Reduce the risks from disasters and natural hazards, 2. Incentivize public infrastructure projects, 3. Incentivize projects that mitigate risk to one or more lifeline, and 4. Incentivize projects that incorporate nature-based solutions.



Kimley-Horn will meet regularly (in-person and virtually, when possible) with City administration and department staff to discuss current funding needs related to identified projects. When funding opportunities are anticipated, we will provide information to identified City staff outlining the funding opportunity details to identify projects not previously identified in the Capital Improvement Program or previously vetted.

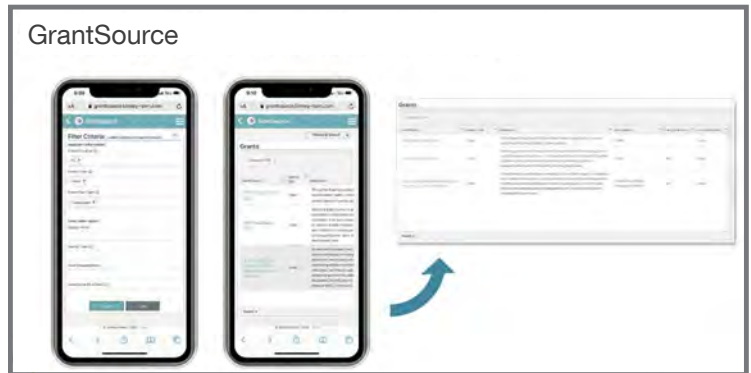
After the City of Key West has identified a funding opportunity pursuit, Kimley-Horn will prepare a requirement tracking spreadsheet specific to the opportunity. This spreadsheet will provide the project team with the guidelines that will need to be followed and will support the preparation of the funding request. We will refer to this document on a regular basis to help ensure that our focus remains on the priorities of the funding agency.

### Grant Funding Research

Kimley-Horn will research funding opportunities for the City of Key West to identify resources to support City projects, programs, and administrative operations. These third-party funding opportunities are not limited to grants from federal, state, or local sources, but also private funding sources, as well as loans and legislative appropriations. We have experience in many of the following areas:

- Infrastructure Development and Maintenance
- Parks and Recreation
- Water/Wastewater/Stormwater
- Historic Preservation
- Resiliency
- Sustainability
- Federal Emergency Management Agency and Florida Department of Emergency Management
- Florida Department of Environmental Protection
- Florida Department of Transportation
- Water Management Districts
- Department of Justice

In addition to the areas identified above, Kimley-Horn will research funding opportunities for the City. This research may be done through a variety of means including: the publicly-available Grants.gov, Grant Gopher or other such methods; or through Kimley-Horn's propriety tool, GrantSource. **GrantSource is Kimley-Horn's internal application that provides a growing database of funding sources.**



### Grant Proposal Development

As your grants project managers, Laura Wittenbauer and Allison Megrath, AICP, CNU-A will guide all grant activity for the City. From the onset of each grant request we decide to pursue, we will provide the City with a timeline for completion by the submission deadline. We will assemble a team of the best-suited professionals to help prepare any given application. There may be a mix of any number of skilled professionals assisting with the grant applications that is centered around their particular skills paired with the City's project.

**Our team will communicate often with the City's project manager for project details and reviews.** With some funding efforts, there are long application cycles, enabling weekly or bi-weekly calls with the City to gather information and keep the project on track. Other opportunities have a very quick turnaround in which to put an application together. During those opportunities, there will be frequent and sometimes daily follow-up emails and calls to the City. The City's timely response, in either case, will be fundamental in the completion of a solid grant proposal/application. Laura and her team will also coordinate with the funding agency for questions related to clarity as applications are being prepared.

As the project narrative is being drafted, we will provide versions of the narrative for the City to review and provide input. **Part of what Kimley-Horn does to supplement any application is to research, identify, locate, collect, assess, and analyze data to support the application.** We routinely prepare maps, tables, charts, graphics, and diagrams to illustrate data with the support of our state-of-the-art marketing team.





As the City holds the key to a lot of relevant grant application information, we will frequently collaborate with the City and stakeholders for signatures, data, budget, letters, and forms.

### Application Evaluation and Approval Process

Following application submittal, Laura, Allison, and the Kimley-Horn team will stand ready to assist the City in preparing for and participating in interviews with the grantor during the evaluation process. This may include preparing PowerPoint presentations or leave behind graphics for an agency site visit.

Once applications have been submitted and evaluations complete, the Kimley-Horn team will monitor the award announcement and stand ready to help the City prepare a press release for the community when funding is awarded. Our number one goal is for the City to be the successful recipient of financial awards.

Kimley-Horn has a proven track record for successfully preparing funding requests. In 2022 alone, the Florida team has delivered almost \$40 million dollars in funding to clients. Our method for getting this done is as follows:

	<b>1. Project Strategy</b>	Clearly define the project and identify anticipated outcomes; note any pitfalls that may be encountered and mitigation strategies that may be required.
	<b>2. Project Readiness</b>	Compile existing data (environmental documents, conceptual plans, reports, and studies).
	<b>3. Data Preparation</b>	Identify what data will need to be prepared to support the application, including who will be responsible for it and a date that the information will be needed. Identify what issues will be addressed through this data and the quantitative and/or qualitative benefits anticipated. This data may include a benefit-cost analysis, if required; environmental justice screening (such as identifying benefits to underserved or disadvantaged communities, social equity, and access); and preparation of maps, tables, charts, and other graphic representation to showcase data and demographics.
	<b>4. Maturation of Project Narrative</b>	Develop a concise and persuasive project description that emphasizes the need for funding to address the City's needs. The narrative will address how the project is uniquely applicable to meeting the funding program's goals, objectives, and merit criteria. The narrative will be a clear representation of the project and how it will solve a public need.

### ***Benefit-Cost Analysis***

A benefit-cost analysis (BCA) is typically required for projects seeking federal funding, particularly those involving construction. A benefit-cost analysis identifies, quantifies, and compares the expected benefits and costs of a funded project investment.

A BCA may be used to evaluate whether a project provides significant economic benefits to users relative to the resources required to implement that project. The goal of a BCA is to help determine whether the proposed project cost is justified given its expected benefits.

### ***Application Assembly, Quality Control Review, and Submittal***

Once approved by the project team, Kimley-Horn will perform a final Quality Control (QC) process. At Kimley-Horn, we take QC very seriously, even having an annual Continuous Quality Improvement Day in all of our offices and conducting quality improvement calls with clients each year. Each project within Kimley-Horn is assigned a QC Manager who is responsible for the ultimate review of materials prior to finalization and submittal. Once approved, Kimley-Horn will assemble the overall application package. This package will either be submitted to the funding agency directly by Kimley-Horn or by the City of Key West, depending on the method agreed upon by the project team at the kick-off meeting.

### ***Environmental Review and Compliance***

Due to the deep bench that Kimley-Horn has with more than 6,500 employees nationwide, we have the technical expertise to perform the environmental review that may be required by some grant applications. Among others within the firm, your Deputy Project Manager, Allison Megrath, AICP, CNU-A, has completed 24 CFR Part 58 Environmental Review training that details NEPA compliance requirements. Allison will lead the team through this process, should it be a grant requirement for a pursuit.

## Funding Management, Administration, and Compliance

We are proud to boast that we have several individuals on our project team who were former public sector grant specialists. This expertise in funding management, administration, and compliance measures for federal, state, and local awards positions Kimley-Horn to have the knowledge and familiarity with what our clients might experience once funding is awarded. Recordkeeping, reporting requirements, and auditing methods come second nature to our project team. We will keep documentation related to any grant-related activity, including correspondence from all parties. Our project team will maintain records with invoices, quarterly reports, and certifications that are commensurate with industry standards. These skilled individuals who pay attention to detail will serve the City of Key West after funding has been awarded.

## Status Reports

Our team will provide monthly reports to City Administration and staff summarizing the amount of time expended and described activities undertaken during the previous month. This reporting will include regular and frequent status reports relating to the City's ARPA funding.

## Additional Services

Kimley-Horn will provide the City with necessary tools and support, inclusive of required documents and forms related to grants and grant submissions, as well as grant administration training, including Davis-Bacon Act requirements pertaining to the grant and project activities for grant awards. Additionally, our team will act as the City's liaison with selected project consultants, contractors, and regulatory and funding agencies.

# 6. Personnel

Resume biographies of key personnel for Kimley-Horn and its subconsultants are provided below.

## Kimley-Horn



### **Laura Wittenbauer** | Project Manager, Grant Writing, Grant Administration

**Education:** B.S., Social Work – Florida State University; MBA – University of Phoenix/Nellis AFB

**Overview:** Laura has over two decades of grant writing and administration experience serving both private and public sector clients. Prior to joining Kimley-Horn, she worked as a senior process analyst for the City of Sarasota where she identified relevant grant opportunities and completed grant applications. She helped to ensure that grant accounting and financial reporting was consistent with governmental accounting standards and kept within the terms and conditions of the grant. Her experience with Sarasota was preceded by her tenure in the private sector, where she served as a grant consultant. In this role, she supported municipal clients, providing grant-related services from application through award. Laura understands and can apply the principles, practices, and procedures of government budgeting, cost analysis, financing, and funds administration. She can evaluate, audit, deduce, and assess data using established criteria through the lens of a public agency.

**Representative Projects:** Laura worked on these projects prior to joining Kimley-Horn:

- Mast Arm Upgrade, FEMA/Department of Emergency Management, Hazard Mitigation Grant, Sarasota, FL
- SWA – The Bay Phase 1, FDEP Grant – Water Quality, Sarasota, FL
- National Park Service – Underrepresented Community – Newtown Historic District, Federal Grant, Sarasota, FL
- Federal – Urban Forestry Grant, Sarasota, FL
- American Rescue Plan Act Grant, Sarasota, FL
- FDOT Beautification Grant, Sarasota, FL
- Florida Department of Environmental Opportunity CDBG-MIT Grant, Sarasota, FL
- Southwest Florida Water Management District Grant, Sarasota, FL





### **Allison Megrath, AICP, CNU-A | Deputy Project Manager, Grant Writing, Public Outreach**

**Education:** Bachelor's, Urban Studies – University of Toronto

**Overview:** Allison has built a strong practice in grant writing and administration based on her 30-year career in community planning. She understands obtaining successful funding from a variety of sources is critical to many public sector projects. Allison works to identify alternative funding strategies for many local governments in Florida. She has experience in all aspects of the grants process from identification, to preparing applications, to tracking award announcements, to administration, and finally successful project implementation and grant award close out. Allison and her team have recently been awarded grants from the St. Johns River Water Management District (\$500,000), Florida Department of Economic Opportunity Community Planning Technical Assistance Grants (multiple around \$40,000 each), Community Development Block Grant Mitigation Grants (\$400,000 and \$3,435,000), and the Florida Department of Environmental Protection Florida Recreation Development Assistance Program (\$165,000). In addition, Allison has assembled a database of nearly 400 grant and loan funding programs to identify funding sources for clients.

#### **Representative Projects:**

- Multiple Grant Preparations, Statewide, FL
- Rebuild Florida Community Development Block Grant – Mitigation (CDBG-MIT), Boynton Beach, FL
- Community Development Block Grant Disaster Recovery (CDBG-DR), Hollywood, FL
- St. Johns River Water Management District Cost Share REDI, Grant, Flagler Beach, FL
- Florida Department of Economic Opportunity Grant for an Economic Development Strategy, Indiantown, FL
- FRDAP Grant Proposal for OJ Phillips Recreation Park, Union County, FL



### **Gary Nadeau, P.E. | Principal-in-Charge**

**Education:** B.S., Civil Engineering – University of Hartford; M.S., Civil Engineering – California State University

**Overview:** Gary has 31 years of experience providing transportation design, management, and construction oversight services for a variety of transportation improvements ranging from resurfacing to major reconstruction projects. During the course of his career, he has designed well over 300 miles of infrastructure improvement projects and brings a hands-on project management and design approach to every project assignment. He specializes in resurfacing and rehabilitation projects and has a strong expertise in pavement rehabilitation strategies and design approaches.

#### **Representative Projects:**

- Palmona Park Sidewalks Funded through the Community Development Block Grant (CDBG) Program by the U.S. Department of Housing and Urban Development (HUD), Lee County, FL
- Center Road Improvements, Sarasota County, FL
- Fruitville Road Reconstruction, Sarasota, FL
- Legacy Trail Extension Design, Sarasota County, FL
- Myrtle Street Improvements, Sarasota, FL
- Osprey Avenue Phase II Utilities and Roadway Improvements, Sarasota, FL



### **Kristina Solberg, P.E. | QA/QC**

**Education:** B.S., Biology – Virginia Polytechnic Institute; B.S., Civil Engineering – Virginia Polytechnic Institute; Master of international Studies, Environmental Law and Policy, Sustainable Development – Virginia Polytechnic Institute

**Overview:** Kristina has 26 years of experience as a project manager for NEPA/SEPA, roadway design, high-speed rail, construction, municipal drinking water system studies, erosion control plans, permitting, and other transportation-related projects. She has collaborated with MPOs, RPOs, federal, state, and local governments and agencies throughout her career.

#### **Representative Projects:**

- Federal Funding of Municipal Bridges, Black Mountain, NC
- IMD Grant Program Manager, NCDOT Integrated Mobility Division, NC DOT
- On-Call Funding Opportunities, Greensboro, NC



### Heather Glisson | Grant Writing

**Education:** B.A., Linguistics – University of Florida; Master of Urban and Regional Planning, Geographic Information Systems – University of Florida

**Overview:** Heather has four years of experience in municipal planning and public sector projects from her time working in the Planning Department at the City of Green Cove Springs. While there, she assisted in applying for a Community Development Block Grant (CDBG) application and two Florida Department of Economic Opportunity (DEO) Technical Assistance (TA) Grant applications (2020 and 2022). The CDBG and 2020 DEO TA Grants were awarded (\$700,000 and \$40,000 respectively), while the 2022 DEO TA Grant is presently being decisioned. She managed project implementation for the 2020 DEO TA Grant, which resulted in the City's GeoHub. She additionally worked on small- and large-scale planning projects including land use amendments/rezonings, land development code updates, the City's Comprehensive Plan update, and the drafting of a Finding of Necessity. She has substantial experience in ArcGIS Pro, research, data gathering, data analysis, and narrative writing.

#### Representative Projects:

- IMD Grant Program Manager, North Carolina DOT
- Funding Opportunities – On Call Services, Greensboro, NC
- Eastern Division 2022 On-Call, North Carolina DOT
- I-685 from I-77 Along US 421 to I-95, North Carolina DOT
- U-5760 Big Mill Far Road and Hopkins Road, North Carolina DOT
- U-5892, US 220 Widening, North Carolina DOT



### Jon Ford, IMSA II | Grant Writing, Benefit-Cost Analysis

**Education:** B.S., Civil Engineering – Florida State University; Master of Engineering, Civil Engineering – Florida State University

**Overview:** Jon has more than eight years of experience with project management of transportation and systems management projects, specializing within the past five years in the assessment and applications for third-party and grant funding. His experience includes application development, notice of funding opportunity identification and assessment, and merit criteria development. He is most skilled in technical project phases of funding applications, including but not limited to: project budgeting, implementation planning, Benefit-Cost Analysis (BCA), and project readiness evaluation. His knowledge has been earned through the application development for all agency types (state, county, and local). In the past year, he has been involved with over 50 grant applications for more than 40 different agencies to support opportunities for programs like CDBG-MIT, RAISE, CARSI, HMGP, PIDP, INFRA, DEO technical assistance, various FEMA programs, and others.

#### Representative Projects:

- Multiple Grant Preparations, Statewide, FL
- San Castle Drainage, Road, and Utility Improvements Grant Proposal, Boynton Beach, FL
- Wastewater Treatment Plant CDBG-MIT Grant Preparation, Crystal River, FL
- Public Safety Building CDBG-MIT Grant Preparation, Crystal River, FL
- Wastewater Collection System Improvements, CDBG-MIT Grant Preparation, Indiantown, FL
- Douglass Neighborhood Roadway and Infrastructure Improvements CDBG-MIT Grant Preparation, High Springs, FL
- Uptown Area Road and Infrastructure Improvements CDBG-MIT Grant Preparation, Indiantown, FL



### Joe Crozier, AICP | Grant Writing

**Education:** B.S., Environmental Study and Geography – Florida State University; M.S., Urban and Regional Planning – Florida State University

**Overview:** Joe has eight years of experience providing grant writing services for public sector clients. He is the project manager for the FDOT grants contract spanning all districts and the Central Office—which has resulted in the request of more than \$400 million in grant funding for the Department. His experience includes Infrastructure for Rebuilding America (INFRA) and Multimodal Project Discretionary Grant Opportunity (MPDG) applications, Rebuilding American Infrastructure with Sustainability and Equity (RAISE) applications, Consolidated Rail Infrastructure and Safety Improvements (CRISI) applications, and the

Transportation and Congestion Management Technologies Deployment Initiative (ATCMTD) application, among others. Additional services he has provided in this role includes statewide workshops to educate both the staff and the public about grant opportunities.

#### Representative Projects:

- 2022 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Applications for: Miami River - Miami Intermodal Center Capacity Improvements (MR-MICCI) (\$25M requested) and Smart St. Augustine (\$15M requested)
- 2022 Federal-State Partnership for the State of Good Repair Program - Miami River - Miami Intermodal Center Capacity Improvements (MR-MICCI) (\$25M requested)
- 2021 Advanced Transportation and Congestion Management Technologies Deployment Initiative (ATCMTD) Application for Smart St. Augustine (\$8M requested)
- 2021 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Applications for Miami River - Miami Intermodal Center Capacity Improvements (MR-MICCI) (\$25M requested), Smart St. Augustine (\$15M requested), and the Tampa Heights Mobility Project (\$25M requested; \$18M awarded)
- Infrastructure for Rebuilding America (INFRA) Applications for Miami River - Miami Intermodal Center Capacity Improvements (MR-MICCI) (\$35M requested) and I-95 NFX (\$75M requested)



#### Colleen McGue, AICP | Grant Writing

**Education:** B.S., Political Science – University of Notre Dame; M.A., Latin American Studies – University of Texas; M.S., Community and Regional Planning – University of Texas

**Overview:** Colleen has more than a decade of experience. She has experience identifying and applying for grants to implement transportation improvements. As Chief Transportation Planner for the City of Sarasota, Colleen served as the Chair of the Sarasota/Manatee Metropolitan Planning Organization's (MPO's) Technical Advisory Committee during the development of the MPO's 2045 Long Range Transportation Plan.

#### Representative Projects:

- Presidential Streets Master Plan, Resiliency Assessment, and Funding Strategies, Cape Canaveral, FL
- Sarasota-Manatee Metropolitan Planning Organization (MPO) LRTP Resiliency/Vulnerability Assessment and Funding/Implementation Plan, Sarasota, FL
- Gulf of Mexico Drive Complete Streets Corridor Funding and Implementation Plan, Longboat Key, FL
- Indiantown Wastewater Collection System Improvements CDBG-MIT Grant Preparation, Indiantown, FL
- Miami River-Miami Intermodal Center Capacity Improvements (MR-MICCI) - Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Discretionary Grant Funding Application Services, Miami, FL



#### Alan Garri, P.E. | Grant Writing

**Education:** B.A., Mechanical Engineering – University of Florida

**Overview:** Alan has 20 years of experience including extensive work with Water Management District and FDEP loan and grant funding programs. Alan provided grant funding services for wastewater grant projects for Areas 112/113/114 of the City of Crystal River that was 85% grant funded with an FDEP grant due to the environmental improvements. For the City of Dunnellon's utility replacements project, Alan worked to identify the areas for inclusion in the CDBG application to accommodate funding application submittal deadlines.

#### Representative Projects:

- Florida Department of Economic Opportunity (DEO) Community Planning Technical Assistance Grant Preparation for a Stormwater Inventory and GIS Update, Crystal River, FL
- Wastewater Treatment Plant CDBG-MIT Grant Preparation, Crystal River, FL
- FDEP Water Protection Grant Application – US 441 Corridor Septic to Sewer Conversion, Hollywood, FL
- Wastewater Grant Project for Areas 112 and 113, Crystal River, FL





### **Beth Tucker, AICP** | *Grant Writing*

**Education:** B.A., English – University of Georgia; Masters, Urban Environmental Planning and Design – University of Georgia

**Overview:** Beth brings a wide base of planning and urban design knowledge, as well as 13 years of communications experience. In working with the land use and transportation planning groups at Kimley-Horn, she has a robust understanding of how to connect and integrate land use patterns/urban design principles with transportation infrastructure to create great places.

#### **Representative Projects:**

- 2023 Carson City Grants On-Call Support, Carson City, NV
- Transportation Project Grants, Chamblee, GA
- 2023 GTIB Application, Chamblee, GA
- Urban Land Institute Mapping and Data Analysis



### **Diana Bello** | *Grant Administration*

**Education:** B.A., Political Science – Florida International University; MBA – Nova Southeastern University

**Overview:** Diana has more than 16 years of grants management experience working predominantly in the public sector. She has a background in Political Science as a legislative analyst assessing how new mandates impact the operations of business units and local governments.

#### **Representative Projects:**

- Joe's Creek Greenway Restoration Project, Pinellas County, FL
- On Top of the World North Advanced Wastewater Treatment, Marion County, FL
- Resiliency and Modernization Planning Grant, Rebuild Florida CDBG-MIT, Charlotte County, FL\*
- FDEP SRF Applications for Water/Wastewater Projects, Charlotte County, FL\*
- Administration of FEMA Competitive and Formula-Allocated Funds to Support the Capital Maintenance Plan and Lift Stations Rehabilitation, Charlotte County, FL\*

*\*Projects prior to joining Kimley-Horn*



### **Lisa Stone, P.E.** | *Public Outreach*

**Education:** B.S., Civil Engineering – University of Florida

**Overview:** Lisa has 26 years of experience including public involvement, utility coordination, transportation, PD&E, roadway design, plan preparation, maintenance of traffic, pavement design, roadway lighting design, signing and pavement marking, permitting, long range estimates, specifications, and post-design services.

#### **Representative Projects:**

- Public Involvement Task Leader - Turnpike Mainline Widening from Lake Worth to Jupiter PD&E Study and Design, Palm Beach County, FL
- Public Involvement Task Leader - Archer Road PD&E Study, Gainesville, FL
- Public Involvement Task Leader - Mainline Widening PD&E Study/Design, Osceola Parkway Extension PD&E Study, Florida's Turnpike Enterprise
- Public Involvement Task Leader - Widening Florida's Turnpike PD&E Study from the Sawgrass Expressway to Atlantic Avenue, Florida's Turnpike Enterprise
- Public Involvement Task Leader - Kings Highway PD&E Study, FDOT District Four
- Public Involvement Task Leader - C-466 W PD&E Study, Sumter County, FL

## Subconsultants

### *Infinite Source Communications Group – Public Outreach*



As the Principal of Infinite Source Communications Group, **Monica Diaz** brings more than 16 years of experience in public relations, marketing, and government communications pertaining to public outreach. She works with many clients in both the public and private sector, assisting with crafting integrated marketing and communications campaigns, events, and outreach plans. Monica leads her team in executing high-profile campaigns, creating visually-stimulating content, gaining monetary and in-kind sponsorships, and executing outreach strategies with data-driven results. Clients and campaigns include Sony BMG Latin, Modani Furniture, Miami-Dade TPO Social Media Management, City of Oakland Park Virtual Meeting Management and FDOT Public Relations and Community Outreach, leading efforts for the FDOT Tentative Five-Year Work Program Cycles, City of Miami Beach, Miami-Dade Water and Sewer Department, and other professional businesses.

### *InNovo Partners, LLC – Benefit-Cost Analysis*



**Melissa Gross, P.E.** serves as President of InNovo. Melissa's background focuses on Transportation Systems Management and Operations (TSM&O) program development, and technology applications to support the multimodal transportation network. Her experience includes data management and dashboarding projects, corridor planning and concept development, PD&E studies, transportation impact analysis, and various projects within the field of transportation planning.



**Claudia Paskauskas, PMP, GISP, MCSD, SSGB** serves as the Chief Executive Officer (CEO) of InNovo. Claudia graduated in Computer Science with focus on data management and she holds a Masters in quality control. She brings over 25 years of experience in the technology industry including successfully implementing enterprise applications in diverse industries such as transportation, planning, energy, and GIS. For the last 15 years, Claudia has been focused in the transportation industry and has introduced multiple industries to critical thinking on how to use big data management to improve their efficiency.

## 7. Qualifications

### Federal Financial Knowledge Regarding Grants

Federal grant programs are excellent opportunities for municipalities to tap into typically larger funding amounts. We have prepared applications for larger scale federal infrastructure grants such as RAISE (TIGER, BUILD), INFRA, DCIP, and the National Disaster Resiliency Competition. Application packages typically developed have included a narrative of the purpose and scope of the projects, responses to selection criteria, description of available resources and project support, detailed project budget, and letters of support from the community and local officials. Our staff of professionals is thoroughly familiar with the various federal funding programs and their requirements and we can apply this same knowledge to assist the City of Key West with your needs.

For federal grants, RAISE (formerly known as TIGER/BUILD) and INFRA grants are typically the best avenues of funding available. We have prepared dozens of these types of grants and have successfully secured tens of millions of dollars in funding for our clients.

Kimley-Horn also has experience preparing federal funding applications from agencies like:

- U.S. Housing and Urban Development Community Development Block Grant Programs (including two successful grant applications for the City of Hollywood last year)
- U.S. Department of Agriculture Water and Waste Disposal Loan and Grant Program
- U.S. Environmental Protection Agency Grant Programs
- FEMA BRIC
- U.S. Department of Transportation Safe Routes to School, Smart City Challenge, and other grant programs

## Kimley-Horn Key Staff Project Expertise on Similar Projects



### **Project Manager Laura Wittenbauer**

has over two decades working with grants. Her experience includes helping to ensure that grant accounting and financial reporting is consistent with governmental accounting standards and

federal regulations regarding compliance, inclusive of the Florida Single Audit Act and contributions to the Annual Comprehensive Financial Report. Laura's professional services include research, grant writing, grant administration, and grant reimbursement and closeout. Laura's previous experience included a Community Development Block Grant – Mitigation Infrastructure Improvement project for the City of Sarasota that provided resiliency improvements of rock revetment shorelines, a living shoreline, vegetated stepped floodwall revetments, channel restoration, stormwater improvements, and road elevation due to flooding issues. The grant award amount for this project was \$10,418,271. Laura has secured funding from FEMA and the Florida Department of Emergency Management for mast arm upgrades and generators totaling \$724,802. Laura's previous efforts included working on the American Rescue Plan Act (ARPA) funding calculations for revenues. This work included reporting and helping to ensure compliance of fund utilization.



### **Deputy Project Manager Allison Megrath, AICP, CNU-A**

has worked as a land use planner for almost 30 years. Allison is very familiar with the need of local governments to acquire third-party funding to accomplish their infrastructure and other project goals. She understands how to integrate

the right Kimley-Horn team into the City of Key West's team. Allison is intentional about using concise, comprehensive language, is organized and diligent regarding project delivery, and is a team player who will excel in communicating with internal and external project team members. Allison's grant experience includes: CDBG-MIT, CDBG-DR, SJRWMD, DEO, FDEP FRDAP, FEMA legislative appropriations, and FDEP 319(h). Allison was project manager working with the cities of Dunedin, Crystal River, High Springs, and Longwood to obtain Department of Economic Opportunity Community Planning Technical Assistance Grants.



### **Grant Administrator Diana Bello**

was grant manager on the Joe's Creek Greenway Restoration project for Pinellas County; grant manager for the Bay Laurel Center Community Development District (BLCCDD) 2.5-MGD Bay Laurel North Water Reclamation Facility (WRF)

in Marion County; and grant administrator on the On Top of the World Advanced Wastewater Treatment project for Marion County.

## Subconsultant Key Staff Project Expertise on Similar Projects

### **Infinite Source Communications Group**

- **FDOT District Six Snake Creek Bridge Feasibility Study, Monroe County, FL.** Monica Diaz is serving as Community Outreach Manager responsible for developing a community outreach campaign to garner positive feedback from the local community on the pedestrian bridge. **Reference:** FDOT Communications Manager Tish Burgher, 305.470.5349
- **FDOT District Six Founders Park Pedestrian Bridge Project, Monroe County, FL.** Monica is serving as Community Outreach Manager overseeing all outreach efforts for the Founders Park Pedestrian Bridge Project. Efforts included one-on-one elected official briefings and a public meeting. **Reference:** FDOT Communications Manager Tish Burgher, 305.470.5349
- **FDOT District Six Atlantic Isles Lagoon Bridge PD&E, Miami-Dade County, FL.** Monica is serving as Project Manager. Outreach efforts include developing the Public Involvement Plan (PIP), preparing and hosting the virtual Kick-off Meeting for elected officials and the public, and spearheading a Cultural Resource Committee. **Reference:** Irene I. Varela-Riaz E.I. FCCM., 305.470.5342
- **FDOT District Six State Road (SR) 9A/I-95 from SR 5/US 1 to North of Ives Dairy Road Planning Study, Kimley-Horn, Miami-Dade County, FL.** Monica served as Community Outreach Manager. She was responsible for coordinating Project Advisory Team meetings, elected official briefings and community meetings in various locations. She worked with FDOT to execute all outreach initiatives. **Reference:** Kimley-Horn, John McWilliams, 954.535.5106



## *InNovo Partners, LLC*

**Central Office Safety Screening Proof of Concept.** InNovo assisted the FDOT Office of Policy Planning to develop a methodology and a pilot process to identify safety project opportunities in areas of high crash rates and based on the absence of rumble strips and other RCI features. The team applied the identified methodology based on design criteria for rumble strip installation and test cases by overlaying multiple datasets with GIS to provide maps and calculate these potential candidate lane miles of candidate facilities for Putnam County, then for a statewide evaluation to the project team to develop a projected benefit-cost analysis.

### **2017 Smart Cities Council Readiness Challenge, Orlando, FL.**

Melissa Gross, P.E. was part of the team that wrote the awarded 2017 Smart Cities Council Readiness Challenge in response to the Smart Cities Council Challenge. The purpose of this project is to receive in-kind funding and tailored guidance to further develop and implement the smart technologies that advance livability, workability, sustainability, and resiliency of the City's services. This grant designation will provide the City an opportunity to deploy cutting edge technologies in support of its smart city initiatives and practices. As part of this team she supported concept development for the proposed programs outlined in the grant proposal and collaborated on graphics to convey those concepts and illustrate the proposed systems.

**FDOT CO, Federal Grants Program Support.** InNovo is supporting the FDOT Office of Policy Planning federal grants program with tasks that include development requirements and wireframes for a new Federal Grants Program SharePoint site, building the new SharePoint site with identified workflows and dynamic forms, transferring content, and testing and debugging of the new SharePoint site. InNovo will provide training as needed for the new site and develop a user guide for FDOT staff and partnering agencies to use the site for project submissions and grant collaboration.

## Kimley-Horn Grant Writing Projects Within the Past 3 Years

### **1. City of Boynton Beach Grant Proposal – San Castle Road, Utility, and Stormwater Improvements | Boynton Beach, FL**

Prepared a Rebuild Florida Community Development Block Grant – Mitigation (CDBG-MIT) General Infrastructure Grant application on behalf of the City of Boynton Beach for infrastructure improvements to the San Castle neighborhood. The funds will be used for critical upgrades to an underserved population by improving road, utility, and stormwater components. It will raise the quality of life for the

residents by providing a reliable source of drinking water, the ability to move freely in and out of the neighborhood, and knowing that stormwater will properly drain following a major rain event. The project was selected as one of 17 of 246 applications and the City was awarded the full funding of \$16,500,000.

**Project team:** Allison Megrath, AICP, CNUA – Project Manager

**Completion date:** February 2022

**Project fee:** \$15,000

### **City of Hollywood Grant Proposal – Liberia-Oakwood Wastewater Collection System Hardening | Hollywood, FL**

Prepared a Community Development Block Grant Disaster Recovery (CDBG-DR) Infrastructure Repair Program grant for the City of Hollywood to repair and strengthen lift stations N-07, N-08, and associated pump station to help ensure that the 4,079 residents within its basin are protected against loss of services. Over 85% of the community is low- to moderate income. The project will allow the installation of permanent generators, lighting protection, and flood proofing to mitigate damage associated with storm surge and flooding up to and including the 500-year flood levels. The grant application was successful, and the City was awarded \$3,435,000 in funding to complete the upgrades.

**Project team:** Allison Megrath, AICP, CNUA – Project Manager

**Completion date:** January 2021

**Project fee:** \$10,000

### **City of Hollywood Grant Proposal – Floodplain Management Plan | Hollywood, FL**

Prepared a Community Development Block Grant Mitigation (CDBG-MIT) Rebuild Florida General Planning Support Program grant application on behalf of the City of Hollywood to create a Floodplain Management Plan. The Floodplain Management Plan intends to reduce or eliminate risk to people and property from flood hazards. The objective is to develop an overall strategy of programs, projects, and measures that will reduce the adverse impact of flood hazard. The grant application was successful and the City will be funded \$400,000 to complete the plan.

**Project team:** Allison Megrath, AICP, CNUA – Project Manager

**Completion date:** January 2021

**Project fee:** \$10,000

### **4. Economic Development Strategy and Disaster Resiliency Plan | High Springs, FL**

Kimley-Horn is administering the Florida Department of Economic Opportunity Competitive Florida Partnership Grant awarded to the City for this work effort to help ensure compliance with the terms of the grant contract. Tasks include grant writing services

including the creation of a vision and a strategy to bolster economic development opportunities in High Springs while maintaining the City's small town character and honoring its history. The project will include extensive community engagement and coordination with state and federal technical professional.

**Project team:** Allison Megrath, AICP, CNU-A – Project Manager  
**Completion date:** Ongoing  
**Project fee:** \$40,000

### 5. Florida Governmental Utility Authority (FGUA) Utility Acquisition |

*Dunnellon, FL*

Kimley-Horn assisted FGUA with the purchase of the City's water/wastewater systems. A major component of the FGUA acquisition of the City's utility system was refinancing approximately \$11 million in utility system debt. Kimley-Horn assisted FGUA with securing a \$13.5-million USDA loan as needed to purchase the City's utility system. This was the first loan the USDA had ever approved for acquisition of a utility system.

**Project team:** Alan Garri, P.E., Project Engineer  
**Completion date:** Ongoing  
**Project fee:** \$20,000 to date

## Kimley-Horn Grant Administered Projects During the Past 3 Years

### 1. Bay Laurel Center Community Development District (BLCCDD) 2.5-MGD Bay Laurel North Water Reclamation Facility (WRF) | Marion County, FL

Kimley-Horn is providing design, permitting, construction, and grant administration services, including reviewing policies and procedures; assisting with drafting policies for contractors to use while performing programmatic compliance; supporting the Davis-Bacon administration; payroll tracking and performing at random internal controls and worker interviews; processing reimbursement requests; preparing quarterly reports; and construction inspection and compliance training for contractors' staff. Furthermore, Kimley-Horn's team assisted BLCCDD with preparing and submitting a grant application where \$26,100,000 was awarded to support the project. Kimley-Horn is continuing to assist this client with pursuing additional funding to subsidize the project.

**Project team:** Diana Bello, Grant Manager  
**Completion date:** Ongoing  
**Project fee:** \$15,000

### 2. Florida Department of Environmental Protection – Florida Recreation Development Assistance Grant and Grant Administration | Union County, FL

Kimley-Horn prepared a Florida Department of Environmental Protection Florida Recreation Development Assistance Program Grant for Union County. The project includes upgrades to the baseball fields, fencing, and lighting for the OJ Phillips Recreation Park. Allison is providing grant writing services and administration. The full amount of the grant requested for \$165,000 was awarded.

**Project team:** Allison Megrath, AICP, CNU-A – Project Manager  
**Completion date:** Ongoing  
**Project fee:** \$7,500

### 3. Hull Avenue Septic to Sewer Conversion | Oakland, FL

Kimley-Horn was selected by the Town of Oakland through their continuing consulting contract to provide engineering services for the design of the septic-to-sewer conversion along Hull Avenue from South Walker Street to the Town's existing lift station. The route also included services along Nixon Street and Herriot Avenue. Services included the design of approximately 3,200 feet of 8-inch sewer main with approximately 48 sewer lateral connections.

The Town received funding for this project through the Community Development Block Grant from the Department of Economic Opportunity (DEO). To fully fund the project, Kimley-Horn was able to assist the Town with applying for a cost share application to the St. Johns River Water Management District (SJRWMD) and the Florida Department of Environmental Protection (FDEP) Springs Funds. Kimley-Horn conducted site visits that included educating the residents of the benefits of the project for the SJRWMD grant. In addition to the CDBG funds, the Town received an additional \$1.1 million in grant money from the SJRWMD and FDEP, which fully funded the construction of the project, including impact fees and septic tank abandonments for the residents.

**Project team:** Alan Garri, P.E. – Project Engineer  
**Completion date:** April 2022  
**Project fee:** \$211,523 (design/construction cost, including grant funding assistance)

### 4. Joe's Creek Greenway Restoration | Pinellas County, FL

This project combines two major infrastructure improvement projects within Community Redevelopment Areas (CRAs). Project one is restoration of the Joe's Creek Greenway, including channel widening for improved capacity and water quality and riparian habitat enhancements and a multimodal trail as programmed by

Forward Pinellas, the metropolitan planning organization for Pinellas County. Project two is implementation of flood mitigation projects identified in the Joe's Creek Watershed Management Plan, which will lower the base flood elevation within the 100-year floodplain, reducing flood risk.

The Kimley-Horn team is delivering all-inclusive project management and grant administration service, sometimes called a coordinated single project approach. In doing this, our team supports the County to develop procurement procedures, budgets, and environmental assessments required by the CDBG-MIT program; develop project timeline schedules; provide guidance on alternative delivery; assist with progress meetings; develop public engagement programs; and manage other consultants delivering services for the project.

The project has received funding from the Southwest Florida Water Management District (awarded \$360,000), the American Rescue Plan Act (awarded ~\$3.6M), and the U.S. Department of Housing and Urban Development for Community Development Block Grant Mitigation (CDBG-MIT) administered by the Florida Department of Economic Opportunity.

**Project team:** Diana Bello – Grant Manager

**Completion date:** Ongoing

**Project fee:** \$17 million (awarded); \$50 million (total value)

### 5. The Bay Phase 1, FDEP SWAG Grant – Water Quality | Sarasota, FL

This project included the installation of two nutrient separating baffle boxes with bold and gold biosorption media material on the Bay Park site to reduce stormwater runoff to Sarasota Bay. Laura's professional services included research, grant writing, grant administration, and grant reimbursement. (Note: Laura Wittenbauer worked on this project while at another firm.)

**Project team:** Laura Wittenbauer – Project Manager

**Completion date:** January 2022

**Project fee:** \$328,125

## 8. Client References

You may ask why these clients chose Kimley-Horn out of all the top-class consulting firms they had to choose from. Chances are they'd tell you it was because we have a reputation for making them successful. We listen to their needs, meet their schedules, accomplish their missions, deliver results, and exceed expectations. You simply won't find this caliber of service anywhere else. We invite you to contact the three references below so that you can hear firsthand about the outstanding quality of service Kimley-Horn has provided for grant writing and grant administration services similar to RFP #22-005.

### Bay Laurel Center Community Development District (BLCCDD)

8470 SW 79th Street Road, Suite A  
Ocala, FL 34481

**Bryan Schmalz**, Utility Director  
352.414.5454, ext. 4105  
bryan\_schmalz@blccdd.com

**Project:** Bay Laurel Center Community Development District (BLCCDD) 2.5-MGD Bay Laurel North Water Reclamation Facility (WRF), Marion County, FL

### City of Boynton Beach

100 East Boynton Beach Boulevard  
PO Box 310

Boynton Beach, FL 33425

Christopher Roschek, Engineering Division Manager  
561.742.6413  
roschekc@ci.boynton-beach.fl.us

**Project:** Florida Department of Economic Opportunity – Rebuild Florida Community Development Block Grant – Mitigation (CDBG-MIT), Boynton Beach, FL



**City of Crystal River**

123 NW Highway 19  
Crystal River, FL 34428  
**Ken Frink**, City Manager  
kfrink@crystalriverfl.org

**Project:** Wastewater Treatment Plant CDBG-MIT Grant Preparation, Crystal River, FL

**Town of Oakland**

50 E. Gulley Avenue  
Oakland, FL 34760  
**Michael Parker**, Public Works Director  
407.656.1117, ext. 2302  
mparker@oaklandfl.gov

**Project:** Hull Avenue Septic to Sewer Conversion, Oakland, FL

**Union County**

15 NE 125 Street  
Lake Butler, FL 32054  
**James Williams, CPM, CBC**, County Coordinator  
386.498.0027  
countycoord@unioncounty.fl.gov

**Project:** Florida Department of Environmental Protection – Florida Recreation Development Assistance Grant and Grant Administration, Union County, FL

**City of Hollywood**

2600 Hollywood Blvd.  
Hollywood, FL 33020  
**Phyllis Shaw**, Utilities Accounting Supervisor  
954.921.3930  
pshaw@hollywoodfl.org

**Project:** Community Development Block Grant (CDBG) – Disaster Recovery Grant, Hollywood, FL

**Village of Indiantown**

Town Hall, 16550 SW Warfield Boulevard  
Indiantown, FL 34956  
**Tracy Bryant**  
772.597.8294  
tbryant@indiantownfl.gov

**Project:** Indiantown CDBG-MIT Uptown Area, Indiantown, FL

**City of High Springs**

23718 W. US highway 27  
High Springs, FL 32643  
**Ashley Stathatos**, City Manager  
386.454.1416  
astathatos@highsprings.uc

**Project:** Economic Development Strategy and Disaster Resiliency Plan, High Springs, FL

**ANTI-KICKBACK AFFIDAVIT**

STATE OF Florida

COUNTY OF 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: 

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 19th day of September, 2022, by Gary Nadeau, P.E.



(NOTARY SEAL)

  
(Signature of Notary Public- State of Florida)

Jeanne M. Doucet  
(Name of Notary Typed, Printed, or Stamped)

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

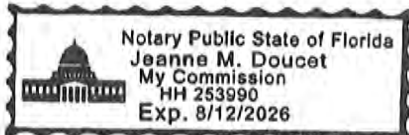
## NON-COLLUSION AFFIDAVIT

STATE OF Florida  
COUNTY OF 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: 

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 19th day of September, 2022, by Gary Nadeau, P.E.



(NOTARY SEAL)

  
(Signature of Notary Public- State of Florida)

Jeanne M. Doucet  
(Name of Notary Typed, Printed, or Stamped)

Personally Known ☒ OR Produced Identification ☐

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



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

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

1. This sworn statement is submitted for Gary Nadeau, P.E., Senior Vice President  
(print individual's name and title)  
  
by Kimley-Horn and Associates, Inc.  
(print name of entity submitting sworn statement)  
  
whose business address is 1777 Main Street, Suite 200, Sarasota, FL 34236  
  
and (if applicable) its Federal Employer Identification Number (FEIN) is  
56-0885615  
(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 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
  - a. A predecessor or successor of a person convicted of a public entity crime: or
  - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agent who are active in the management of an

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

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

  X   Neither the entity submitting this sworn statement, or any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

           The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

           The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (attach a copy of the final order).

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

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

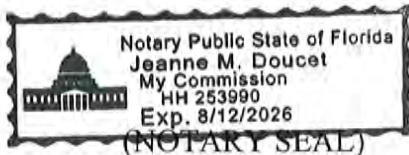
  
(SIGNATURE)

9/19/2022  
(DATE)

STATE OF Florida

COUNTY OF Orange

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 19th day of September, 20 22, by Gary Nadeau, P.E.



(NOTARY SEAL)

  
(Signature of Notary Public- State of Florida)

Jeanne M. Doucet  
(Name of Notary Typed, Printed, or Stamped)

Personally Known ☒ OR Produced Identification ☐

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



**EQUAL BENEFITS FOR DOMESTIC PARTNERS AFFIDAVIT**

STATE OF Florida

COUNTY OF Orange


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

By: 

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐  
online notarization, this 19th day of September, 20 22, by Gary Nadeau, P.E.



  
(Signature of Notary Public – State of Florida)

(NOTARY SEAL)   
(Signature of Notary Public – State of Florida)

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

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

**CONE OF SILENCE AFFIDAVIT**

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

STATE OF Florida

COUNTY OF Orange

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

  
(signature)

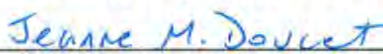
9/19/2022  
(date)

Sworn to (or affirmed) and subscribed before me by means of [☒] physical presence or [☐] online notarization, this 19th day of September, 20 22, by Gary Nadeau, P.E.



  
(Signature of Notary Public – State of Florida)

(NOTARY SEAL)

  
(Signature of Notary Public – State of Florida)

Personally Known ☒ OR Produced Identification ☐

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

**Sec. 2-773. Cone of Silence.**

- (a) *Definitions.* For purposes of this section, reference to one gender shall include the other, use of the plural shall include the singular, and use of the singular shall include the plural. The following definitions apply unless the context in which the word or phrase is used requires a different definition:
- (1) *Competitive solicitation* means a formal process by the City of Key West relating to the acquisition of goods or services, which process is intended to provide an equal and open opportunity to qualified persons and entities to be selected to provide the goods or services. Competitive solicitation shall include request for proposals ("RFP"), request for qualifications ("RFQ"), request for letters of interest ("RFLI"), invitation to bid ("ITB") or any other advertised solicitation.
  - (2) *Cone of silence* means a period of time during which there is a prohibition on communication regarding a particular competitive solicitation.
  - (3) *Evaluation or selection committee* means a group of persons appointed or designated by the city to evaluate, rank, select, or make a recommendation regarding a vendor or the vendor's response to the competitive solicitation. A member of such a committee shall be deemed a city official for the purposes of subsection (c) below.
  - (4) *Vendor* means a person or entity that has entered into or that desires to enter into a contract with the City of Key West or that seeks an award from the city to provide goods, perform a service, render an opinion or advice, or make a recommendation related to a competitive solicitation for compensation or other consideration.
  - (5) *Vendor's representative* means an owner, individual, employee, partner, officer, or member of the board of directors of a vendor, or a consultant, lobbyist, or actual or potential subcontractor or sub-consultant who acts at the behest of a vendor in communicating regarding a competitive solicitation.
- (b) *Prohibited communications.* A cone of silence shall be in effect during the course of a competitive solicitation and prohibit:
- (1) Any communication regarding a particular competitive solicitation between a potential vendor or vendor's representative and the city's administrative staff including, but not limited to, the city manager and his or her staff;
  - (2) Any communication regarding a particular competitive solicitation between a potential vendor or vendor's representative and the mayor, city commissioners, or their respective staff;
  - (3) Any communication regarding a particular competitive solicitation between a potential vendor or vendor's representative and any member of a city evaluation and/or selection committee therefore; and
  - (4) Any communication regarding a particular competitive solicitation between the mayor, city commissioners, or their respective staff, and a member of a city evaluation and/or selection committee therefore.
- (c) *Permitted communications.* Notwithstanding the foregoing, nothing contained herein shall prohibit:



- (1) Communication between members of the public who are not vendors or a vendor's representative and any city employee, official or member of the city commission;
  - (2) Communications in writing at any time with any city employee, official or member of the city commission, unless specifically prohibited by the applicable competitive solicitation.
    - (A) However, any written communication must be filed with the city clerk.  
Any city employee, official or member of the city commission receiving or making any written communication must immediately file it with the city clerk.
    - (B) The city clerk shall include all written communication as part of the agenda item when publishing information related to a particular competitive solicitation;
  - (3) Oral communications at duly noticed pre-bid conferences;
  - (4) Oral presentations before publicly noticed evaluation and/or selection committees;
  - (5) Contract discussions during any duly noticed public meeting;
  - (6) Public presentations made to the city commission or advisory body thereof during any duly noticed public meeting;
  - (7) Contract negotiations with city staff following the award of a competitive solicitation by the city commission; or
  - (8) Purchases exempt from the competitive process pursuant to [section 2-797](#) of these Code of Ordinances;
- (d) *Procedure.*
- (1) The cone of silence shall be imposed upon each competitive solicitation at the time of public notice of such solicitation as provided by [section 2-826](#) of this Code. Public notice of the cone of silence shall be included in the notice of the competitive solicitation. The city manager shall issue a written notice of the release of each competitive solicitation to the affected departments, with a copy thereof to each commission member, and shall include in any public solicitation for goods and services a statement disclosing the requirements of this ordinance.
  - (2) The cone of silence shall terminate at the time the city commission or other authorized body makes final award or gives final approval of a contract, rejects all bids or responses to the competitive solicitation or takes other action which ends the competitive solicitation.
  - (3) Any city employee, official or member of the city commission that is approached concerning a competitive solicitation while the cone of silence is in effect shall notify such individual of the prohibitions contained in this section. While the cone of silence is in effect, any city employee, official or member of the city commission who is the recipient of any oral communication by a potential vendor or vendor's representative in violation of this section shall create a written record of the event. The record shall indicate the date of such communication, the persons with whom such communication occurred, and a general summation of the communication.
- (e) *Violations/penalties and procedures.*
- (1) A sworn complaint alleging a violation of this ordinance may be filed with

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

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

**VENDOR CERTIFICATION REGARDING  
SCRUTINIZED COMPANIES LISTS**

Respondent Vendor Name: Kimley-Horn and Associates, Inc.  
Vendor FEIN: 56-0885615  
Vendor's Authorized Representative Name and Title: Gary Nadeau, P.E., Senior Vice President  
Address: 1777 Main Street, Suite 200  
City: Sarasota State: FL Zip: 34236  
Phone Number: 941.379.7600  
Email Address: N/A

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

AS THE PERSON AUTHORIZED TO SIGN ON BEHALF OF RESPONDENT, I HEREBY CERTIFY THAT THE COMPANY IDENTIFIED ABOVE IN THE SECTION ENTITLED "RESPONDENT VENDOR NAME" IS NOT LISTED ON EITHER THE SCRUTINIZED COMPANIES THAT BOYCOTT ISRAEL LIST, SCRUTINIZED COMPANIES WITH ACTIVITIES IN SUDAN LIST OR THE SCRUTINIZED COMPANIES WITH ACTIVITIES IN THE IRAN PETROLEUM ENERGY SECTOR LIST I UNDERSTAND THAT PURSUANT TO SECTION 287.135, FLORIDA STATUTES, THE SUBMISSION OF A FALSE CERTIFICATION MAY SUBJECT SUCH COMPANY TO CIVIL PENALTIES, ATTORNEY'S FEES, AND/OR COSTS AND TERMINATION OF THE CONTRACT AT THE OPTION OF THE AWARDING GOVERNMENTAL ENTITY.

CERTIFIED BY: Gary Nadeau, P.E. Senior Vice President,  
*PRINT NAME* *PRINT TITLE*

WHO IS AUTHORIZED TO SIGN ON BEHALF OF THE ABOVE REFERENCED COMPANY.

Authorized Signature: .



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

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

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

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

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

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

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

COMPANY SEAL



PROPOSER: Kimley-Horn and Associates, Inc.

1777 Main Street

Address Suite 200

Sarasota, FL 34236

Signature 

Gary Nadeau, P.E.

9/19/2022

Print Name

Date

Senior Vice President

Title


NOTARY FOR THE PROPOSER

STATE OF Florida

COUNTY OF Orange

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 19th day of September, 2022, by Gary Nadeau, P.E.



Signature of Notary 

Jeanne M. Doucet  
Print, Type or Stamp Name of Notary

Personally Known ☒ OR Produced Identification ☐

Type of Identification Produced



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

## **ADDENDUM NO. 1**

### **Grant Writing and Grant Administration Services RFP # 22-005**

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

#### **QUESTIONS/CLARIFICATIONS:**

##### Question 1

Would the City be open to explore other pricing models other than a lump sum for the grant writing services?

##### Response 1

Yes

##### Question 2

Is the City interested in exploring additional grant funding sources that might be available to them, such as the following?

- US Department of Transportation - Rebuilding American Infrastructure Sustainably & Equitably (RAISE)
- US Department of Transportation - Bridge Investment Program
- US Department of Transportation - Port Infrastructure Development Program
- Federal Emergency Management Agency - Building Resilient Infrastructure for Communities (BRIC)

##### Response 2

Yes

##### Question 3

Are the cover/cover letter/contents/dividers included in the 20-page count?

##### Response 3

The cover letter is included in the 20-page count. The cover, contents (if referring to a table of contents) and dividers are not included.

##### Question 4

As currently worded, we believe that the indemnity provision on the Indemnification Form on page 21 of the RFP is not in compliance with Florida Statute 725.08 and is unenforceable.

Please consider rewording same to conform with the statute. Suggested language per Florida Statutes 725.08 is:

*“The design professional shall indemnify and hold harmless the agency, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the design professional and other persons employed or utilized by the design professional in the performance of the contract.”*

#### Response 4

This RFP is not for design.

#### Question 5

Please consider REMOVING the highlighted text from the paragraph below:

3.6. CONSULTANT shall perform the professional services under this Agreement at the level customary for competent and prudent professionals in CONSULTANT’S field performing such services at the time and place where the services are provided. In the event CONSULTANT does not comply with this standard, and omissions or errors are made by CONSULTANT, CONSULTANT will correct such work that contains errors or omissions at no cost to CITY ~~and reimburse CITY through compensation for damages.~~

#### Response 5

Contract negotiations occur after the proposer is chosen by the City Commission.

#### Question 6

Please consider REMOVING the highlighted text from the paragraph below:

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

#### Response 6

Contract negotiations occur after the proposer is chosen by the City Commission.

#### Question 7

Please consider ADDING the highlighted text provided below:

7.9.2. CONSULTANT shall furnish an original Certificate of Insurance indicating, and such policy providing coverage to, City of Key West named as an additional insured on all policies ~~—except Professional Liability and workers’ compensation—~~ on a PRIMARY and NON CONTRIBUTORY basis utilizing an ISO standard endorsement at least as broad as CG 2010 (11/85) or its equivalent, (combination of CG 20 10 07 04 and CG 20 37 07 04, providing coverage for completed operations, is acceptable) including a waiver of subrogation clause in favor of City of Key West on all policies. CONSULTANT will maintain the Professional Liability insurance coverage summarized above with



coverage continuing in full force including the additional insured endorsement until at least 3 years beyond completion and delivery of the work contracted herein.

Response 7

Contract negotiations occur after the proposer is chosen by the City Commission.

Question 8

The City requires that we certify we provide benefits to domestic partners of our employees on the same basis as we provide benefits to employees' spouses. Our health insurance does not allow us to extend coverage to domestic partners, however, we do cover a cash equivalent. In this case, is it necessary for us to take an exception to this requirement?

Response 8

Section 2-799(e)(6) of our code of ordinances states that

Provided that the contractor does not discriminate in the provision of benefits, a contractor may also comply with this section by providing an employee with the cash equivalent of such benefits, if the city manager or his/her designee determines that either:

The contractor has made a reasonable yet unsuccessful effort to provide equal benefits. The contractor shall provide the city manager or his/her designee with sufficient proof of such inability to provide such benefit or benefits which shall include the measures taken to provide such benefit or benefits and the cash equivalent proposed, along with its certificate of compliance, as is required under this section.

2-799(a)(3) defines 'Cash equivalent' as the amount of money paid to an employee with a domestic partner in lieu of providing benefits to the employee's domestic partner. The cash equivalent is equal to the employer's direct expense of providing benefits to an employee for his or her spouse.

The cash equivalent of the following benefits applies:

[...]

b. For health benefits, the cost to the contractor of the contractor's share of the single monthly premiums that are being paid for the domestic partner employee, to be paid on a regular basis while the domestic partner employee maintains such insurance in force for himself or herself.

[...]

Question 9

You note that the total proposal length (not including required forms, Sworn Statements, or Affidavits) will not exceed 10 double (20 single) side pages. Are resumes excluded from this 20 page limit? Well over half the proposal will include resumes - even if we limit resumes to one page.

Response 9

Yes, resumes are excluded.

Question 10

Does a proposal cover count as a page toward the page limit?

Response 10

No

Question 11

Information provided in the RFP states that the City writes about 25 grant applications each year. On the pricing form, we are asked for a lump sum annual price for grant writing services, but it is unclear whether the City expects the awarded vendor to assume responsibility for all 25 grant applications or some portion of the total. To receive similar responses across bidders, could the City clarify the level of effort expected under grant writing services?

Response 11

The assumption is for the awarded vendor to assume responsibility for all 25 grant applications with assistance from City Staff for content. 25 is an average number.

Question 12

The RFP requests a monthly report detailing the time spent on grant writing effort, “summarizing the amount of time expended and describing activities undertaken during the previous month.” The request for pricing shows this as an annual lump sum paid in monthly increments. The reporting request for time expended seems at odds with your request to provide pricing as a lump sum. Can the City provide further clarification that may align the reporting request with the pricing request?

Response 12

Time estimates are acceptable for these monthly reports. This info is used as reference to estimate the complexity of each grant written.


Question 13

RFP Section C.12 clearly states that 9 of the 10 listed requirements count toward the 20 single-sided page limit. Resumes are requested in this section. Would the City prefer that abbreviated resumes/bios be included to meet the page limitation, with full resumes attached as an addendum not counted against the 20-page limit?

Response 13

Resumes are not counted against the 20-page limit.

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

  
\_\_\_\_\_  
Signature

Kimley-Horn and Associates, Inc.  
\_\_\_\_\_  
Name of Business

Consultant Name: Kimley-Horn

Project Name: **Grant Writing and Grant Administration Services**

Project Number: **RFP #22-005**

**Grant Writing Services (lump sum):** Please enter a lump sum amount for each year to be paid monthly in twelve (12) even payments. The annual amounts should be all-inclusive and include any anticipated increases over the years. Refer to Section C.12, Item 10 Cost Proposal.

Year	Lump Amount
Year 1	\$ 86,072.00
Year 2	\$ 86,072.00
Year 3	\$ 86,072.00
Year 4 – (Year 1 of two-year option to renew)	\$ 86,072.00
Year 5 – (Year 2 of two-year option to renew)	\$ 86,072.00
<b>Total Grant Writing Services Amount</b>	<b>\$430,360.00</b>

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

Staff Position	Hourly Rate	Hours per Month	Total Cost per Month
Grant Administration Professional	\$ 199.78	20	\$ 3,995.60
Grant Administration Support	\$ 82.94	20	\$ 1,658.80
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total Estimated Monthly Cost of Grant Administration <b>A)</b>			\$ 5,654.40
Total Estimated Annual Cost of Grant Administration <b>(A x 12) B)</b>			\$ 67,852.80
Total Estimated 5-Year Cost of Grant Administration <b>(B x 5) C)</b>			\$ 339,264.00

**5-Year Total Grant Writing PLUS**

**Grant Administration (This total used for scoring)**

**\$ 769,624.00**