

**REQUEST FOR QUALIFICATIONS**  
**RFQ #23-004**  
March 29, 2023



# Professional Surveying Services



**PRESENTED BY:**

MANUEL G. VERA & ASSOCIATES, INC.



**CONTACT:**

MANUEL G. VERA, JR., PSM  
13960 SW 47th Street  
Miami, FL 33175



March 27, 2023

**RE: Request for Proposal – Survey and Mapping Services – RFQ # 23-004**

Dear City Clerk,

On behalf of the **Manuel G. Vera & Associates, Inc. (MGV)** Team, we are pleased to submit our qualifications for the above referenced continuing services contract. Based on the scope of work identified in the Request for Qualifications (RFQ), we have assembled a team with the most qualified surveying/mapping and technical staff to provide the City of Key West with the professional Surveying and Mapping services needed to help deliver the City's work program.

MGV is dedicated and committed to providing excellent service and complete client satisfaction. We have highly-trained staff of professional surveyors and associates with extensive experience in a wide range of surveying and mapping services, and we will be able to exceed the requirements of this contract. Our staff is the foundation of our firm. We employ a staff of over 60 skilled survey personnel. Among these, 10 employees are registered PSM's (which combined, have over two centuries of survey experience), 9 Survey Technicians, and 18 fully staffed and equipped survey crews (including 5 which are SUE capable and 1 Terrestrial Mobile LiDAR unit). MGV's key personnel range from 10 years, to over 40 years of experience in surveying- more importantly, with our firm.

Our team, comprised of **MGV** [Prime/Lead- Surveying, Mapping, Subsurface Utility Engineering (SUE), Hydrographic], **IF Rooks & Associates, LLC.** (IFR- Aerial Photography), **Woolpert, Inc.** (WLP- GIS support), and **National Title** (Title Searches), has the experience and ability to provide all the necessary surveying and mapping, and subsurface utility engineering (SUE) services required under this continuing services contract. MGV as well as each of our Team members have vast experience working on task work order driven contracts just like this one, both as the Prime/Lead and as a subconsultant. Including our individual experiences, as a team, MGV, IF Rooks and Woolpert have successfully worked together for over 20 years. This individual and Team experience will be an asset to the City and help assure the success of this contract.

From our past experience, we understand the importance of commitment and communication with the City. Mr. Manny Vera, Jr., PSM (Principal in Charge / Project Manager) will be available 24/7 to the City. As part of our business ideology, we make it a policy to return all phone calls, emails, etc. in a timely manner (if not immediately, the same day). With MGV as the Prime/Lead, the City can rest assured that they will have a survey team that will always be available and committed to providing the City with Surveying and Mappings services that not only meet, but will exceed your needs and expectations.

Commitment, dedication, and teamwork are all qualities that the MGV Team brings to the City of Key West. This commitment has been clearly demonstrated by MGV's superior service and professionalism for over 40 years in providing similar surveying & mapping services throughout Monroe County.

We appreciate the opportunity to submit this response and are extremely excited about the opportunity to begin working with and becoming a partner with the City of Key West.

Sincerely,

Manuel G. Vera, Jr., PSM

Chief Executive Officer / Principal in Charge

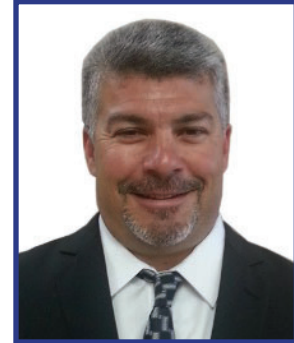
# Part 1

## Company Information, Methodology and Approach

## INFORMATION PAGE

**PRIME CONSULTANT:** Manuel G. Vera & Associates, Inc.  
13960 SW 47th Street, Miami, FL 33175

**PROJECT MANAGER:** Manuel G. Vera, Jr., PSM  
Chief Executive Officer

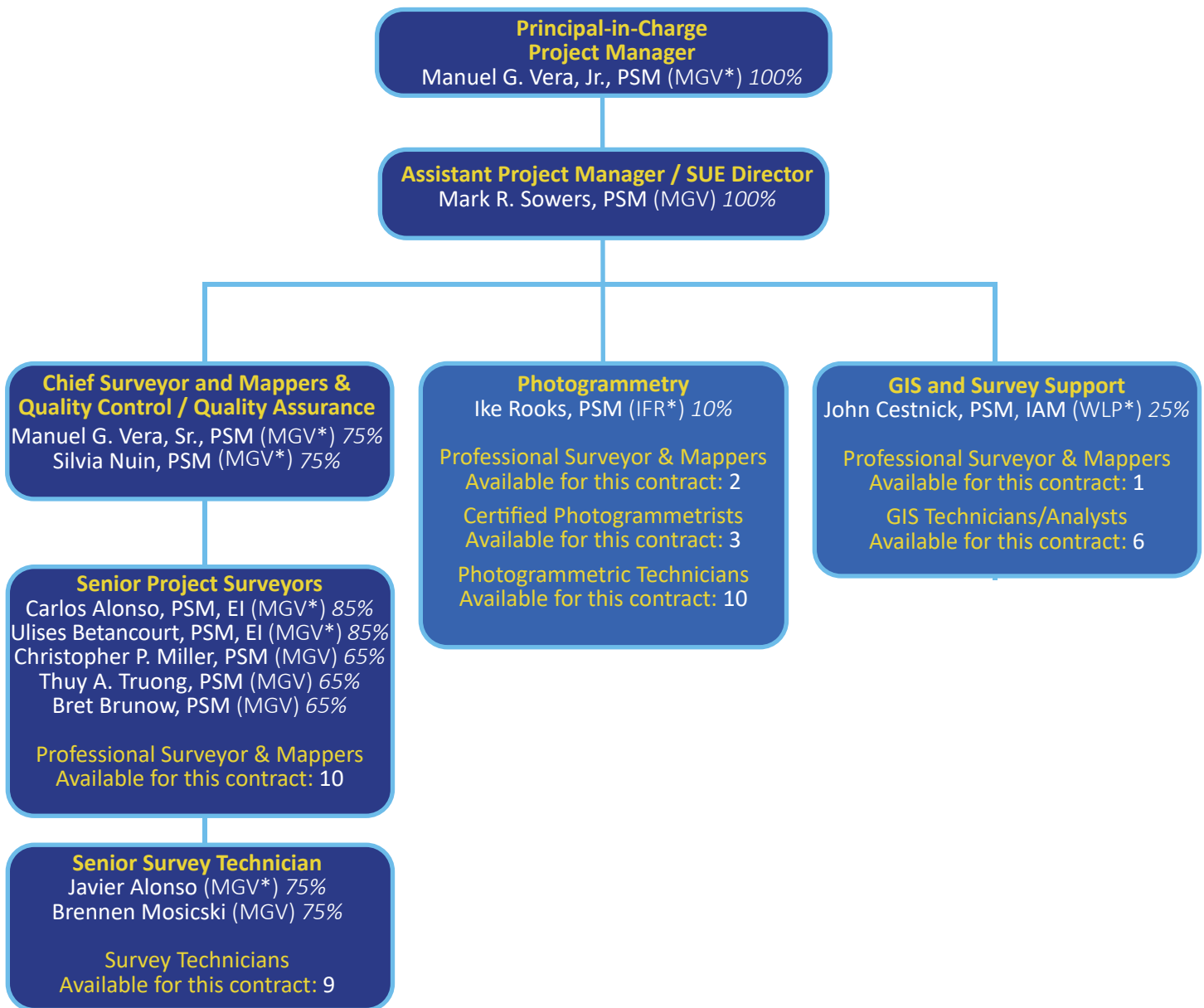


Our Chief Executive Officer, Manuel G. Vera, Jr., PSM, will also take the role of Project Manager and will serve as your primary point of contact. Mr. Vera Jr. will ensure that all aspects of the project are executed efficiently and to your satisfaction, and you may reach Mr. Vera using any of the following methods:

**EMAIL:** mverajr@mgvera.com  
**CELL:** (305) 525-0679  
**OFFICE:** (305) 221-6210  
**FAX:** (305) 221-1295

In addition, Mr. Vera Jr. serves as the authorized representative of Manuel G. Vera & Associates, Inc., and he is empowered to make any necessary representations on behalf of the firm.

## ORGANIZATIONAL CHART



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

**SUB-CONSULTANTS**  
I.F. Rooks, Inc. (IFR)  
\*106 NW Drane Street, Plant City, FL  
Woolpert, Inc. (WLP)  
\*6100 Blue Lagoon Drive, Suite 400, Miami, FL

\* Key Staff Name (COMPANY, \*location) % Availability





## COMPANY INFORMATION

**Manuel G. Vera & Assoc., Inc. (MGV)** is eager to be considered for the this Professional Surveying Services contract with the City of Key West. For over 45 years, we have been providing Design Survey & Right of Way (ROW) Mapping services to South Florida, including Key West and the Florida Keys through a variety of City and Districtwide Survey and Mapping contracts. MGV stands out from its competitors because, while we possess the same technology and capabilities, we are guided by the principles of a family business with a service-oriented and quality control-focused ideology. This ideology serves as the foundation for our firm and is what has established us as one of the top survey firms in South and Central Florida. It is also why the Florida Department of Transportation considers us their go-to survey firm.

Our team at MGV has a proven track record of providing technical excellence, exceptional project management, and unmatched dedication to every project we undertake. Our goal is to go above and beyond the City of Key West's expectations and become an integral part of their survey department. To achieve this goal, we have carefully assembled a team with the necessary resources to meet and exceed the City's standards and project schedules. Along with our experienced staff, we have partnered with Woolpert to provide GIS support and I.F. Rooks to provide Aerial Photography and Photogrammetric Mapping. We are excited to offer the City of Key West a team that delivers quality service, experienced management, and complete responsiveness. We believe that selecting our team would be the best decision for the City, and we are ready to prove it.

MGV is well aware of the City's need for assistance from consultants on all types of miscellaneous surveying, design surveying, and right-of-way mapping services. This includes a range of services such as geodetic control, topographic surveys, aerial photogrammetry, subsurface utility engineering, boundary surveys, construction surveys, and more. As an experienced surveying firm, we understand the importance of delivering high-quality services that meet the City's expectations.

With over 45 years of experience, MGV has been performing various miscellaneous survey contracts for the Florida Department of Transportation. In fact, we are the only firm that has been continuously part of the Department's consultant team for the last 40 years. Our staff's expertise and understanding of survey protocol, procedures, and goals have been highly valued by the Department, and we have even provided in-house survey support to their District 6 Survey department. Our relationship with the Department has enabled us

to perform numerous survey projects in the Florida Keys and Key West. Additionally, our firm has supported and performed miscellaneous District-Wide and City-Wide contracts for other municipalities like the City of Miami, Miami-Dade County, and Monroe County.

The City of Key West can trust MGV to deliver the highest quality of services with our experienced team and advanced technology. With our proven track record, technical expertise, and dedication to responsiveness, the City can have peace of mind knowing that we are committed to exceeding their expectations. Choosing MGV as your consultant means selecting a reliable and trusted partner that is committed to delivering results.

## PROFESSIONAL QUALIFICATIONS, CERTIFICATIONS & CAPACITY OF STAFF

MGV's family's ideology is revealed within our staff. Although all staff members have titles, those titles do not define their roles. Our Key personnel have one goal, and that goal is to get the job done just like Mr. Vera Sr. (MGV's founder) would do himself. In MGV, the City of Key West will get the assurance that all critical survey office support will be performed by one or more of our very qualified and experienced individuals of which ten are licensed surveyors. In other words, our surveyors perform and prepare the actual files being delivered to the City.

MGV has committed time and effort in training our staff to perform to a standard modeled after our founder's commitment to excellence. All 9 of our Cadd Techs, and all of our 18 field crews have hands on experience, they were trained here, they have stayed here, and they can and will apply MGV's reputation, family business values, good service and quality assurance ideology to the City of Key West.

**Manuel G. Vera Jr., PSM**, Mr. Manuel G. Vera Jr., PSM, is a highly experienced Project Manager who will be serving as the main contact between the City of Key West Project Manager and our team. With over 39 years of experience throughout the state of Florida, including numerous projects within the City of Key West, Mr. Vera Jr. has successfully managed and coordinated a wide range of surveying projects. He has worked on numerous Miscellaneous District and City Wide Contracts, always receiving excellent grades, as well as multi-functional projects for Private Engineering firms contracted by the Village of Islamorada, City of Miami, the Florida Department of Transportation, along with Monroe and Miami-Dade Counties. Mr. Vera Jr. has hands-on experience with all types of surveying services, including Global Positioning System (GPS), Horizontal and Vertical Control, Design Surveys, Right-of-Way Control Surveys, Right-of-Way Mapping,

Boundary Surveys, Topographic Surveys, Parcel Sketches, Mean High Water Surveys, As-built Surveys, and more. He is proficient in a range of software tools, including AutoCAD, Electronic Data Collection, EFB, Caice, Geopak, Microstation, and GPS technology. The City of Key West can count on Mr. Vera Jr.'s personal commitment to being readily available for any and all circumstances that may arise. We are fortunate to have Mr. Vera Jr. on our team, and his expertise in managing and coordinating surveying projects make him an invaluable asset to the City.

**Mr. Vera Sr., PSM**, our founder and principal, is a distinguished veteran of the United States Airforce who has been in the surveying profession since 1960. He became a registered Land Surveyor in 1972 and started his own company with just one crew, himself as Party Chief, and a draftsman. Mr. Vera's unwavering commitment to quality, service, and honor has led to the development of his company from a three-employee firm into one of the largest surveying firms in the area, with over 60 employees and a reputation for honesty, service, and quality. In his 50 years in the survey profession, Mr. Vera has completed a wide range of surveying projects, including hundreds of surveys throughout the Florida Keys, including the City of Key West, Village of Islamorada, City of Miami, Miami-Dade, and Monroe counties. Mr. Vera's expertise in all aspects of surveying is immeasurable, and he will be actively available to perform any Quality Control and Quality Assurance services for this contract. He will also represent the City of Key West as an expert witness. We are honored to have Mr. Vera Sr. as our founder and principal, and we look forward to his continued contributions to our projects.

**Mrs. Silvia Nuin, PSM**, is a senior PSM and a valuable member of our team, serving as one of our Senior Project Surveyors and overseeing Quality Control/Quality Assurance procedures. With over 42 years of experience, all of which have been with MGCV, Mrs. Nuin is a registered professional surveyor and has been in responsible charge of managing and supervising all aspects of Right of Way control surveys and maps, including title search reviews and maps, parcel surveys, legal descriptions, boundary surveys, and more. She is proficient in a range of software tools, including AutoCAD Civil 3D, EFB, Caice, Geopak, Microstation, and GPS technology. Mrs. Nuin brings over 4 decades of survey experience to the team and will be readily available to the City of Key West in all capacities. Mrs. Nuin's extensive knowledge and expertise in surveying make her a valuable asset to our team.

**Mr. Mark Sowers, PSM** is a highly experienced Professional Surveyor & Mapper with over three decades of experience working throughout Florida.

As our field operations manager, Mr. Sowers manages our field operations and oversees consultant standards and ensures final quality assurance and control of all project deliverables before submission to our clients. With a deep understanding of the latest surveying and subsurface utility engineering technologies, Mr. Sowers is adept at developing and implementing successful management strategies to ensure efficient and effective project completion. Prior to MGCV, Mr. Sowers worked for the Florida Department of Transportation (FDOT) for eight years, four of which were spent as District Surveyor for District 4. During his time at FDOT, he was heavily involved in process improvements at a statewide level, chairing FDOT's Survey Technical Advisory Committee and serving as a member of the committees responsible for developing and implementing the staff-hour estimating form and project network control sheet. Additionally, Mr. Sowers directs our subsurface utility engineering department, drawing on his expertise in this area to ensure high-quality and accurate results for our clients.

**Mr. Carlos Alonso, PSM**, is a highly skilled Senior Project Surveyor with an extensive background in the field. With 25 years of experience, including 17 years with MGCV, Mr. Alonso brings a rich expertise to our team. He is particularly valuable for his knowledge in providing hydrographic and bathymetric surveys, as well as his proficiency in a range of software tools, including EFB, Caice, Geopak, Microstation, AutoCAD Civil 3D, and GPS technology. Mr. Alonso's field knowledge, combined with his technical skills, enables him to deliver accurate and timely results to our clients. We are thrilled to have Mr. Alonso on our team, and we are confident that his contributions will be instrumental in the success of our projects.

**Mr. Ulises Betancourt, PSM**, will also serve as one of our Senior Project Surveyors, Mr. Betancourt is a highly experienced and knowledgeable member of our team. With 20 years of experience, including 14 years with MGCV, Mr. Betancourt leads our LiDAR department and is an expert in LiDAR technologies. He has a proven track record of successfully preparing Design Surveys, Boundary and Topographic Surveys, Right of Way Control Surveys and Maps, as well as various other design survey tasks. Mr. Betancourt is proficient in a wide range of software tools, including TopoDOT, EFB, Caice, Geopak, Microstation, AutoCAD Civil 3D, and GPS technology. We are fortunate to have Mr. Betancourt on our team, and his expertise in LiDAR technologies is an invaluable asset to our projects.

**Mr. Christopher Miller, PSM**, is a distinguished member of our team and a Senior Project Surveyor with a wealth of experience in right of way mapping. With over 35 years of experience across the state of Florida, Mr.

Miller has been responsible for overseeing all aspects of surveying and mapping, including daily project operations and ensuring timely delivery of accurate results to clients. Mr. Miller is highly proficient in the latest industry technology and is skilled in developing and implementing successful management strategies. We are fortunate to have Mr. Miller on our team, and his expertise in right of way mapping is an invaluable asset to our projects.

**Mr. Thuy Truong, PSM**, is one of our Senior Project Surveyors, and is a seasoned Right of Way Mapper with over 31 years of experience. Throughout his career, he has been involved in various projects, including the preparation of project network control maps, right-of-way control surveys, right-of-way maps, legal and sketches, boundary surveys, as well as topographic surveys. Mr. Truong is highly proficient in computer operations, having worked extensively in Microstation, AutoCADD, Geopak, EFBP, CAiCE, Trimble TTC/TBC, Trimble TA/RTK, and GPS Hector the Vector.

**Mr. Bret Brunow, PSM** is a registered Land Surveyor with over 30 years of experience in the field of surveying, who has spent most of his career with the Florida Department of Transportation. In his previous position, he was responsible for the review of field data and maps for compliance, and evaluating Leica survey equipment, developing settings and procedures for the collection process. Additionally, he was tasked with training FDOT field crews to operate the new equipment, and providing technical support when necessary. Mr. Brunow also has extensive experience performing various types of surveys in the field, such as topographic surveys, boundary surveys, and hydrographic surveys, among others. His broad range of experience and expertise in both traditional and cutting-edge survey methods makes him an invaluable member of the MGVS team.

**Mr. Javier Alonso** is a seasoned Senior CADD Technician with a decade's worth of expertise in his field. His skill set includes proficiency with a wide array of software, such as TopoDOT, Microstation, AutoCAD, OpenRoads, Geopak, Trimble, Cyclone, and Vector, Trello, in addition to his knowledge of numerous other survey and office software. Mr. Alonso's experience also extends to the field, where he has worked with various instruments and data collectors, including Robotic Total Stations, GPS, static scanner units, as well as different types of total stations, levels, and instruments. With a deep understanding of Design Surveys, Right-of-Way (ROW) Control Surveys, ROW Mapping, As-built Surveys, Drainage Surveys, and more, Mr. Alonso is a valuable asset to our team.

**Mr. Brennen Mosciski** is also a Senior CADD Technician and brings a wealth of experience and proficiency

to our team. With a decade of experience under his belt, he is well-versed in a wide range of software tools, including TopoDOT, Microstation, AutoCAD, OpenRoads, Geopak, Trimble, Cyclone, and Vector, Trello, as well as various survey and office software. In addition to his software expertise, Mr. Mosciski also has extensive field experience working with a range of instruments and data collectors, such as Robotic Total Stations, GPS, static scanner units, as well as other total stations, levels, and instruments. He is also skilled in preparing various types of surveys, including Design Surveys, Right-of-Way (ROW) Control Surveys, ROW Mapping, As-built Surveys, Drainage Surveys, and more.

MGV currently runs 18 full staffed and equipped field crews, in which 5 are Subsurface Utility Engineering (SUE) capable, in addition to our Mobile LiDAR unit. Our crew chiefs have experience in all aspects and task associated with design and right of way surveys. MGV has the luxury of having 5 senior crew chiefs having a combined 100+ years of experience not only in surveying but with our firm. MGV can and will have a minimum of 2 survey crews available to the City of Key West within 24 hours and a third crew within a 48 hours of notice.

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

Our 9 Cadd Technicians are well versed and trained in AutoCAD Civil 3D, Caice, Microstation and Geopak, Pedds and just about any other Cadd program. Our GPS processing and gathering is based on the current surveying standards of practice; we have experience in FDOT Vector GPS processing software, as well as Trimble (TBC) and Leica Geomatic Office (LGO). Be assured, MGV will adhere to all Survey, Cadd, and Processing requirements set forth by the City of Key West, without exception.

#### OUR SUBCONSULTANTS

Joining the MGV Team for Aerial Photography and Photogrammetry, is **I.F. Rooks, Inc. (IFR)**. IFR is a full-service aerial mapping and photogrammetric firm serving clients throughout Florida and the



Southeastern United States since 1968, and have extensive experience in providing digital orthophotos, topographic and planimetric mapping, fixed-wing and helicopter aerial photography for transportation, site development, coastal and environmental projects.

IFR currently has a staff of 17 which includes two (2) PSM's, three (3) Certified Photogrammetrists and a staff of ten (10) Photogrammetric technicians, and an aerial crew immediately available to concentrate their efforts on this project. As their Key Staff member for this pursuit, **Ike Rooks, PSM** is a principal of the firm with more than 35 years of professional experience. During his career, Ike has managed hundreds of transportation related photogrammetric mapping projects for Counties, Cities, Municipalities, FDOT, and Airport Authorities. Ike is responsible for project management, QA/QC and coordination/communication of project issues and scope to the various IFR team members. Ike ensures all project requirements are met and offers extensive familiarity with FDOT standards, procedures, practices, and guidelines. His experience with the FDOT includes managing aerial photography / photogrammetry projects in each of the 8 Districts.

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

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

## METHODOLOGY AND APPROACH

### PROJECT MANAGEMENT APPROACH

MGV acknowledges that effective project management and communication are essential elements to the successful completion of this contract. Our experience has shown that thorough planning and management from the start is crucial in streamlining all aspects of the project and optimizing project scheduling while minimizing costs. Our communication and coordination approach is fundamental to achieving project success. Our Project Management Approach to Schedule and Budget Control consist of the following basic tasks to be executed:

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

Manny Vera, Jr., PSM, will be the designated project manager and main point of contact for the entire duration of the contract. The project manager plays an important role in ensuring the successful completion of the contract. Manny has developed a system that ensures effective communication, prioritizes tasks, and ensures that the team works efficiently. With his extensive experience, established system, and methodology, Manny is well-equipped to manage all aspects of this contract. He will prioritize responding to any requests, tasks, schedules, budgets, or other needs without fail.

*"As the principal and project manager, my utmost priority is to ensure seamless coordination and communication with the City 24/7 throughout the duration of this contract. Our team understands the importance of looking out for the City's interests and concerns, while also aiming to reduce the administration burdens of the City's Project Manager. With my experience and authority, I can guarantee that any issues, problems or special requests that may arise will be addressed promptly and efficiently, without any unnecessary delays or complications. It is our goal to provide exceptional service and support to the City, and we are committed to achieving that goal by utilizing our expertise and resources to exceed expectations."*

-Mr. Vera Jr.

MGV understands the specific goals and objectives outlined in this contract. With over 45 years of experience in performing various survey contracts for the Department of Transportation, Counties, and local Cities, we are confident in our ability to meet the needs and expectations of the City of Key West. Our track record speaks for itself - we have been awarded six (6) Districtwide Survey/Mapping contracts for FDOT District 6 within the past ten years, and have provided consulting services for projects throughout Monroe County while maintaining quality control and assurance for all survey projects undertaken by the Department.

Apart from FDOT, our firm has also executed various District-Wide and City-Wide contracts for a range of governmental entities such as the City of Islamorada, City of Miami, Miami-Dade County, Monroe County, and the City of Key West, where we were awarded a contract five years ago. With more than 45 years in the industry, we have encountered every type of terrain,

survey task and potential issue that could arise. Our extensive survey data repository includes field notes, Cadd drawings, and data of past projects such as boundary surveys, topographic surveys, cross sections, aerials, plats, and block closures, all of which will be utilized to expedite future projects.

MGV is confident that we have the experience, resources, and capabilities to provide the City of Key West with the highest quality of survey services possible. Our expertise in the industry and familiarity with the City's infrastructure and requirements will enable us to deliver results that are efficient, cost-effective, and meet the standards expected by the City.

### **APPROACH TO PROJECT ISSUES**

This particular contract is considered "all encompassing," which means it requires a team with adequate staffing, management skills, technical capabilities, knowledge, and experience to successfully achieve the contract goals. For a successful survey project, it is crucial to have effective management and control of production, coordination, and communication. We have a proven project management methodology that breaks down into four critical stages that are essential to the success of any contract or project: 1. Communication, 2. Responsiveness/Commitment, 3. Budget/Schedule, and 4. Quality.

#### **Effective communication:**

MGV acknowledges that communication is a key factor in delivering a successful project. As the prime consultant, we will maintain continuous communication with the City and all parties involved. We understand that multiple task assignments will be progressing concurrently, and it is our responsibility to keep the City's project manager updated on the progress of each project, expected completion dates, and any issues or concerns that may arise. Our objective is to ensure that the City's project manager is always aware of the survey progress on any given project.

#### **Responsive and Committed team:**

We believe having a responsive team that meets project schedules and is committed to the City's needs is critical. MGV has developed a communication protocol that ensures immediate (or within 24 hours) response to each and every email, phone call, or text, including the deployment of field resources. Our team is committed to providing exceptional service to the City and is ready to go above and beyond to fulfill all expectations.

#### **Budget and Schedule:**

MGV understands that controlling, monitoring, and remaining under budget is a significant component of the success of any contract. Our team is committed to finding innovative solutions and approaches that will

help reduce overall schedules, costs, and save budget dollars for future projects. We will work closely with the City in reviewing scope assignments to identify areas where we can extend budget dollars and minimize the survey schedule without sacrificing quality.

#### **Quality Assurance:**

MGV places high importance on the quality of the survey and the reliability of the QA/QC process implemented. We have developed a specific quality assurance plan that guarantees a product that attains the highest standard of quality and provides true cost-effectiveness. We schedule regular quality assurance reviews to ensure the highest quality of work is delivered on time and within budget. We are committed to delivering a product that meets or exceeds the City's expectations and will continuously strive to improve our processes and techniques.

### **APPROACH TO PROJECT PROCESS**

This contract will encompass a range of task assignments, each with unique requirements. The following approach is intended to give a general overview of the steps required to ensure a successful project completion and our method for addressing key tasks. Our services will always be performed in accordance with any special instructions from the City's staff and all applicable standards. Upon receiving a project request, MGV will conduct a thorough review of the scope of services, any special survey requests, and schedule milestones, taking into account other factors that may impact the project. We will request records to obtain any existing survey control, maps, field notes, and historical survey data. If necessary, we will meet with the City's Project Manager and staff to clarify any scope questions. Prior to preparing our staff hour estimate, we will perform a site visit to identify specific project terrain features, determine a survey approach, identify safety/MOT issues, and note any special coordination or communication that may be required. This review will enable us to inform the City's Project Manager of any potential problems that could impact the survey effort. Based on our evaluation, research of the site, and the scope of services, we will prepare a written proposal detailing the scope of services, fee, and staff hours required. This proposal will be submitted within 24 to 36 hours from the time of notice, or the same day if necessary. Before beginning work, MGV will attend a kickoff meeting with the City if required. At the meeting, we will confirm and/or review all scope items, the MGV Survey Review Checklist, the project schedule, staff/resource plan, safety plan, and any required landowner/agency coordination. Work will commence within two (2) working days from NTP or within 24 hours if necessary.

When MGV requires the assistance of subconsultants

on a project, our project manager will promptly meet with the relevant team members on the same day that we meet with the City of Key West's Project Manager. Our team has previously conducted meetings in person, over the phone, and through video conferencing. We want to reassure the City that there will be no delays in preparing our team to fulfill our obligations to the City of Key West. Below is our approach to typical miscellaneous projects and key design survey tasks.

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

In most cases, the first step in a survey task is to establish project network control. It is crucial to establish accurate, reliable, and permanent project control for a successful survey process. MGV conducts proper quality assurance and redundancy in measurements to ensure precision. Before heading to the field, the firm will research existing control points in the project area from the Department of Transportation, local, and NGS websites. A GPS Network Methodology Plan is developed in accordance with current accuracy standards. Project control is set at 1000ft. intervals, intervisible, near the existing right of way and outside proposed construction, whenever possible. For smaller projects, horizontal values are established on lot corners, block/centerline points, etc., using static GPS methods. MGV uses three or more 1st order NGS control points, FPRN points, or other approved controls as control and held fixed. Final GPS adjustments are made using FDOT Vector Least Squares adjustment software. Positional tolerances are submitted for approval and meet or exceed 0.01 m / 1:100,000. All horizontal values are based on the North American Datum 1983 (NAD 83/90 or NAD 83/2011) as per the scope requirement.

Vertical control adjusted elevations are established using two or more 1st order NGS benchmarks or other approved control, and closed loops (no side shots) meeting or exceeding Third Order Accuracy standards (0.05' times  $\sqrt{V}$  miles). Peg tests are done daily and recorded. MGV is aware that the City of Key West has many state projects that are being performed on NGVD 1929 or NAVD88 datums. MGV believes it is critical and necessary to show all applicable datums on vertical control sheets and drawings. All benchmarks and monuments used for survey control are located and shown on survey drawings, including the plan and profile sheets, with descriptions, coordinates, and elevations labeled in both datums. Datum conversion data will be included on the survey drawings.

#### **BOUNDARY/PROPERTY SURVEYS AND ANALYSIS**

MGV has extensive experience in performing Boundary and Property Surveys, with a team of 10 registered

professional surveyor and mappers who collectively have over 250 years of experience. They are well-versed in all the criteria and regulations that must be applied and followed when conducting these surveys. Boundary surveys are foundational to their profession, as all right of way lines, monument lines, section lines, centerlines, and more, are in essence boundary lines. MGV conducts thorough office research of all relevant recorded instruments such as plats, section sheets, and state and county right of way maps to establish the centerline and right of way lines. With the initial research completed, field work can begin which involves recovering and establishing property corners, right of way lines, and block lines of the property. All angles and distances are measured, verified, and compared against record data, with any discrepancies noted and examined. In addition, MGV reviews and examines State, County, and City Right of Way Maps to ensure that any dedications and conflicts are identified and addressed. With their extensive knowledge, experience, and existing survey data, MGV ensures that all boundary surveys are completed accurately and on schedule.

After reviewing all relevant information, our licensed surveyors proceed with establishing the Boundary and/or Right of Way lines. This step is typically performed on-site and can be completed in just a few hours. We provide a CADD file, as well as a signed and sealed surveyor's report and survey drawing as deliverables.

The topographic portion of the boundary survey locates all above-ground features and improvements within the survey limits, including but not limited to, fences, walls, buildings, fire hydrants, manholes, catch basins, valve boxes, existing lighting, visible above-ground utilities, and drainage structures. All identified features are labeled and shown in the survey drawing.

Our methodology for establishing subdivision and condominium boundaries is similar. MGV has extensive experience in performing these surveys throughout South Florida. We obtain and review the recorded condominium documents, along with other necessary documents, to determine the condominium property, common elements, and limited common elements that need to be defined and located. As-built surveys and conversions of existing and proposed buildings to condominiums are also within our scope of expertise.

#### **MEAN HIGH WATER SURVEY**

MGV is one of the few firms in South Florida that is currently performing Mean High Water (MHW) Surveys. To carry out such surveys, it is necessary to coordinate with the Florida Department of Environmental Protection Bureau (DEP) and make contact with them immediately in order to complete the survey within



a reasonable time frame. MHW Elevation is a tidal datum and is the average of all observed high water over a National Tidal Datum Epoch. In cases where the DEP cannot provide an elevation, data sheets for each tide station that affects the area are studied to interpolate the MHW Elevation to the site. Once the NGVD Elevation of MHW is obtained, the MHW line is established by setting stakes and/or pipes at the



Contour Line using Level Run, with GPS Coordinates being established on each stake and/or pipe. A map is then prepared showing the MHW Line by Coordinates, the location of the Datum and Monuments used to establish the Coordinates, and the Tidal Stations used to determine the MHW Elevations. The map is submitted to the DEP for approval. MGVA maintains constant communication with the DEP and updates them on our findings, ensuring that the final product is just a formality for approval. An upland land survey is a survey of the upland above the MHW Line, which is subject to private ownership. Once the MHW Line is established, a survey is prepared of the area upland of the MHW Line, showing the High Water Mark, vegetation line, bottom of the dune line, and any other necessary features with elevations to compare with the MHW Line Elevation. A determination is made to delineate the limits of the upland area, which is noted and shown on the CADD drawing and maps.

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

Our team is well-equipped to handle various surveying tasks based on the project scope, terrain, and traffic conditions. MGVA has a toolbox of resources, including EFB (2D planimetrics, DTM), RTK (planimetrics, DTM, soft areas where applicable), photogrammetry (2D planimetrics), LAMP (Low Altitude Mapping Photography–DTM), static LiDAR scanning (DTM, Bridge Surveys), mobile LiDAR scanning (Topo/DTM), UAS/UAV drones, and single/multi-beam/side scanner sonar (Bathymetric Survey). We have the necessary office support to review and process incoming data on a daily basis. This allows us to assess the data and identify any missing information while the crew is still on site, preventing delays. Once all segments

have been processed, a preliminary file is created and reviewed by our project manager and CADD technician to ensure accuracy.

Most Basic Survey Services are included in a Typical Topographic Survey. This type of survey is typically conducted 5 feet beyond the right of way on either side of the street. All visible above ground features and improvements are identified and located, including trees, existing lighting, pavement markings, pedestrian ramps, drainage structures, paved and sodded areas, and more. MGVA can gather data using various methods, such as GPS, electronic field book, conventional surveying, and LiDAR/laser scanning. The survey file includes notations of all adjacent building addresses, zoned mapped lines, building lines, and cross sections acquired at 50-ft intervals that show existing terrain break lines. The location of elevations on adjacent building finish floors, ramps, and stairs are also noted. Additionally, two vertical control points are established on an approved Datum and horizontal survey control on the Florida State Plane Coordinate System. Deliverables include a survey report containing all field notes and electronically collected data reports, a Master CAD file, signed and sealed plan and profile, hard copies of cross-section sheets, and a PDF file.

When a full Topographic Survey is required, our Project Manager conducts a site visit to become familiar with any unique or specific features that may require special attention. Every project corridor is distinct and requires individualized planning. In the City of Key West, areas



such as Duvall Street with adjacent storefronts, restaurants, and offices pose unique topographic challenges that necessitate the use of various survey techniques. To obtain the best possible data in the shortest amount of time and with minimal disruption to all parties involved, we use a combination of electronic data gathering and conventional methods.

MGVA's field crews have extensive experience collecting data, in addition to the required features, here are some features MGVA regularly incorporates into our survey: 1) All feature symbols (poles, anchors, signs, etc.) are rotated and placed in their proper direction and are depicted by the proper symbology, in addition,



the actual sign portrait is placed on the final file; 2) All catch basins and manholes are shown with a rim elevation as well as an identification number so inverts can be easily related to a structures chart. In addition, pipe directions are depicted on the CADD file so the designer can easily see the direction of the flow. 3) The type of curb and gutter that exists; 4) all trees are fully labeled with type, diameter, height and spread. This is just some of the typical information found on a Topographic survey performed by MGv.

When requested, cross sections will be performed as part of the topographic survey. If a digital terrain model (DTM) is requested, cross sections and all break points will be gathered, with the DTM derived from spot elevations, high/low points, and breaklines. Check shots will be taken to identify outliers. Sufficient shots are necessary to create an accurate DTM, with break lines and chains being just as important as the shots themselves. All intersecting access, including side streets, driveways, and walkways, will be properly located and the limits of access and direction of flow will be shown. The project manager visits the site with the crew to plan and execute the survey. All ground collected data will be processed and reviewed for accuracy before submission. Each DTM will be evaluated in 3D to identify spikes. Field editing of all topographic, DTM, and planimetric surveys is critical. A hard copy will be prepared for a field review after all the information has been gathered and processed.

#### **RIGHT OF WAY CONTROL SURVEYS AND MAPS**

Our Right of Way Surveying and Mapping experience is extensive. In recent years we have been awarded and accomplished some major Right of Way Control Surveying and Mapping projects throughout the State of Florida and within the City of Key West. MGv performed a complete Right of Way Control Survey and Map with Final Right of Way Maps and parcel sketches and legal descriptions in Key West along 3 miles of North Roosevelt Drive. This project had it all- the right of way control survey encompassed almost every type of field survey imaginable and an intense and a huge array of document research was necessary. Our crews closed blocks, plats, subdivisions, condominiums, metes and bound legal descriptions, etc. in order to establish not only the historical centerline but the existing right of way. Our staff worked with DOT staff and researched ancient City of Key West records, Monroe County records, title searches, recorded and unrecorded deeds, documents etc. all in order to not only facilitate the preparation of all parcel takes and easements but to verify the ownership of undedicated right of way between the City of Key West and the DOT. Our staff worked hand in hand with the district staff identifying those parcels where title searches were

necessary then reviewing, plotting and verifying the title search and comparing and verifying the parent tract and actual field evidence. In addition to these reviews we coordinated with the design engineer's proposed right of way requirements and prepared over 60 parcel takes and easements parcels and legal descriptions as well as right of way exhibit for public presentations. MGv also completed a full design and right of way survey project along South Roosevelt.

The Right of Way Control Survey Map is a certified survey that supports the preparation of right of way related maps. It represents the field work done in the right of way control survey and helps in creating the Right of Way Maps. The entire Right of Way schedule depends on performing the control survey and producing the Right of Way control maps. With our knowledge, experience, and existing survey data, we ensure that the control survey is completed accurately and within the scheduled time frame. The goal of the control survey is to establish the Right of Way lines and centerlines correctly, while also retracing and setting up historical baselines. Identifying all available record and historical information is crucial for completing this task successfully.

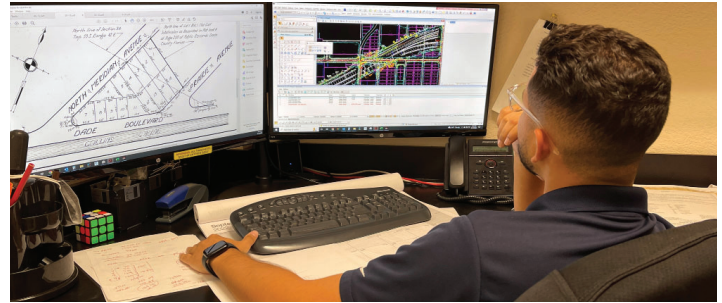
MGv has a lot of experience in retracing and re-establishing the methodology that was used to establish historic survey baselines and right of way lines. This is an area where MGv is particularly skilled, and where our professional surveyors and mappers can use their extensive experience, data, and knowledge to accomplish the task. The preparation process begins by reviewing the existing right of way maps and evaluating their baseline ties to the section and quarter section corners, subdivisions, side-streets, plat corners, and other relevant features. MGv also conducts a thorough research of all existing data from current and past FDOT, County, and City projects, recorded instruments, plats, deeds, title searches, section sheets, CCRs, surveys performed by local surveyors, abutting municipalities and counties, and other sources. A preliminary calculated baseline alignment will be established and overlaid with existing GIS information to produce "search" coordinates, which allows survey crews to quickly navigate and recon targeted corners. The field survey will involve recovering monumentation, including the historical survey baseline, section and quarter section corners, block and lot corners, PRMs, historical baseline points, property corners, and other necessary features. The section survey portion requires special attention, and all monumentation found will be tied to the PNC by redundant RTK measurements or conventional methods and checked against recorded information. Block closures, section closures, and other pertinent survey practices will be incorporated to establish the baseline and right of way lines as per

the right of way map, while maintaining the original intention of the right of way map and incorporating existing monumentation, recorded instruments, plats, and all existing evidence. The existing right of way lines will be reviewed and compared to the topo file to identify any areas where fixed improvements may be encroaching into the existing right of way. If necessary, MGVA will notify the city and discuss the possibility of requesting a title search and a course for further investigation. The master CAD file and worksheet will contain all survey data and will be produced in a CAD file with baseline and right of way lines, section lines, and all found points.

Right of Way Maps are created to acquire real property rights for a transportation facility. These maps need to be detailed and show the exact Right of Way to be acquired. The maps must include technical data to help prepare legal descriptions, assist in appraisal, acquisition, property management, and monumentation. There are several components that must be included in all Right of Way map submissions, such as a Cover Sheet, Key Sheet(s), Detail Sheet(s), Reference Sheet(s), Parcel Detail and Legal Description Sheet(s), and Table of Ownership Sheet(s). The maps will be submitted in 30%, 60%, 90%, and 100% completion stages, and each submission will have two sets, one with an aerial photo background and one without. The 30% maps will show the Historical Survey Baseline, existing Right of Way lines, section corners and lines, abutting plat boundaries, blocks, lots, subdivisions, and condominiums, etc. The 60% maps will include all items from the 30% submittal as well as proposed right of way lines, takes and easements, parcel numbers/bubbles, parent tracts, center line of construction, Title Search Reports, building ties, and individual parcel sketches and legal descriptions. Title Search Reports and Maps will be submitted as part of the 60% submittal, and all reports will be thoroughly reviewed to ensure the accuracy of the parent tract, proposed Right of Way, etc. A Title Search Map will also be prepared showing all the 60% submittal information along with the title search number, folio number, property address, and owner's name and address of each abutting property. The 90% maps will include all 60% submittal review comments, the Tabulation sheet showing parcel number, property owner, parcel area, and remainders, and all legal descriptions submitted as a word file and hard copy. The 100% maps will include all prior submittal review comments, an updated title review within Monroe County, the City of Key West, and any other abutting municipality to ensure the most current recorded data is included.

The Right of Way Master Cadd File will be created using AutoCAD and/or Microstation Geopak. The file will consist of line work and text grouped together in

a single "Main" design file. The file will include various elements such as the Historical Survey Baseline,



Section and 1/4 Section Lines, Subdivisions, Existing ROW, Topography, Parent Tract's/Existing Easements, Proposed ROW Requirements, Limits of Construction, and Jurisdictional Lines. The Historical Survey Baseline will display all relevant data such as bearings on tangent lines, stationing, curve elements, and points of intersection station value with deflection angle left or right. The Section and 1/4 Section Lines will show labeling, bearings and distances, and ties by station and distance to the survey line. Subdivisions will be labeled with their name, recording data, boundaries, lot and block lines and numbers, street names, alleys, and platted easements. Existing ROW line work will be plotted, verified, and determined by deed, maintenance or dedication for mainline corridor and/or side streets. The topographic elements will be shown at the desired scale, and the Parent Tract's/Existing Easements will be identified by the appropriate symbol (cell). Proposed ROW Requirements will be provided by the EOR, and all takes and remainders will be calculated, labeled, and dimensioned with station and off-sets. Closure reports will be prepared for each take and remainder area. Limits of Construction will be provided by the Designer or EOR and plotted, while Jurisdictional wetlands, water boundaries, and city/county limit lines will also be plotted in the file.

#### LEGAL DESCRIPTIONS

MGVA's extensive experience in preparing legal descriptions for use in legal instruments is based on a sound boundary survey of the parcel and parent tract in question. In cases where portions of the parent tract are being transferred, a precise boundary survey is necessary to provide a solid geometry on which to base the legal description. A title search is also required to ensure that the original legal description of the parent tract and the parcel being transferred have no encumbrances or easements. MGVA thoroughly reviews the title search and identifies any items that may affect the parcel or the parent tract. After all the necessary information has been gathered and researched, a legal description is prepared, along with a parcel sketch if necessary. All documents are created



following the City's standards and formatted for court recordation. MGVA is capable of preparing legal descriptions for various types of easements, including permanent easements, temporary easements, and aerial easements. We can also assist with boundary issues, including those abutting road right of ways, including Limiting Access Right of Way issues.

#### TITLE SEARCH REPORTS AND MAPS

The skill of performing and reviewing title search reports is something that comes only with years of experience. Each report is unique and can have its own set of circumstances that may impact the parcel or parent tract under consideration. At MGVA, it is our responsibility to scrutinize all documents, deeds, legal papers, etc. within the report and ensure that there are no concealed or potential issues that could affect our project. Our team has the expertise not just to undertake this task but also to evaluate the documents, determine the true intent of the owners, review the existing use and improvements made, and provide a comprehensive assessment of each report.

All reports provided by the City of Key West will be subjected to a thorough review, and any relevant deeds, easements, reservations, less outs, etc., will be evaluated against the existing parent tract, the proposed Right of Way, less out, easement, etc. Parcel numbers will be determined and submitted to the City for approval without delay. We will prepare and submit parcel sketches and legal descriptions, and prepare a complete title search map.

#### CONSTRUCTION LAYOUT SURVEY AND STAKING

Accuracy in construction layout is crucial to the success of a project, as errors can result in costly delays and rework. Our approach is focused on checks and redundancy to ensure that errors are avoided and corrected before construction begins. With years of experience in construction layout services, our fully qualified and experienced field crews are equipped to provide accurate and reliable services. Our project managers and technicians are efficient in preparing

in providing these services regularly, and we always provide all necessary field information, copies of field notes, and a final signed and sealed surveyor's report.

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

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

Woolpert offers several GIS options for deliverables. Their experienced staff uses a proven workflow for converting 3D CAD data to a 3D GIS format utilizing specialized photogrammetric collection methods and Woolpert-developed FME workbenches. They offer conversion to ESRI shapefile (.shp) format, as well as a file geodatabase (.gdb) structure to FDOT's schema. They can easily mimic the file naming of Microstation deliverables as per client guidelines. Having a GIS package as part of our deliverable options provides increased functionality, analysis, and display abilities for your data, while maintaining the existing attributes and symbology of a typical CAD product.

#### UNDERGROUND/ABOVEGROUND UTILITIES

The process of locating underground utilities comprises two critical stages. Firstly, the office preparation stage involves coordination with utility owners and research of records. Following the ASCE 38-02 standard guideline, MGVA acquires Quality Level "D" utility record drawings which provide essential data to the success of the Subsurface Utility Engineering (SUE) process. This information is used in the field and office to recover and identify existing facilities within the designated area as determined by the engineer of record. Secondly, the field investigation stage involves providing Quality Level "B" utility designations using electromagnetic geophysical prospecting equipment for toneable utilities and ground penetrating radar (GPR) for non-toneable utilities. The accurate horizontal locations of each facility found are surveyed from existing control and provided to the design engineer in the proper CADD format. The engineer of record then uses the



all required information, including quantities, and delivering it in the appropriate format. We take pride

topographic survey and accurate 2D utility information to make informed design decisions, reducing conflicts and unnecessary relocations. Upon determining the location of improvements, MGVA stakes each conflict



in the field and performs Quality Level "A" locates (test holes) by non-destructive vacuum excavation methods. The original designations are updated to reflect the precise location of each utility test hole, and a summary report is provided, depicting information such as northing, easting, elevation, depth of cover, direction, size, type, material, and possible condition. The design engineer can then determine if a true conflict exists from the final Quality Level "A" locates.

### DRAINAGE SURVEY

We understand the importance of conducting thorough Drainage Surveys to ensure that all existing drainage structures, run-offs, laterals, and other related features are accurately identified and documented. Our project managers begin by researching old drainage plans and any other existing plans that may assist in the recovery of existing structures. They then perform a preliminary analysis to determine the number of structures and plan fieldwork accordingly. In some cases, structures may be located within lanes of travel, requiring special scheduling considerations, such as weekend and/or night work, to minimize disruption to traffic.

After conducting initial fieldwork, our team prepares a preliminary drainage file and report. The report includes detailed information on all structures, such as their station and offset, type (e.g., sanitary, storm, or electric manhole, inlet, drain, etc.), horizontal coordinates, and rim elevations. Our project managers and field supervisors carefully review and verify all inverts to ensure that the pipe sizes and directions are accurately established and plotted. This information is then incorporated into the TOPO file to provide designers with an accurate depiction of the drainage flow.

Throughout the process, our team also compares all field data to existing drainage plans and notes any discrepancies. This helps to ensure that the final product is a comprehensive and accurate representation of the existing drainage system. At MGVA, we take pride in our

attention to detail and our commitment to delivering high-quality results for our clients.

### AERIAL PHOTOGRAPHY / PHOTOGRAMMETRY

MGVA is well-versed in creating topographic surveys using various methods, including conventional field methods, electronic methods, and in coordination with Aerial fixed-wing and low altitude flight surveys, static, and mobile laser scanning. We recognize the importance of leveraging the latest scanning technologies to provide 3D surveying services, and our team is fully equipped to do so. Our extensive experience includes completing over 100 miles of Aerial and Ground surveying with I.F. Rooks, LLC (IFR), and we have a history of successful collaborations with IFR on past and current projects. Our staff is familiar with IFR's team and project manager and maintains constant communication to ensure seamless coordination and avoid any communication problems. The City of Key West can rest assured that the final product will be of the highest quality, and all necessary survey information, including the ground survey of obscured areas, will be merged into the final file prepared by MGVA.



### QUALITY CONTROL PROCESS

At MGVA, we believe that Quality is achieved by following a comprehensive QC approach that incorporates proper planning, coordination, supervision, technical direction, and review processes. Our workflow includes various quality control practices such as equipment calibration, redundant measurements, 30-minute back-sight checks, daily field notes/work review, color-coded map review process, QC checklists, project closeout checklists, in-house periodic peer reviews, and external sub-consultant reviews. We have assisted the Florida Department of Transportation District 6 in developing their "Survey Review Checklist" and current quality control and review processes over the past 12 years.

As our Project Manager, Mr. Manny Vera Jr. is responsible for reviewing all QA/QC plans and documentation at the beginning, during, and end of each assignment, ensuring compliance and meeting all applicable standards. He personally certifies all final deliverables, whether digitally or in hard copy,



holding himself accountable for their accuracy and completeness. All of our work adheres to the current FDOT and State regulations, City of Key West standards, the Department's Highway Field Survey Specifications, the MGVS Survey Review Checklist, and mapping checklists. We follow FDOT GPS standards, Survey Safety, Location & ROW Manuals, FDOT CADD Standards, FDOT Plan Preparation Manual (Chap. 10), and comply with the Standards of Practice for Land Surveyors Rule 5J-17 FAC, Florida Statute 472.027, as well as any special instructions from the City. Our QC approach is fundamental to ensuring that we consistently deliver accurate and high-quality results to our clients, and we are committed to upholding the highest standards in all of our work.

## INTERNAL PEER REVIEW PROCEDURES

The Internal Peer Review Procedures (IPRP) ensure the quality and accuracy of projects within the organization. These procedures involve a series of well-defined steps, starting from the request for proposal and ending with project delivery. The following provides a brief overview of the key components of the IPRP:

### Request for Proposal:

The process begins with a request for proposal (RFP) that outlines the project's requirements, objectives, and expectations from potential service providers.

### Scope Established:

In response to the RFP, a clearly and concisely described scope and schedule are formulated, addressing the project's specific needs and expectations.

### Proposal Submitted:

The service provider submits a comprehensive proposal, including the established scope and schedule, for the organization's review and consideration.

### Notice to Proceed:

Once the proposal is approved, a Notice to Proceed is issued, and staff scope review completed ensuring that the field crew(s) have a clear understanding of the scope and schedule.

### Field Work:

Project Managers conduct field visits to oversee the project's progress, ensuring that the work aligns with the established scope and schedule.

### Office Processing:

The Project Manager and Survey Technician collaborate to discuss project requirements and client expectations, processing the data collected during field work.

### Revisions Made:

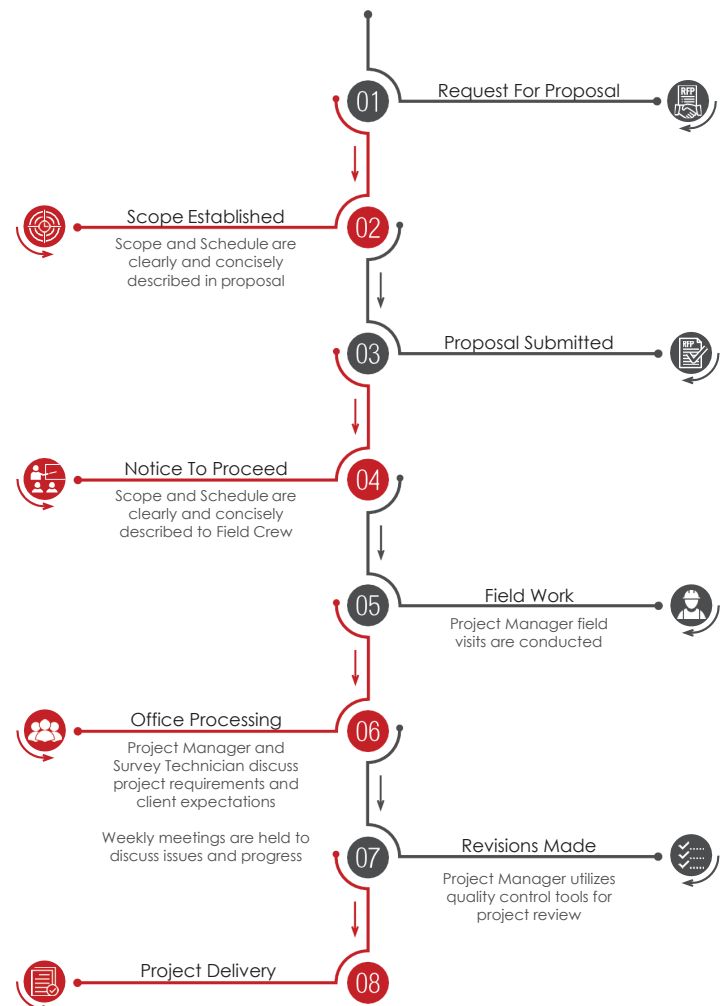
Utilizing quality control tools, the Project Manager reviews the project and suggests revisions if necessary to meet the established scope and client expectations.

## Project Delivery:

Upon completion of revisions, the finalized project is delivered to the client, ensuring that it adheres to the defined scope, schedule, and quality standards.

With these procedures in place, MGVS ensures to provide a structured approach to maintain high-quality project outcomes while promoting collaboration and professional conduct within the organization.

## QUALITY ASSURANCE WORKFLOW



# Part 2

## Key Personnel Resumes

# Manuel G. Vera Jr.

## Principal in Charge / Project Manager



Mr. Vera Jr., a registered Land Surveyor, has over 39 years of experience with the company and throughout the state of Florida. He has managed a variety of survey contracts and projects for the Florida Department of Transportation, Miami-Dade County, Miami-Dade Expressway Authority, City of Miami, and numerous Engineering and Design firms. Mr. Vera has performed and managed all types of surveying services including: Design Surveys, Right-of-Way Control Surveys, Right-of-Way Mapping, Platting, Construction Layout, Asbuilt Surveys, Drainage Surveys, etc. Mr. Vera is a Chief Surveyor and Mapper as well as our Chief Executive Officer. He has extensive experience in the management and coordination of survey projects involving a variety of surveying techniques such as Aerial Surveys, Conventional Ground Surveying, Utilities designation, etc.

## Project Experience

### **FDOT District 6, TWO #7 for C-AF57- Design Survey for Long Key Bridge in Monroe County**

MGV conducted a full design survey that involved setting mobile LiDAR targets on the Long Key Main Line Bridge, performing a topographic and 3D survey with mobile LiDAR technology, and conducting cross sections and a bridge survey. The survey also included a Hydrographic/Bathymetric Survey and Terrestrial Mobile LiDAR for Travel-way/Paved Surfaces for a total of 6 scan miles. Work zone safety was also provided as needed.

### **FDOT District 6, TWO #23 for C-A146- SR 5 / Truman Ave from Thomas St to Eisenhower Dr in Monroe County**

MGV prepared a Right of Way Monumentation Map for the project limits, based on the Right of Way Control Map, and recovered existing Horizontal Project Network Controls. The right of way for Truman Ave was monumented based on the final map, and work zone safety was provided in accordance with FDOT standards.

### **Monroe County Parks and Beaches Sugarloaf Key Parcel from FDOT Right of Way (220'x47' on MM 17) in Monroe County**

MGV created a sketch and legal documentation for acquiring a surplus parcel from FDOT Right of Way that extended from the northerly property line of the Fire Station #10 to the Sewer Pump Station. The survey included recovering information to establish adjacent property lines and locating existing improvements on the proposed parcel limits to avoid encroachments.

### **FDOT District 6, SR 5 / Whitehead Street from Fleming Street to West of Truman Avenue in Monroe County**

The Right of Way Survey involved conducting research on historical and current records, recovering monumentation, performing block closures, and establishing the right of way lines. The final outcome comprised a Right of Way Master Cad file and a certified Right of Way Map that showed all the discovered monumentation and recorded instruments resulting from the field verification and document research task.

**Village of Islamorada, Parmelee Key in Monroe County** The survey scope of services was to review and assure the Preliminary (Tentative) and Final Plat of "Parmelee Key" submitted to the Village of Islamorada, is in accordance with the Standards of Practice for Land Surveyors Rule 5J-17 F.A.C., Florida Statue 472.027.

**FDOT District 6, SR 5 / Overseas Highway from MM 91.2 to MM 96.5 (Key Largo) in Monroe County** The Right of Way Survey task involved extensive research of historical and current records, title search reviews, and survey field efforts such as recovering monumentation, performing block closures, and boundary surveys. The outcome was a certified Right of Way Map and a Right of Way Master Cad file that displayed all discovered monumentation and recorded instruments found during the survey.

**FDOT District 6, SR 5 / Overseas Highway from MM 38.6 to MM 40 in Monroe County** The Right of Way Survey task included critical research of historical and current records, title search reviews, and survey field work, such as monument recovery and boundary surveys. A certified Right of Way Map and a Right of Way Master Cad file were created to display all found and set monumentation, as well as any new recorded instruments discovered during the survey.

**Office Location**  
Miami, Florida

**Years of Experience**  
39

**Years with MGV**  
39

**Education**  
Bachelors of Science,  
Legal Studies, Nova  
Southeastern  
University, 1994

Associates of Science,  
Land Surveying, Miami  
Dade College, 1988

**Registrations**  
Professional Surveyor &  
Mapper, Florida  
License No.: LS5291  
01/05/1994

**Professional Affiliations**  
Florida Surveying & Mapping  
Society

The Transportation and  
Expressway Authority  
Membership of Florida

**Surveying Experience**  
Manuel G Vera & Associates,  
Inc. (1983-current)

# Mark R. Sowers, PSM

## Assistant Project Manager / Surveyor & Mapper / SUE

Mr. Sowers is a Professional Surveyor & Mapper with 35 years of experience throughout the state of Florida. His responsibilities include managing field operations and establishing standards for consultants as well as final quality assurance / quality control of all deliverables before client submission. He is proficient in the latest industry technology, as well as developing and implementing successful management strategies. Mr. Sowers worked for the Florida Department of Transportation (FDOT), District IV for eight years, four of them as District Surveyor. During his FDOT tenure, Mr. Sowers actively participated in statewide process improvements. He was a chairperson for FDOT's Survey Technical Advisory Committee and a member of the committees responsible for the development and implementation of the staff-hour estimating form and project network control sheet.

## Project Experience

### **FDOT District 6, TWO #7 for C-AF57- Design Survey for Long Key Bridge in Monroe County**

MGV conducted a full design survey that involved setting mobile LiDAR targets on the Long Key Main Line Bridge, performing a topographic and 3D survey with mobile LiDAR technology, and conducting cross sections and a bridge survey. The survey also included a Hydrographic/Bathymetric Survey and Terrestrial Mobile LiDAR for Travel-way/Paved Surfaces for a total of 6 scan miles. Work zone safety was also provided as needed.

### **FDOT District 6, TWO #23 for C-A146- SR 5 / Truman Ave from Thomas St to Eisenhower Dr in Monroe County**

MGV prepared a Right of Way Monumentation Map for the project limits, based on the Right of Way Control Map, and recovered existing Horizontal Project Network Controls. The right of way for Truman Ave was monumented based on the final map, and work zone safety was provided in accordance with FDOT standards.

### **FDOT District 6, SR 5 / Whitehead Street from Fleming Street to West of Truman Avenue in Monroe County**

The Right of Way Survey involved conducting research on historical and current records, recovering monumentation, performing block closures, and establishing the right of way lines. The final outcome comprised a Right of Way Master Cad file and a certified Right of Way Map that showed all the discovered monumentation and recorded instruments resulting from the field verification and document research task.

### **FDOT District 6, SR 5 / Overseas Highway from MM 91.2 to MM 96.5 (Key Largo) in Monroe County**

The Right of Way Survey task involved extensive research of historical and current records, title search reviews, and survey field efforts such as recovering monumentation, performing block closures, and boundary surveys. The outcome was a certified Right of Way Map and a Right of Way Master Cad file that displayed all discovered monumentation and recorded instruments found during the survey.

### **FDOT District 6, SR 5 / Overseas Highway from MM 38.6 to MM 40 in Monroe County**

The Right of Way Survey task included critical research of historical and current records, title search reviews, and survey field work, such as monument recovery and boundary surveys. A certified Right of Way Map and a Right of Way Master Cad file were created to display all found and set monumentation, as well as any new recorded instruments discovered during the survey.

### **FDOT District 6, Reconstruction of SR A1A (South Roosevelt Boulevard) in the City of Key West**

MGV conducted a complete Design survey, establishing horizontal and vertical control networks, creating topographic surveys, and conducting surveys such as outfall, canal soundings, and drainage. The survey also included preparing right of way mapping, CADD files, legal descriptions, and a title search report.

### **FDOT District 6, Pigeon Key Ramp Repair Project**

MGV completed a comprehensive Design survey, which involved establishing horizontal and vertical control networks, conducting survey baseline and right of way work, creating topographic surveys and a 3D Digital Terrain Model using laser scanning, conducting alignment and bridge surveys, and ensuring work zone safety.



## Office Location

Jupiter, Florida

## Years of Experience

35

## Years with MGV

8

## Education

Bachelors of Science,  
Land Surveying,  
University of Florida,  
1988

## Registrations

Professional Surveyor &  
Mapper, Florida  
License No.: LS5266  
07/19/1993

## Professional Affiliations

Florida Surveying & Mapping  
Society

The Transportation and  
Expressway Authority  
Membership of Florida

## Surveying Experience

Manuel G Vera & Assoc., Inc  
(2015 - Present)

Cardno TBE  
(2001 - 2015)

Florida Department of  
Transportation, District 4  
(1993 - 2001)

Kimley Horn & Assoc., Inc  
(1991 - 1993)

Avirom & Hall  
(1990 - 1991)

Keith & Schnars  
(1988 - 1990)



# Manuel G. Vera Sr., PSM

## QA/QC / Chief Surveyor & Mapper



Mr. Manuel G. Vera Sr. is a registered Land Surveyor with over 50 years of experience. Mr. Vera founded Manuel G. Vera & Assoc., Inc. in 1977 with one crew, himself as Party Chief and draftsman. This origin has evolved a surveying company with over 70 employees and a reputation of honesty, service and quality. Mr. Vera has vast experience in section surveys, preparation of condominiums drawings, Hydrographic surveys, Boundary and property surveys, Right of Way surveys, Design Purpose surveys, Platting, Construction Layouts, and Topographic surveys among many more surveying services. Mr. Vera has managed many projects for Miami Dade County Public Works and GSA, Florida Department of Transportation, the Miami Dade Expressway Authority, City of Miami, Florida's Turnpike Enterprise and more. Mr. Vera Sr. is our Senior Quality Assurance and Quality Control Officer, as well as a Chief Surveyor & Mapper.

### Project Experience

#### **FDOT District 6, TWO #7 for C-AF57- Design Survey for Long Key Bridge in Monroe County**

MGV conducted a full design survey that involved setting mobile LiDAR targets on the Long Key Main Line Bridge, performing a topographic and 3D survey with mobile LiDAR technology, and conducting cross sections and a bridge survey. The survey also included a Hydrographic/Bathymetric Survey and Terrestrial Mobile LiDAR for Travel-way/Paved Surfaces for a total of 6 scan miles. Work zone safety was also provided as needed.

#### **FDOT District 6, TWO #23 for C-A146- SR 5 / Truman Ave from Thomas St to Eisenhower Dr in Monroe County**

MGV prepared a Right of Way Monumentation Map for the project limits, based on the Right of Way Control Map, and recovered existing Horizontal Project Network Controls. The right of way for Truman Ave was monumented based on the final map, and work zone safety was provided in accordance with FDOT standards.

#### **FDOT District 6, SR 5 / Whitehead Street from Fleming Street to West of Truman Avenue in Monroe County**

The Right of Way Survey involved conducting research on historical and current records, recovering monumentation, performing block closures, and establishing the right of way lines. The final outcome comprised a Right of Way Master Cad file and a certified Right of Way Map that showed all the discovered monumentation and recorded instruments resulting from the field verification and document research task.

#### **FDOT District 6, SR 5 / Overseas Highway from MM 91.2 to MM 96.5 (Key Largo) in Monroe County**

The Right of Way Survey task involved extensive research of historical and current records, title search reviews, and survey field efforts such as recovering monumentation, performing block closures, and boundary surveys. The outcome was a certified Right of Way Map and a Right of Way Master Cad file that displayed all discovered monumentation and recorded instruments found during the survey.

#### **FDOT District 6, SR 5 / Overseas Highway from MM 38.6 to MM 40 in Monroe County**

The Right of Way Survey task included critical research of historical and current records, title search reviews, and survey field work, such as monument recovery and boundary surveys. A certified Right of Way Map and a Right of Way Master Cad file were created to display all found and set monumentation, as well as any new recorded instruments discovered during the survey.

**FDOT District 6, Reconstruction of SR A1A (South Roosevelt Boulevard) in the City of Key West** MGV conducted a complete Design survey, establishing horizontal and vertical control networks, creating topographic surveys, and conducting surveys such as outfall, canal soundings, and drainage. The survey also included preparing right of way mapping, CADD files, legal descriptions, and a title search report.

#### **FDOT District 6, Pigeon Key Ramp Repair Project**

MGV completed a comprehensive Design survey, which involved establishing horizontal and vertical control networks, conducting survey baseline and right of way work, creating topographic surveys and a 3D Digital Terrain Model using laser scanning, conducting alignment and bridge surveys, and ensuring work zone safety.

**Office Location**  
Miami, Florida

**Years of Experience**  
52

**Years with MGV**  
45

**Education**  
Bachelors of Science,  
Civil Engineering,  
University of Florida,  
1971

Associates of Science,  
Land Surveying,  
Miami Dade College,  
1968

**Registrations**  
Professional Surveyor &  
Mapper, Florida  
License No.: LS2262  
06/23/1972

**Professional Affiliations**  
Florida Surveying & Mapping  
Society

**Surveying Experience**  
Manuel G Vera & Assoc., Inc  
(1977 - Present)

US Air Force  
(1956 – 1962)

# Silvia Nuin, PSM

## QA/QC / Chief Surveyor & Mapper

Mrs. Nuin is a registered Land Surveyor with over 42 years of experience. She is responsible for a major part of the drafting computations of miscellaneous projects as well as for the Florida Department of Transportation. She has been involved with a variety of survey contracts and projects for the Florida Department of Transportation, Miami-Dade County, Miami-Dade Expressway Authority, City of Miami, City of Miami Gardens, and numerous Engineering and Design firms. Mrs. Nuin is involved in computations and drafting of parcel sketches and Right-of-Way Maps. She is responsible in the preparation of drawings, parcel sketches, and Right-of-Way control surveys for the Florida Department of Transportation. She has extensive experience and knowledge regarding the methods and procedures required by Florida Department of Transportation regarding parcel sketches and Right of Way Maps. Mrs. Nuin is proficient in CADD drafting, CAICE Software, and the State Platting laws. etc.

## Project Experience

**Monroe County Parks and Beaches Sugarloaf Key Parcel from FDOT Right of Way (220'x47' on MM 17) in Monroe County** MGCV created a sketch and legal documentation for acquiring a surplus parcel from FDOT Right of Way that extended from the northerly property line of the Fire Station #10 to the Sewer Pump Station. The survey included recovering information to establish adjacent property lines and locating existing improvements on the proposed parcel limits to avoid encroachments.

**FDOT District 6, SR 5 / Whitehead Street from Fleming Street to West of Truman Avenue in Monroe County** The Right of Way Survey involved conducting research on historical and current records, recovering monumentation, performing block closures, and establishing the right of way lines. The final outcome comprised a Right of Way Master Cad file and a certified Right of Way Map that showed all the discovered monumentation and recorded instruments resulting from the field verification and document research task.

**Village of Islamorada, Parmelee Key in Monroe County** The survey scope of services was to review and assure the Preliminary (Tentative) and Final Plat of "Parmelee Key" submitted to the Village of Islamorada, is in accordance with the Standards of Practice for Land Surveyors Rule 5J-17 F.A.C., Florida Statue 472.027.

**FDOT District 6, SR 5 / Overseas Highway from MM 38.6 to MM 40 in Monroe County** The Right of Way Survey task included critical research of historical and current records, title search reviews, and survey field work, such as monument recovery and boundary surveys. A certified Right of Way Map and a Right of Way Master Cad file were created to display all found and set monumentation, as well as any new recorded instruments discovered during the survey.

**FDOT District 6, Reconstruction of SR A1A (South Roosevelt Boulevard) in the City of Key West** MGCV conducted a complete Design survey, establishing horizontal and vertical control networks, creating topographic surveys, and conducting surveys such as outfall, canal soundings, and drainage. The survey also included preparing right of way mapping, CADD files, legal descriptions, and a title search report.

**FDOT District 6, TWO #23 for C-A146- SR 5 / Truman Ave from Thomas St to Eisenhower Dr in Monroe County** MGCV prepared a Right of Way Monumentation Map for the project limits, based on the Right of Way Control Map, and recovered existing Horizontal Project Network Controls. The right of way for Truman Ave was monumented based on the final map, and work zone safety was provided in accordance with FDOT standards.

### FDOT District 6, Pigeon Key Ramp Repair Project

MGCV completed a comprehensive Design survey, which involved establishing horizontal and vertical control networks, conducting survey baseline and right of way work, creating topographic surveys and a 3D Digital Terrain Model using laser scanning, conducting alignment and bridge surveys, and ensuring work zone safety.



**Office Location**  
Miami, Florida

**Years of Experience**  
42

**Years with MGCV**  
42

**Education**  
Associates of Science,  
Civil Engineering,  
University of  
Montevideo, 1976

**Registrations**  
Professional Surveyor &  
Mapper, Florida  
License No.: 5982  
7/13/1999

**Professional Affiliations**  
Florida Surveying & Mapping  
Society

**Surveying Experience**  
Manuel G Vera & Assoc., Inc  
(1981 - Present)

# Carlos Alonso, PSM, EI

## Senior Surveyor & Mapper

Mr. Carlos Alonso is a licensed PSMs on staff, with over 25 years of experience in the surveying field. He is proficient with CAICE, GEOPAK, Microstation, AutoCAD, Trimble, GPSurvey, and Trimble Geomatics Office, Hector, EFBP, Terramodel as well as numerous other survey and office software. Additionally, he has field experience with several instruments and data collectors including Trimble GPS units, TSC1, TSCE, ACU, Robotic Total Stations, and levels, Ashtech GPS units and a variety of other total stations, levels and instruments. Mr. Alonso is up to date with the current technology and is well trained with the latest technology, Laser Scanning. He is very familiar with the preparation of: Design Surveys, Right-of-Way Control Surveys, Right-of-Way Mapping, Construction Layouts, As-built Surveys, Drainage Surveys, and many more.

## Project Experience

### **FDOT District 6, TWO #7 for C-AF57- Design Survey for Long Key Bridge in Monroe County**

MGV conducted a full design survey that involved setting mobile LiDAR targets on the Long Key Main Line Bridge, performing a topographic and 3D survey with mobile LiDAR technology, and conducting cross sections and a bridge survey. The survey also included a Hydrographic/Bathymetric Survey and Terrestrial Mobile LiDAR for Travel-way/Paved Surfaces for a total of 6 scan miles. Work zone safety was also provided as needed.

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### **Monroe County Parks and Beaches Sugarloaf Key Parcel from FDOT Right of Way (220'x47' on MM 17) in Monroe County**

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### **FDOT District 6, SR 5 / Whitehead Street from Fleming Street to West of Truman Avenue in Monroe County**

The Right of Way Survey involved conducting research on historical and current records, recovering monumentation, performing block closures, and establishing the right of way lines. The final outcome comprised a Right of Way Master Cad file and a certified Right of Way Map that showed all the discovered monumentation and recorded instruments resulting from the field verification and document research task.

### **FDOT District 6, SR 5 / Overseas Highway from MM 91.2 to MM 96.5 (Key Largo) in Monroe County**

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### **FDOT District 6, Reconstruction of SR A1A (South Roosevelt Boulevard) in the City of Key West**

MGV conducted a complete Design survey, establishing horizontal and vertical control networks, creating topographic surveys, and conducting surveys such as outfall, canal soundings, and drainage. The survey also included preparing right of way mapping, CADD files, legal descriptions, and a title search report.

### **FDOT District 6, Pigeon Key Ramp Repair Project**

MGV completed a comprehensive Design survey, which involved establishing horizontal and vertical control networks, conducting survey baseline and right of way work, creating topographic surveys and a 3D Digital Terrain Model using laser scanning, conducting alignment and bridge surveys, and ensuring work zone safety.



## Office Location

Miami, Florida

## Years of Experience

25

## Years with MGV

18

## Education

Bachelors of Science,  
Civil Engineering,  
Florida International  
University, 2007

Associates of Science,  
Land Surveying,  
Miami Dade College,  
2003

## Registrations

Professional Surveyor &  
Mapper, Florida  
License No.: LS6669  
07/22/2008

Engineering Intern,  
Florida  
License No.:  
1100011603  
07/03/2007

## Professional Affiliations

Florida Surveying & Mapping  
Society  
of Florida

## Surveying Experience

Manuel G Vera & Assoc., Inc  
(2005- Present)

Weidner Surveying &  
Mapping (1999-2005)

Fernando Z. Gatel, Inc.  
(1998-1999)

Weidner Surveying &  
Mapping (1997-1998)

# Ulises Betancourt, PSM, EI

## Senior Project Surveyor / LiDAR

Mr. Betancourt is one of our licensed Senior Surveyor & Mappers on staff. He is proficient with CAICE, GEOPAK, Microstation, AutoCAD, Trimble, GPSurvey, and Trimble Geomatics Office, Hector, EFBP, Terramodel, TopoDOT, as well as numerous other survey and office software. In addition, he has field experience with several instruments and data collectors including Trimble GPS units, TSC1, TSCE, ACU, Robotic Total Stations, and levels, Ashtech GPS units, mobile LiDAR scanners, and a variety of other total stations, levels and instruments. He is very familiar with the preparation of: Design Surveys, Right-of-Way Control Surveys, Right-of-Way Mapping, Bathymetric/Hydrographic Surveys, Construction Layouts, As-built Surveys, Drainage Surveys, and many more.

## Project Experience

### **FDOT District 6, TWO #7 for C-AF57- Design Survey for Long Key Bridge in Monroe County**

MGV conducted a full design survey that involved setting mobile LiDAR targets on the Long Key Main Line Bridge, performing a topographic and 3D survey with mobile LiDAR technology, and conducting cross sections and a bridge survey. The survey also included a Hydrographic/Bathymetric Survey and Terrestrial Mobile LiDAR for Travel-way/Paved Surfaces for a total of 6 scan miles. Work zone safety was also provided as needed.

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The Right of Way Survey involved conducting research on historical and current records, recovering monumentation, performing block closures, and establishing the right of way lines. The final outcome comprised a Right of Way Master Cad file and a certified Right of Way Map that showed all the discovered monumentation and recorded instruments resulting from the field verification and document research task.

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The Right of Way Survey task involved extensive research of historical and current records, title search reviews, and survey field efforts such as recovering monumentation, performing block closures, and boundary surveys. The outcome was a certified Right of Way Map and a Right of Way Master Cad file that displayed all discovered monumentation and recorded instruments found during the survey.

### **FDOT District 6, SR 5 / Overseas Highway from MM 38.6 to MM 40 in Monroe County**

The Right of Way Survey task included critical research of historical and current records, title search reviews, and survey field work, such as monument recovery and boundary surveys. A certified Right of Way Map and a Right of Way Master Cad file were created to display all found and set monumentation, as well as any new recorded instruments discovered during the survey.

### **FDOT District 6, Reconstruction of SR A1A (South Roosevelt Boulevard) in the City of Key West**

MGV conducted a complete Design survey, establishing horizontal and vertical control networks, creating topographic surveys, and conducting surveys such as outfall, canal soundings, and drainage. The survey also included preparing right of way mapping, CADD files, legal descriptions, and a title search report.

### **FDOT District 6, Pigeon Key Ramp Repair Project**

MGV completed a comprehensive Design survey, which involved establishing horizontal and vertical control networks, conducting survey baseline and right of way work, creating topographic surveys and a 3D Digital Terrain Model using laser scanning, conducting alignment and bridge surveys, and ensuring work zone safety.



## Office Location

Miami, Florida

## Years of Experience

20

## Years with MG

14

## Education

Bachelors of Science,  
Civil Engineering,  
Florida International  
University, 2007

Associates of Arts, Land  
Surveying,  
Miami Dade College,  
2003

## Registrations

Professional Surveyor &  
Mapper, Florida  
License No.: LS6694  
01/29/2007

## Professional Affiliations

Florida Surveying & Mapping  
Society

## Surveying Experience

Manuel G Vera & Assoc., Inc  
(2008 - Present)

Miller Legg  
(2007-2008)

Weidner Surveying &  
Mapping  
(2005-2007)

F.R. Aleman & Assoc., Inc.  
(2002-2005)



# Christopher Miller, PSM

## Chief Surveyor & Mapper / Right of Way

Mr. Miller has more than 35 years of surveying experience in Miami-Dade, Broward, Palm Beach, Martin, St. Lucie, and Indian River Counties, Florida. His experience encompasses the preparation of project network control maps, right-of-way control surveys, right-of-way maps, legal and sketches, boundary surveys, as well as topographic surveys. He is proficient in computer operations, having worked extensively in MicroStation, AutoCADD, Geopak, EFBP, CAiCE, Trimble TTC/TBC, Trimble TA/RTK, and GPS Hector the Vector.

### Project Experience

#### **FDOT District 6, TWO #7 for C-AF57- Design Survey for Long Key Bridge in Monroe County**

MGV conducted a full design survey that involved setting mobile LiDAR targets on the Long Key Main Line Bridge, performing a topographic and 3D survey with mobile LiDAR technology, and conducting cross sections and a bridge survey. The survey also included a Hydrographic/Bathymetric Survey and Terrestrial Mobile LiDAR for Travel-way/Paved Surfaces for a total of 6 scan miles. Work zone safety was also provided as needed.

#### **FDOT District 6, TWO #23 for C-A146- SR 5 / Truman Ave from Thomas St to Eisenhower Dr in Monroe County**

MGV prepared a Right of Way Monumentation Map for the project limits, based on the Right of Way Control Map, and recovered existing Horizontal Project Network Controls. The right of way for Truman Ave was monumented based on the final map, and work zone safety was provided in accordance with FDOT standards.

#### **FDOT District 6, SR 5 / Whitehead Street from Fleming Street to West of Truman Avenue in Monroe County**

The Right of Way Survey involved conducting research on historical and current records, recovering monumentation, performing block closures, and establishing the right of way lines. The final outcome comprised a Right of Way Master Cad file and a certified Right of Way Map that showed all the discovered monumentation and recorded instruments resulting from the field verification and document research task.

#### **FDOT District 6, SR 5 / Overseas Highway from MM 91.2 to MM 96.5 (Key Largo) in Monroe County**

The Right of Way Survey task involved extensive research of historical and current records, title search reviews, and survey field efforts such as recovering monumentation, performing block closures, and boundary surveys. The outcome was a certified Right of Way Map and a Right of Way Master Cad file that displayed all discovered monumentation and recorded instruments found during the survey.

#### **FDOT District 6, SR 5 / Overseas Highway from MM 38.6 to MM 40 in Monroe County**

The Right of Way Survey task included critical research of historical and current records, title search reviews, and survey field work, such as monument recovery and boundary surveys. A certified Right of Way Map and a Right of Way Master Cad file were created to display all found and set monumentation, as well as any new recorded instruments discovered during the survey.

#### **FDOT District 6, Reconstruction of SR A1A (South Roosevelt Boulevard) in the City of Key West**

MGV conducted a complete Design survey, establishing horizontal and vertical control networks, creating topographic surveys, and conducting surveys such as outfall, canal soundings, and drainage. The survey also included preparing right of way mapping, CADD files, legal descriptions, and a title search report.

#### **FDOT District 6, Pigeon Key Ramp Repair Project**

MGV completed a comprehensive Design survey, which involved establishing horizontal and vertical control networks, conducting survey baseline and right of way work, creating topographic surveys and a 3D Digital Terrain Model using laser scanning, conducting alignment and bridge surveys, and ensuring work zone safety.



### Office Location

Jupiter, Florida

### Years of Experience

35

### Years with MG

5

### Education

Bachelors of Science,  
Surveying and Mapping,  
University of Florida,  
1992

### Registrations

Professional Surveyor &  
Mapper, Florida  
License No.: 5921  
1/19/1998

### Professional Affiliations

Florida Surveying & Mapping  
Society

National Society of  
Professional Surveyors

### Surveying Experience

Manuel G Vera & Assoc., Inc  
(2017 - Present)

Stantec Consulting Services  
Inc.

(2012-2017)

Greenhorne and O'mara, Inc  
(1994-2012)

Keith and Schnars, P. A.  
(1992-1994)

# Thuy Truong, PSM

## Chief Surveyor & Mapper / Right of Way

Mr. Truong has more than 31 years of surveying experience in Miami-Dade, Broward, Palm Beach, Martin, St. Lucie, and Indian River Counties, Florida. His experience encompasses the preparation of project network control maps, right-of-way control surveys, right-of-way maps, legal and sketches, boundary surveys, as well as topographic surveys. He is proficient in computer operations, having worked extensively in MicroStation, AutoCADD, Geopak, EFBP, CAiCE, Trimble TTC/TBC, Trimble TA/RTK, and GPS Hector the Vector.

### Project Experience

#### **FDOT District 6, TWO #7 for C-AF57- Design Survey for Long Key Bridge in Monroe County**

MGV conducted a full design survey that involved setting mobile LiDAR targets on the Long Key Main Line Bridge, performing a topographic and 3D survey with mobile LiDAR technology, and conducting cross sections and a bridge survey. The survey also included a Hydrographic/Bathymetric Survey and Terrestrial Mobile LiDAR for Travel-way/Paved Surfaces for a total of 6 scan miles. Work zone safety was also provided as needed.

#### **FDOT District 6, TWO #23 for C-A146- SR 5 / Truman Ave from Thomas St to Eisenhower Dr in Monroe County**

MGV prepared a Right of Way Monumentation Map for the project limits, based on the Right of Way Control Map, and recovered existing Horizontal Project Network Controls. The right of way for Truman Ave was monumented based on the final map, and work zone safety was provided in accordance with FDOT standards.

#### **FDOT District 6, SR 5 / Whitehead Street from Fleming Street to West of Truman Avenue in Monroe County**

The Right of Way Survey involved conducting research on historical and current records, recovering monumentation, performing block closures, and establishing the right of way lines. The final outcome comprised a Right of Way Master Cad file and a certified Right of Way Map that showed all the discovered monumentation and recorded instruments resulting from the field verification and document research task.

#### **FDOT District 6, SR 5 / Overseas Highway from MM 91.2 to MM 96.5 (Key Largo) in Monroe County**

The Right of Way Survey task involved extensive research of historical and current records, title search reviews, and survey field efforts such as recovering monumentation, performing block closures, and boundary surveys. The outcome was a certified Right of Way Map and a Right of Way Master Cad file that displayed all discovered monumentation and recorded instruments found during the survey.

#### **FDOT District 6, SR 5 / Overseas Highway from MM 38.6 to MM 40 in Monroe County**

The Right of Way Survey task included critical research of historical and current records, title search reviews, and survey field work, such as monument recovery and boundary surveys. A certified Right of Way Map and a Right of Way Master Cad file were created to display all found and set monumentation, as well as any new recorded instruments discovered during the survey.

#### **FDOT District 6, Reconstruction of SR A1A (South Roosevelt Boulevard) in the City of Key West**

MGV conducted a complete Design survey, establishing horizontal and vertical control networks, creating topographic surveys, and conducting surveys such as outfall, canal soundings, and drainage. The survey also included preparing right of way mapping, CADD files, legal descriptions, and a title search report.

#### **FDOT District 6, Pigeon Key Ramp Repair Project**

MGV completed a comprehensive Design survey, which involved establishing horizontal and vertical control networks, conducting survey baseline and right of way work, creating topographic surveys and a 3D Digital Terrain Model using laser scanning, conducting alignment and bridge surveys, and ensuring work zone safety.



### Office Location

Jupiter, Florida

### Years of Experience

31

### Years with MG

5

### Education

Bachelors of Science,  
Survey and Mapping,  
University of Florida,  
1992

### Registrations

Professional Surveyor &  
Mapper, Florida  
License No.: 5868  
7/7/1998

### Professional Affiliations

Florida Surveying & Mapping  
Society

National Society of  
Professional Surveyors

### Surveying Experience

Manuel G Vera & Assoc., Inc  
(2017 - Present)

Stantec Consulting  
(2011-2017)

Services Inc.  
Stantec acquired Greenhorne  
(December 2012)

Greenhorne and O'mara, Inc.  
(1994-2012)

Keith and Schnars, P.A.  
(1992-1994)

# Bret Brunow, PSM

## Senior Project Surveyor



Mr. Brunow, a registered Land Surveyor, has over 31 years of experience with the Florida Department of Transportation both in the field performing surveys, and in the office reviewing field data and maps for compliance. During his last 5 years, his main task has been evaluating Leica survey equipment, developing settings and procedures for the collection process and the training the district field crews to operate the new equipment and providing technical support to them when they have issues.

## Project Experience

**National Park Service, Design Services for the Repair of Hurricane Irma Related damage at Biscayne National Park** The project involved seven separate projects at five different locations in Biscayne National Park, including topographic surveys for shoreline restoration and trail repairs, mobile LiDAR for riprap restoration and gravel trail surface, and bathymetric surveys for concrete dock replacement and repairs. Black & White targets were set rods in the water to collect complete data, and jurisdictional high-water lines were recorded. The bathymetric survey data was tied into the topographic survey for continuous elevation data.

**FDOT District 6, TWO #7 for C-AF57- Design Survey for Long Key Bridge in Monroe County** MGCV conducted a full design survey that involved setting mobile LiDAR targets on the Long Key Main Line Bridge, performing a topographic and 3D survey with mobile LiDAR technology, and conducting cross sections and a bridge survey. The survey also included a Hydrographic/Bathymetric Survey and Terrestrial Mobile LiDAR for Travel-way/Paved Surfaces for a total of 6 scan miles. Work zone safety was also provided as needed.

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Office Location  
Sanford, Florida

Years of Experience  
31

Years with MGCV  
3 years

Education  
High School Diploma,  
Deland High School,  
1988

Registrations  
Professional Surveyor &  
Mapper, Florida  
License No.: LS6407  
01/13/2003

Professional Affiliations  
Florida Surveying & Mapping  
Society

Surveying Experience  
Manuel G Vera & Associates,  
Inc. (2019-current)

Florida Department of  
Transportation (1990-2018)



# Javier Alonso

## Senior Survey Technician



Mr. Alonso serves as a Senior CADD Technician with 12 years of experience, and is proficient with CAICE, GEOPAK, Microstation, AutoCAD, Trimble, GPSurvey, and Trimble Geomatics Office, Hector, EFBP, Terramodel as well as numerous other survey and office software. In addition, he has field experience with several instruments and data collectors including Trimble GPS units, TSC1, TSCE, ACU, Robotic Total Stations, and levels, Ashtech GPS units and a variety of other total stations, levels and instruments. He is very familiar with the preparation of: Design Surveys, Right-of-Way (ROW) Control Surveys, ROW Mapping, Construction Layouts, As-built Surveys, Drainage Surveys, and many more. As a Senior CADD Technician, Mr. Alonso has been involved with the projects listed below.

### Project Experience

#### **FDOT District 6, TWO #7 for C-AF57- Design Survey for Long Key Bridge in Monroe County**

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MGV prepared a Right of Way Monumentation Map for the project limits, based on the Right of Way Control Map, and recovered existing Horizontal Project Network Controls. The right of way for Truman Ave was monumented based on the final map, and work zone safety was provided in accordance with FDOT standards.

**Monroe County Parks and Beaches Sugarloaf Key Parcel from FDOT Right of Way (220'x47' on MM 17) in Monroe County** MGV created a sketch and legal documentation for acquiring a surplus parcel from FDOT Right of Way that extended from the northerly property line of the Fire Station #10 to the Sewer Pump Station. The survey included recovering information to establish adjacent property lines and locating existing improvements on the proposed parcel limits to avoid encroachments.

**FDOT District 6, SR 5 / Whitehead Street from Fleming Street to West of Truman Avenue in Monroe County** The Right of Way Survey involved conducting research on historical and current records, recovering monumentation, performing block closures, and establishing the right of way lines. The final outcome comprised a Right of Way Master Cad file and a certified Right of Way Map that showed all the discovered monumentation and recorded instruments resulting from the field verification and document research task.

**FDOT District 6, SR 5 / Overseas Highway from MM 91.2 to MM 96.5 (Key Largo) in Monroe County** The Right of Way Survey task involved extensive research of historical and current records, title search reviews, and survey field efforts such as recovering monumentation, performing block closures, and boundary surveys. The outcome was a certified Right of Way Map and a Right of Way Master Cad file that displayed all discovered monumentation and recorded instruments found during the survey.

**FDOT District 6, SR 5 / Overseas Highway from MM 38.6 to MM 40 in Monroe County** The Right of Way Survey task included critical research of historical and current records, title search reviews, and survey field work, such as monument recovery and boundary surveys. A certified Right of Way Map and a Right of Way Master Cad file were created to display all found and set monumentation, as well as any new recorded instruments discovered during the survey.

**FDOT District 6, Reconstruction of SR A1A (South Roosevelt Boulevard) in the City of Key West** MGV conducted a complete Design survey, establishing horizontal and vertical control networks, creating topographic surveys, and conducting surveys such as outfall, canal soundings, and drainage. The survey also included preparing right of way mapping, CADD files, legal descriptions, and a title search report.

#### **FDOT District 6, Pigeon Key Ramp Repair Project**

MGV completed a comprehensive Design survey, which involved establishing horizontal and vertical control networks, conducting survey baseline and right of way work, creating topographic surveys and a 3D Digital Terrain Model using laser scanning, conducting alignment and bridge surveys, and ensuring work zone safety.

**Office Location**  
Miami, Florida

**Years of Experience**  
12

**Years with MGV**  
12

**Education**  
Associates of Arts, Civil Engineering,  
Miami Dade College,  
2010

**Surveying Experience**  
Manuel G Vera & Assoc., Inc  
(2010 - Present)

# Brennen Mosciski

## Senior Survey Technician



Mr. Mosciski is one of our Senior CADD Technician with 10 years of experience, and is proficient with TopoDOT, Microstation, AutoCAD, OpenRoads, Geopak, Trimble, Cyclone, and Vector, Trello, as well as numerous other survey and office software. In addition, he has field experience with several instruments and data collectors including Robotic Total Stations, GPS, static scanner units and a variety of other total stations, levels and instruments. He is also familiar with the preparation of: Design Surveys, Right-of-Way (ROW) Control Surveys, ROW Mapping, As-built Surveys, Drainage Surveys, and many more. As a Senior Survey Technician, Mr. Mosciski has been involved with the projects listed below.

### Project Experience

#### **FDOT District 6, TWO #7 for C-AF57- Design Survey for Long Key Bridge in Monroe County**

MGV conducted a full design survey that involved setting mobile LiDAR targets on the Long Key Main Line Bridge, performing a topographic and 3D survey with mobile LiDAR technology, and conducting cross sections and a bridge survey. The survey also included a Hydrographic/Bathymetric Survey and Terrestrial Mobile LiDAR for Travel-way/Paved Surfaces for a total of 6 scan miles. Work zone safety was also provided as needed.

#### **FDOT District 6, TWO #23 for C-A146- SR 5 / Truman Ave from Thomas St to Eisenhower Dr in Monroe County**

MGV prepared a Right of Way Monumentation Map for the project limits, based on the Right of Way Control Map, and recovered existing Horizontal Project Network Controls. The right of way for Truman Ave was monumented based on the final map, and work zone safety was provided in accordance with FDOT standards.

**FDOT District 6, SR 5 / Whitehead Street from Fleming Street to West of Truman Avenue in Monroe County** The Right of Way Survey involved conducting research on historical and current records, recovering monumentation, performing block closures, and establishing the right of way lines. The final outcome comprised a Right of Way Master Cad file and a certified Right of Way Map that showed all the discovered monumentation and recorded instruments resulting from the field verification and document research task.

**FDOT District 6, Districtwide Miscellaneous Location Survey Consultant (C-AF57)** Task driven contract performing miscellaneous Location Surveys in Miami-Dade and Monroe Counties, and all municipalities within the district. MGV is responsible for all necessary professional surveying and mapping services to support topographic and mapping projects.

**FDOT District 6, Districtwide Right of Way Monumentation Consultant Contract (C-A146)** Task driven contract performing Right of Way Monumentation and Right of Way Monumentation Mapping services in Miami-Dade and Monroe Counties, and all municipalities within the district. These services include but are not limited to: the preparation of Right of Way Control Surveys, Right of Way Maps, Boundary Surveys, Title Search Reviews, and Right of Way Monumentation to include annotation and recordation of Right of Way Maps once the Monumentation is complete

**FDOT Turnpike, Miscellaneous Survey and Mapping Services - South Region (C-A957)** This task driven contract is a general services contract for Survey Services covering multiple areas within Florida's Turnpike Enterprise system of toll roads, which includes the Turnpike Mainline from Homestead to Wildwood (SR 821 and SR 91), Sawgrass Expressway (SR 869), Beachline East and West Expressway (SR 528), Southern Connector and Seminole Expressway (SR 417), Polk Parkway (SR 570), Veterans Expressway and Suncoast Parkway (SR 589), Western Beltway (SR 429), 1-4 Connector, and other toll facilities, including Alligator Alley, Garcon Point, Mid-Bay Bridge, Sunshine Skyway Bridge, Pinellas Bayway, and any other toll road or facility that may be under the jurisdiction of Florida's Turnpike Enterprise.

**SFWMD, Beach Corridor Phase III (SMART Plan) Survey for Easement Over Sovereign Submerged Lands** MGV provided survey services to prepare the necessary permits and easements for the project Guideway and 36-inch force main, as per DEP requirements. The survey involved establishing Horizontal and Vertical Control, conducting a Water Boundary Survey to establish the Mean High Water Line, and creating a Mean High Water Line Survey Map and legal description for each adjacent owner along both alignments. The legal description included boundaries of the parcel sought, ownership lines, the line of ordinary or mean high water, shoreline vegetation, existing structures, total square footage, and acreage of the parcel sought.

### Office Location

Jupiter, Florida

### Years of Experience

10

### Years with MGV

2

### Education

Associates of Arts,  
Computer Science,  
Indian River State  
College, 2019

### Surveying Experience

Manuel G Vera & Assoc., Inc  
(2020 - Present)

WGI, Inc  
(2012 - 2020)

## Isaac (Ike) Rooks, Jr., PSM

Project Manager/Principal in Charge/QAQC  
Photogrammetric Mapping



Ike is a principal of the firm with more than 35 years of professional experience. He has been a registered FL Professional Surveyor & Mapper (#5416) since 1994. During his career, Ike has managed hundreds of transportation related photogrammetric mapping projects for Counties, Cities, Municipalities, FDOT, and Airport Authorities. Ike is responsible for project management, QA/QC and coordination/communication of project issues and scope to the various IFR team members. Ike ensures all project requirements are met and offers extensive familiarity with FDOT standards, procedures, practices, and guidelines. His experience with the FDOT includes managing aerial photography / photogrammetry projects in each of the 8 Districts. Ike is a member of the Florida Surveying & Mapping Society and the American Society for Photogrammetry and Remote Sensing.

**OFFICE LOCATION:** 106 NW Drane St., Plant City, FL 33563

**HIRE DATE WITH FIRM:** March 1988

**EDUCATION:** Valdosta State University (1988)  
BA-(Finance/Economics)

**REGISTRATIONS:** Professional Surveyor & Mapper  
# 5416 Florida (1994)

**MEMBERSHIPS:** American Society of Photogrammetry and Remote Sensing. Also, FSMS

### PROJECT EXPERIENCE (Role: Project Manager)

#### I-95 from NW 8th St. to NW 79th St. (Dade County)

FDOT District VI

Prime: Keith & Schnars, P.A.

PM: Eric Wilhjelm; 954-776-1616

Contract Begin/End: 01/2014 – 10/2014

I.F. Rooks was contracted to perform a Low altitude and Fixed Wing photo mission to acquire black/white film for 2D planimetric mapping and 3D DTM. Creation of 1" = 40' black/white digital mosaic in HMR & TIF Format. Project Length 9.66.

#### SR 826 from I-75 to N of Canal C-8 (Miami-Dade County)

FDOT District VI

Prime: H. W. Lochner, Inc.

PM: Edwin Mojena; 305-503-9873

Contract Begin/End: 07/2016 – 12/2016

I.F. Rooks was contracted to perform a Low Altitude Helicopter photo mission to acquire black/white film for 2D planimetric mapping & 3D DTM. Project Length 2.01 Miles

#### SR 826 from I-75 to N of Canal C-8 (Miami-Dade County)

Client: H. W. Lochner, Inc.

PM: Edwin Mojena 305-503-9873

Contract Begin/End: 07/2016 – 12/2016

I.F. Rooks was contracted to perform a Low Altitude Helicopter photo mission to acquire black/white film for 2D planimetric mapping & 3D DTM. Project Length 2.01 Miles

#### SR 826 & I-75 Interchange -South Bound Lanes (Miami-Dade)

Client: FDOT, District 6

PM: Scott Perkins

305-470-5494

Contract Begin/End: 08/2009 – 11/2009

I.F. Rooks was contracted to perform a Low Altitude Helicopter photo mission to acquire black/white film for 2D planimetric mapping & 3D DTM. Project Length 3.9 Miles

#### Golden Glades Interchange (Miami-Dade Co.)

Client: Atkins (PBS&J)

PM: Robert Mantecon

305-592-7275

Contract Begin/End: 03/2009 – 05/2009

I.F. Rooks was contracted to perform a Low Altitude Helicopter photo mission to acquire black/white film for 2D planimetric mapping & 3D DTM and a Fixed Wing photo mission to acquire black & white film for creation of black/white digital mosaic 1" = 40' in HMR format. Project Length 4.6 Miles

#### SR 826 from W of NW 47th E of NW 67th Ave. (Miami-Dade Co)

Client: FDOT District 6

PM: Scott Perkins

305-470-5494

Contract Begin/End: 03/2008 – 07/2008

I.F. Rooks performed a Low Altitude Helicopter photo mission to acquire black/white film for 2D planimetric mapping & 3D DTM and a Fixed Wing photo mission to acquire black/white film for creation of digital mosaics 1" = 40' in HMR Format. Project Length 2.06 Miles.

#### SR 826 from S of 122nd St. to 17th St. (Miami Dade County)

Client: Reynolds, Smith and Hills, Inc.

PM: Jeff Easley

786-388-0234

Contract Begin/End: 03/2011 – 06/2012

I.F. Rooks was contracted to perform a Low Altitude Helicopter photo mission to acquire black/white film for 2D planimetric mapping & 3D DTM and a Fixed Wing photo mission to acquire black/white film for creation of digital mosaics 1" = 40' in HMR & TIF Format. Project Length 9.30 miles



## Senior Project Manager

John leads a team of IT experts in designing and implementing asset management and GIS solutions to meet diverse client needs. With a comprehensive background in surveying, asset management, project management, and GIS, John is skilled in navigating the obstacles inherent in complex projects, serving as a knowledgeable and responsive consultant and project manager.

John's progressive experience encompasses GIS utility mapping and asset inventories, asset management system implementations, and data conversions to Esri geodatabases for many types of clients. As a testament to his experience, he has been intimately involved with nearly every GIS implementation and inventory project that Woolpert has completed within Florida.

### Professional Data

#### Total Years of Experience

25

#### Education

BS Engineering, Surveying Engineering,  
University of New Brunswick

#### Professional Registration

Professional Surveyor and Mapper, FL #5994  
Certified Asset Management, 1032109

- **GIS/GPS Field Inventory and GIS Data Conversion Services, Florida Keys Aqueduct Authority (FKAA)—Big Coppitt & Saddlebunch Keys, Florida.** Woolpert was selected to augment existing GIS data with information captured in the field and from hard copy map products and documents. To do this, Woolpert provided field inventory, data collection, and GIS data conversion services, which included surveying and digitizing the water distribution system. Woolpert also rectified existing GIS graphics to the county landbase, specifically the county aerials that were referenced in FKAA's current GIS. After data conversion, Woolpert developed QA/QC procedures to check all data for attribute domain conformance, attribute integrity, topologic integrity, and spatial accuracy.
- **GIS Environment Upgrades, Florida Keys Aqueduct Authority—Monroe County, Florida.** This project entailed: a basic review and as-needed edits to an existing water geodatabase; creating a data collection data dictionary; RTD field inventory of water system features including water meters; GIS data conversion services, and; a final review meeting to include GIS recommendations.
- **GMH Military Housing, Southeast Region Military Housing Privatization, Balfour Beatty Construction, LLC—Key West, Florida.** Woolpert provided civil engineering services to GMH Military Housing Balfour Beatty Construction for the Navy southeast military housing privatization project. The project consists of 11 naval bases in five southeastern states and 5,501 family homes plus recreational and community features. The 50-year project began with a six-year development period valued at more than \$700 million, making this initiative one of the largest public-private venture housing initiatives to date. This project covered Navy installations located at: Naval Weapons Station Charleston, South Carolina; Naval Submarine Base Kings Bay, Georgia; Naval Air Station (NAS) Jacksonville, Florida; Naval Station, Mayport, Florida; **NAS Key West, Florida**; Naval Support Activity Panama City, Florida; NAS Pensacola, Florida; NAS Whiting Field, Florida; Naval Construction Battalion Center Gulfport, Mississippi; NAS Meridian, Mississippi; and NAS Joint Reserve Base Fort Worth, Texas.
- **Orthophotography, Florida Department of Transportation—Monroe County, Florida.** Woolpert acquired new aerial imagery of Monroe County in this joint project with the Florida Department of Transportation, District Six. Work included ground control and airborne GPS surveying as well as the production of a digital elevation model and orthophotos.
- **PAB GPS Inventory and GIS Utility Conversion Project, Patrick Airforce Base—Patrick Airforce Base, Florida.** Survey Phase Manager that supported the update of the client's GIS with accurate location and attribute information. Using scanned and georeferenced source documentation on pen-based field computers, Woolpert used RTK GPS technology and robotic total stations to accurately position all sewer, stormwater, and runway lighting features on the base in support of their asset management system.
- **GIS/GPS Water and Sewer Utility Survey, WASD—Miami-Dade, Florida.** Project Manager responsible for all surveying activities. Beginning with a nine square-mile pilot area and continued with full conversion of the 414 square-mile service area, provided services to build a GIS that support both water and sewer distribution networks by locating surface utility features. Woolpert worked extensively with a Trimble Navigation software programmer in co-developing a pen-based RTK data collection software. This allowed for the quick and efficient data collection of over 180,000 water and sewer utility features to accuracies of 3.5 centimeters. After the successful completion and client acceptance of the pilot area, Mr. Cestnick managed the full production of all field aspects of the project, which at times included eight field crews.
- **On-site GIS Support Services, Miami-Dade Water and Sewer Department (WASD)—Miami-Dade County, Florida.** Project Manager that oversaw on-site GIS conversion services to update the County's water and sewer utility GIS. Up to 40 team members used a custom application called GIS Atlas Maintenance System (GAMS2) to enter new data; use the GAMS2 application to research and correct reported GIS data errors; validate and modify GIS layers using Esri GIS tools; interpret water and sewer as-builts; research using various WASD systems; and provide QA/QC for various utility attributes and feature information.

# **Part 3**

## **Qualifications & Experience**

## RELEVANT EXPERIENCE

For over 30 years, Manuel G. Vera & Associates Inc. has been providing survey services in Monroe County for the Department of Transportation. Currently, our Project Managers and Field Crew personnel are engaged in survey projects in the Florida Keys and Key West. Our survey firm is the top choice for the Department of Transportation for any project in any part of Monroe County, including Key West. Our experience in Key West and Monroe County includes:

### Task Work Order #23 for FDOT C-A146

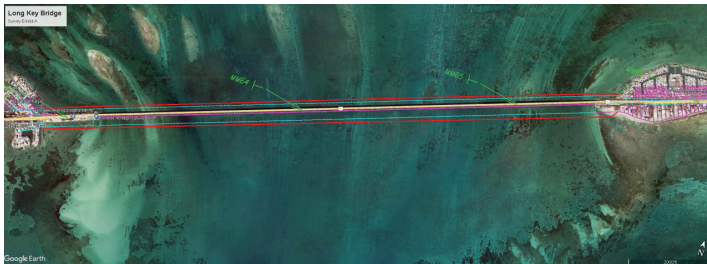
#### SR 5 / Truman Ave from Thomas St to Eisenhower Dr

##### Location: City of Key West, FL

MGV was responsible for preparing a Right of Way Monumentation Map based on the Right of Way Control Map for the project limits. Survey deliverables included recovering of existing Horizontal Project Network Controls, right of way for Truman Ave was monumented as depicted on the final Right of Way Monumentation Map, and work zone safety as required by FDOT standards.

### Task Work Order #7 for FDOT C-AF57

#### Design Survey for Long Key Bridge



##### Location: Monroe County, FL

MGV performed a full design survey, including the following deliverables: establishing horizontal and vertical control along the adjacent pedestrian bridge and setting mobile LiDAR targets along the Long Key Main Line Bridge; placing locating, and maintaining mobile LiDAR targets; a Topographic and DTM (3D) Survey was prepared along the existing Long Key Bridge limits using mobile LiDAR technology; cross sections were performed at 1000-ft intervals throughout the project limits; a bridge survey was performed on the bridge deck; a Hydrographic/Bathymetric Survey was also performed and extended 50-ft beyond the bridge and from shoreline/seawall along the bridge approaches; work zone safety was also provided as needed; and Terrestrial MobileLiDAR was provided for Travel-way/Paved Surfaces for a total of 6 scan miles.

### Sugarloaf Key Parcel from FDOT Right of Way (220'x47' on Mile Marker 17)

##### Location: Monroe County, FL

MGV prepared a sketch and legal for acquisition of a

surplus parcel from FDOT Right of Way. The parcels limits were approximately 220x47 feet more or less and extended from the extension of the northerly property line of the existing Fire Station #10 (117930-0001) going Southwesterly to the Sewer Pump Station (118480) or FDOT surplus parcel 4524. MGV will recovered sufficient information to establish the existing adjacent parcels' property lines, and located existing improvements (Asphalt pavements, concrete slabs, utilities, etc.) on the proposed parcel limits to make sure there were no encroachments.

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

##### Location: City of Key West, FL

MGV completed a full Design Survey with Right of Way Control Survey and Right of Way Maps for North Roosevelt Boulevard (S.R. A1A) in Key West for District 6, two other survey firms unsuccessfully attempted this project. MGV accepted this as a fast track Design and Mapping project. We worked hand in hand with the Department, City of Key West, Monroe County and the DEP, prepared over 60 parcel sketches and legal descriptions.

### Reconstruction of SR A1A (South Roosevelt Blvd.)

##### Location: City of Key West, FL

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

### Task Work Order #69 for FDOT C-9C43

#### SR 5 / US 1 / Overseas Highway Hurricane Irma Repairs



##### Location: Monroe County, FL

This Task Work Order was derived with the intention of performing the necessary survey tasks in order to gather sufficient survey data in areas that have been



eroded by the storm and calculate the quantities of fill. MGVA provided a Design Survey with the following deliverables: Horizontal and Vertical Control, Survey Baseline and Right of Way Lines, Topographic Survey/DTM (3D) from the edge of travel lane out to the eroded area and towards the approximate water line, edge of vegetation and/or right of way line. Updated PNC sheets were also provided.

### South Roosevelt Maintenance Map

**Location:** City of Key West, FL

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

### Boundary Survey for Parcel 6174,

**Location:** 3755 South Roosevelt, Key West, FL

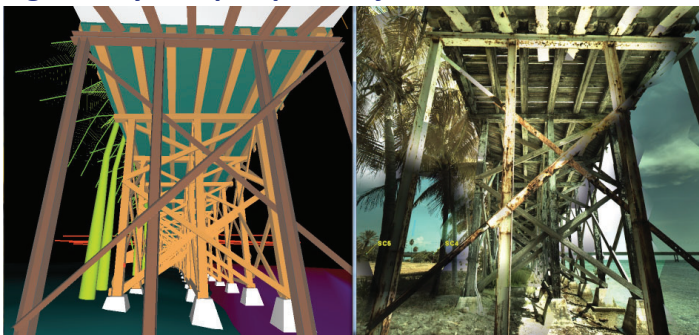
MGVA performed a boundary survey, including all boundary lines being identified and monumented. The topographic portion of the survey consists of locating all above ground features located within 50-ft and adjacent to the South Roosevelt Right of Way only.

### Conservation Parcel #3878 Lower Matecumbe Key

**Location:** Mile Marker 77.5, Monroe County, FL

MGVA performed a full design survey, including establishing secondary horizontal control and vertical control as needed to perform all survey tasks, a topographic survey on the North and South limits of the parcel in order to identify existing beams, swails, etc., spot elevations, right of way staking at 100 foot intervals along the boundary of the parcel, and work zone safety.

### Pigeon Key Ramp Repair Project



**Location:** Monroe County, FL

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

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

**Location:** Monroe County and Miami-Dade County, FL

MGVA provided a full Design Survey, including: the establishment of horizontal (NAD 83/90) and vertical control (NAVD 88) networks using GPS and conventional methods. Full Engineering Design Surveys incorporating the creation of Topographic surveys and Digital Terrain Model (DTM/3D) using conventional field methods, electronically, and in coordination with Aerial fixed wing and low and or high altitude flight surveys. Establishing the historic baseline and right of way lines as per the right of way map always trying to maintain the original/historical intention of all recorded instruments, but incorporating the existing monumentation and all existing evidence as needed to establish the right of way.

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



**Location:** City of Key West

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

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



**Location:** Monroe County, FL

MGVA Provided a Design Survey and Construction Survey including the following: A full DTM and Topographic Survey was performed incorporating, ground survey using electronic field book, GPS, and

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

#### **Sovereign Submerged Lands Easement**

**Location: City of Key West, FL**

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

#### **Additional Experience as a Prime Consultant to Florida Department of Transportation District 6:**

Throughout the last twelve (12) years alone, MGV has been awarded six (6) contracts for districtwide survey/mapping services to Florida Department of Transportation's District Six, located within Monroe and Miami-Dade County. Within the six (6) districtwide contracts we won as a prime consultant, MGV has worked on over forty-two (42) task work orders within Monroe County alone- and five (5) of them within the last year.

#### **Districtwide Misc. Location Survey Consultant FDOT, District 6 | Contract No.: CAF57**

**Contract Duration: 09/2021 to On-Going (Est. 09/2026)**

Task Work Orders Completed in Monroe County: 1

#### **Districtwide Right of Way Monumentation Consultant FDOT, District 6 | Contract No.: C-A146**

**Contract Duration: 10/2018 to On-Going (Est. 10/2023)**

Task Work Orders Completed in Monroe County: 8

#### **Districtwide Right of Way Mapping & Survey**

**FDOT, District 6 | Contract No.: C-9M05**

**Contract Duration: 09/2015 to 09/2020**

Task Work Orders Completed in Monroe County: 11

#### **Districtwide Right of Way Monumentation Consultant FDOT, District 6 | Contract No.: C-9D05**

**Contract Duration: 10/2013 to 10/2018**

Task Work Orders Completed in Monroe County: 1

#### **Districtwide Misc. Location Survey Consultant FDOT, District 6 | Contract No.: C-9C43**

**Contract Duration: 08/2013 to 08/2018**

Task Work Orders Completed in Monroe County: 16

#### **Districtwide Right of Way Location Survey Consultant FDOT, District 6 | Contract No.: C-9127**

**Contract Duration: 03/2011 to 03/2016**

Task Work Orders Completed in Monroe County: 5

### **ABILITY TO PERFORM SERVICES**

MGV is committed to providing reliable and continuous survey support without exception. With over 60 skilled survey personnel, including 10 registered Professional PSMs, and 18 fully staffed and equipped survey/SUE crews, MGV ensures that a minimum of two (2) crews are available within 24 hours and up to four (4) crews (including 1 aerial crew) within 48 hours of Notice to Proceed. Our main corporate office is located in Miami, Florida, which enables us to provide any survey service needed by the City of Key West.

The objective of any City-Wide Miscellaneous contract is to provide basic miscellaneous survey and mapping services to support production. The selected consultant must provide on-call basic surveying and mapping tasks, with project management and coordination as key elements for success. At MGV, we understand the importance of upfront planning and managing, which facilitates project scheduling while minimizing costs. Our team is designed to ensure that sufficient survey support is always available to the City of Key West project managers and staff.

As a leading provider of surveying and mapping services, we at MGV take pride in our track record of delivering high-quality work to our clients. We have had the pleasure of collaborating with IF Rooks and Woolpert on many projects, and we have consistently achieved excellent results.

MGV and IF Rooks have been working together for over 20+ years, and IF Rooks currently provides aerial and photogrammetric mapping for MGV under several of our current Survey and Mapping Contracts, including three of our FDOT District 6 Contracts (C-A146, C-AF57, C-9C43), as well as our Survey and Mapping contracts with the South Florida Water Management District and the survey contract awarded 5 years ago with the City of Key West.



In addition, Woolpert provided support to MGVA on our DW Misc. Location Survey Consultant contract (C-9C43), and MGVA also supported Woolpert on their Districtwide Aerial Photogrammetry contract with FDOT District 6.

Coordination between MGVA and our team's firms is already established with these existing relationships with IF Rooks, and Woolpert. We value our partnership with our subconsultants, and their contributions have been instrumental in our success. We look forward to continuing our collaboration with them and delivering outstanding results for our clients. As the prime survey consultant, MGVA is entirely responsible for coordinating and managing all survey efforts with our team, ensuring that no time, effort, or funds are wasted. With our commitment to reliability, continuous support, and effective management, MGVA is the ideal choice for any survey project in the City of Key West.

## Example Projects & Client References

### Monroe County Parks and Beaches, Sugarloaf Key Parcel from FDOT Right of Way (220'x47' on MM 17)

**Client:** Monroe County Board of County Commissioners

**Client Contact:** Suzi Rubio (305) 453-8788

**Contract Amount:** \$3,615.00

**Contract Duration:** 11/2022 to 01/2023

**Location:** Monroe County, FL

**Project Description:** MGVA prepared a sketch and legal for acquisition of a surplus parcel from FDOT Right of Way. The parcels limits were approximately 220x47 feet more or less and extended from the extension of the northerly property line of the existing Fire Station #10 (117930-0001) going Southwesterly to the Sewer Pump Station (118480) or FDOT surplus parcel 4524. MGVA will recover sufficient information to establish the existing adjacent parcels' property lines, and located existing improvements (Asphalt pavements, concrete slabs, utilities, etc.) on the proposed parcel limits to make sure there are no encroachments.

### MGVA Key Staff involved in the Management and completion of Project:

MGVA Project Manager:	Manuel Vera Jr., PSM
MGVA Project Surveyor:	Silvia Nuin, PSM
MGVA Project Surveyor:	Carlos Alonso, PSM
MGVA Cadd Technicians:	Javier Alonso

### Districtwide Misc. Location Survey Consultant (C-AF57)

**Client:** FDOT District Six

**Client Contact:** Zurelys Perez de Alejo, PSM (305) 470-5194

**Contract Amount:** \$1.5M

**Contract Duration:** 09/2021 to On-Going (Est. 09/2026)

**Location:** Monroe County and Miami-Dade County, FL

**Project Description:** Task driven contract performing miscellaneous Location Surveys in Miami-Dade

and Monroe Counties, and all municipalities within the district. MGVA is responsible for all necessary professional surveying and mapping services to support topographic and mapping projects. Most of these services utilize a combination of mobile surveying and mapping technologies with GNSS and conventional survey technologies for ground control, quality assurance, and supplementary topographic map data when necessary. The surveys will include, but not be limited to: terrestrial mobile LiDAR surveying & mapping, ground control, scheduling of activities, drainage information, design level surveys, specific purpose surveys, acquisition parcel stakeout, project control network, right of way control survey maps, acquisition right of way maps, maintenance maps, retracement, recovery, and analysis of historical baselines of survey, boundary surveys, parcel sketches, legal descriptions, and properties title analysis.

### TWOs completed within Key West & Monroe County:

**Task Work Order #07:** Design survey along the existing Long Key Bridge, and Hydrographic/Bathymetric survey  
**Key Staff involved in the Management and completion of Projects:**

MGVA Project Manager:	Manuel Vera Jr., PSM
MGVA Project Surveyor:	Manuel G. Vera Sr., PSM
MGVA Project Surveyor:	Silvia Nuin, PSM
MGVA Project Surveyor:	Mark Sowers, PSM
MGVA Project Surveyor:	Carlos Alonso, PSM
MGVA Project Surveyor:	Ulises Betancourt, PSM
MGVA Project Surveyor:	Chris Miller, PSM
MGVA Project Surveyor:	Thuy Truong, PSM
MGVA Project Surveyor:	Bret Brunow, PSM
MGVA Cadd Technicians:	Javier Alonso
MGVA Cadd Technicians:	Brennen Mosciski
IFR Photogrammetry PM:	Ike Rooks, PSM

### Districtwide Right of Way Mapping & Survey (C-A146)

**Client:** FDOT District Six

**Client Contact:** Victor Marrero, PSM (305) 470-5249

**Contract Amount:** \$1.5M

**Contract Duration:** 10/2018 to On-Going (Est. 10/2023)

**Location:** Monroe County and Miami-Dade County, FL

**Project Description:** Task driven contract performing Right of Way Monumentation and Right of Way Monumentation Mapping services in Miami-Dade and Monroe Counties, and all municipalities within the district. These services include, but are not limited to the preparation of Right of Way Control Surveys, Right of Way Maps, Boundary Surveys, Title Search Reviews, and Right of Way Monumentation to include annotation and recordation of Right of Way Maps once the Monumentation is complete.

### TWOs completed within Key West & Monroe County:

**Task Work Order #03:** Monumentation Map along SR 5/ Truman Avenue from Whitehead to Eisenhower Drive



Overseas Highway from MM54 to MM58

Task Work Order #05: Monumentation Map for SR 5/  
Overseas Highway from MM86.4 to MM91.2

Task Work Order #07: Maintenance Map for SR 5/  
Whitehead St from Flemming St to West of Truman Ave

Task Work Order #14: Parcel Sketch and Legal  
Description for drainage purposes for SR A1A/S.  
Roosevelt from Bertha St to end of Smathers Beach

Task Work Order #29: Right of Way Monumentation  
map for SR5/US1 from Card Sound Rd to SW 336th St

**Key Staff involved in the Management and completion  
of Projects:**

MGV Project Manager:	Manuel Vera Jr., PSM
MGV Project Surveyor:	Manuel G. Vera Sr., PSM
MGV Project Surveyor:	Silvia Nuin, PSM
MGV Project Surveyor:	Mark Sowers, PSM
MGV Project Surveyor:	Carlos Alonso, PSM
MGV Project Surveyor:	Ulises Betancourt, PSM
MGV Project Surveyor:	Chris Miller, PSM
MGV Project Surveyor:	Thuy Truong, PSM
MGV Project Surveyor:	Bret Brunow, PSM
MGV Cadd Technicians:	Javier Alonso
MGV Cadd Technicians:	Brennen Mosciski
IFR Photogrammetry PM:	Ike Rooks, PSM

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

**Client:** FDOT District Six

**Client Contact:** Victor Marrero, PSM (305) 470-5249

**Contract Amount:** \$1.5M

**Contract Duration:** 09/2015 to 09/2020

**Location:** Monroe County and Miami-Dade County, FL

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

**TWOs completed within Key West:**

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

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

**Key Staff involved in the Management and completion  
of Projects:**

MGV Project Manager:	Manuel Vera Jr., PSM
MGV Project Surveyor:	Manuel G. Vera Sr., PSM
MGV Project Surveyor:	Silvia Nuin, PSM
MGV Project Surveyor:	Mark Sowers, PSM
MGV Project Surveyor:	Carlos Alonso, PSM
MGV Project Surveyor:	Ulises Betancourt, PSM
MGV Project Surveyor:	Chris Miller, PSM
MGV Project Surveyor:	Thuy Truong, PSM
MGV Project Surveyor:	Bret Brunow, PSM
MGV Cadd Technicians:	Javier Alonso

**Districtwide Misc. Location Survey Consultant (C-9C43)**

**Client:** FDOT District Six

**Client Contact:** Victor Marrero, PSM (305) 470-5249

**Contract Amount:** \$1.5M

**Contract Duration:** 08/2013 to 08/2018

**Location:** Monroe County and Miami-Dade County, FL

**Project Description:** Task driven contract performing miscellaneous Location Surveys in Miami-Dade and Monroe Counties, and all municipalities within the district. MGV was responsible for supplying qualified personnel if requested within 48 hours, which consisted of field surveys for Right of Way and Design projects as assigned. The surveys included, but not be limited to: re-establishment of survey baselines, control points, bench marks, DTM elevations, Topo, drainage and bridge data, Right of Way control Surveys, Right of Way Maps, and Legal Descriptions along with Engineering Design Surveys, Geodetic Control/PNC, Project Network Control Sheet with horizontal and vertical datum, Alignments, Bench Levels, Topographic/Hydrographic, and Roadway DTM and Tin Models, Side Street Surveys, Underground Utilities, Drainage Survey, Bridge Data Survey, Outfall/Detention/Mitigation Survey, Stakeout for Borings, Section Ties, Subdivision Ties, Maintained Right of Way Survey, Building Ties, Jurisdictional Line Survey, as well as Maintenance of Traffic (safety).

**TWOs completed within Monroe County:**

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

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

**Key Staff involved in the Management and completion  
of Projects:**

MGV Project Manager:	Manuel Vera Jr., PSM
MGV Project Surveyor:	Manuel G. Vera Sr., PSM
MGV Project Surveyor:	Silvia Nuin, PSM
MGV Project Surveyor:	Mark Sowers, PSM
MGV Project Surveyor:	Carlos Alonso, PSM
MGV Project Surveyor:	Ulises Betancourt, PSM
MGV Cadd Technicians:	Javier Alonso
IFR Photogrammetry PM:	Ike Rooks, PSM
WLP GIS Project Manager:	John Cestnick, PSM, IAM

**Part 4**  
**Professional Licences**  
**Forms & Affidavits**



## Local Business Tax Receipts Miami-Dade County & Monroe County

Manuel G. Vera & Associates, Inc.

Miami-Dade County LBT



### Local Business Tax Receipt

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



**EXPIRES**  
SEPTEMBER 30, 2023

Must be displayed at place of business  
Pursuant to County Code  
Chapter 8A - Art. 9 & 10

383570

RECEIPT NO.  
RENEWAL  
383570

**BUSINESS NAME/LOCATION**  
MANUEL G VERA &  
ASSOCIATES INC  
13960 SW 47TH ST  
MIAMI, FL 33175-4404



**OWNER**  
MANUEL G VERA & ASSOCIATES  
INC  
C/O MARIA T VERA PRES  
Employee(s) 31

**SEC. TYPE OF BUSINESS**  
212 P.A./CORP/PARTNERSHI  
P/FIRM  
LB2439

**PAYMENT RECEIVED  
BY TAX COLLECTOR**  
232.50 07/15/2022  
INT-22-364601

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

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

For more information, visit [www.miamidade.gov/taxcollector](http://www.miamidade.gov/taxcollector)



Manuel G. Vera & Associates, Inc.

Monroe County LBT



### 2022 / 2023 MONROE COUNTY BUSINESS TAX RECEIPT EXPIRES SEPTEMBER 30, 2023

Business Name: MANUEL G VERA & ASSOCIATES INC

RECEIPT# 30140-76319

Owner Name: MANUEL G VERA  
Mailing Address: 13960 SW 47TH ST  
MIAMI, FL 33175

Business Location: MO CTY  
KEY WEST, FL 33040  
Business Phone: 305-221-6210  
Business Type: CONTRACTOR (SURVEYOR AND MAPPERS)

Employees 13

STATE LICENSE: LS2262

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
35.00	0.00	35.00	0.00	0.00	0.00	35.00

Paid 000-21-00038112 07/15/2022 35.00

THIS BECOMES A TAX RECEIPT  
WHEN VALIDATED

**Sam C. Steele, CFC, Tax Collector**  
PO Box 1129, Key West, FL 33041

THIS IS ONLY A TAX.  
YOU MUST MEET ALL  
COUNTY AND/OR  
MUNICIPALITY  
PLANNING, ZONING AND  
LICENSING  
REQUIREMENTS.

**If awarded a contract, MGV is committed to obtaining and maintaining  
a City of Key West Business Tax Receipt for the entire duration of the contract.**



## Professional Licenses

Manuel G. Vera & Associates, Inc.

*Professional Surveyor and Mapper*

Business License No.: LB2439



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

License No.: **LB2439**

Expiration Date February 28, 2025

### Professional Surveyor and Mapper Business License

Under the provisions of Chapter 472, Florida Statutes

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

WILTON SIMPSON  
COMMISSIONER OF AGRICULTURE

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

Manuel G. Vera, Jr., PSM

*Professional Surveyor and Mapper*

License No.: LS5291



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

License No.: **LS5291**

Expiration Date February 28, 2025

### Professional Surveyor and Mapper License

Under the provisions of Chapter 472, Florida Statutes

MANUEL G VERA JR  
13960 SW 47TH ST  
MIAMI, FL 33175-4404

WILTON SIMPSON  
COMMISSIONER OF AGRICULTURE

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

Mark R. Sowers, PSM

*Professional Surveyor and Mapper*

License No.: LS5266



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

License No.: **LS5266**

Expiration Date February 28, 2025

### Professional Surveyor and Mapper License

Under the provisions of Chapter 472, Florida Statutes

MARK R SOWERS  
9752 FLEMING GRANT RD.  
MICCO, FL 32976

NICOLE "NIKKI" FRIED  
COMMISSIONER OF AGRICULTURE

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





## Professional Licenses

Manuel G. Vera, Sr., PSM

*Professional Surveyor and Mapper*

License No.: LS2262



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

License No.: **LS2262**

Expiration Date February 28, 2025

### Professional Surveyor and Mapper License

Under the provisions of Chapter 472, Florida Statutes

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

WILTON SIMPSON  
COMMISSIONER OF AGRICULTURE

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

Silvia Nuin, PSM

*Professional Surveyor and Mapper*

License No.: LS5982



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

License No.: **LS5982**

Expiration Date February 28, 2025

### Professional Surveyor and Mapper License

Under the provisions of Chapter 472, Florida Statutes

SILVIA NUIN  
3425 SW 92ND AVE  
MIAMI, FL 33165-4127

WILTON SIMPSON  
COMMISSIONER OF AGRICULTURE

Carlos E. Alonso, PSM

*Professional Surveyor and Mapper*

License No.: LS6669



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

License No.: **LS6669**

Expiration Date February 28, 2025

### Professional Surveyor and Mapper License

Under the provisions of Chapter 472, Florida Statutes

CARLOS E ALONSO  
9355 SW 84TH TER  
MIAMI, FL 33173-4505

WILTON SIMPSON  
COMMISSIONER OF AGRICULTURE

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



## Professional Licenses

Ulises Betancourt, PSM

*Professional Surveyor and Mapper*

License No.: LS6694



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

License No.: **LS6694**

Expiration Date February 28, 2025

### Professional Surveyor and Mapper License

Under the provisions of Chapter 472, Florida Statutes

ULISES M. BETANCOURT  
8030 SW 11TH ST  
MIAMI, FL 33144-4316

WILTON SIMPSON  
COMMISSIONER OF AGRICULTURE

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

Christopher P. Miller, PSM

*Professional Surveyor and Mapper*

License No.: LS5921



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

License No.: **LS5921**

Expiration Date February 28, 2025

### Professional Surveyor and Mapper License

Under the provisions of Chapter 472, Florida Statutes

CHRISTOPHER PAUL MILLER  
640 10TH ST SW  
VERO BEACH, FL 32962-5639

WILTON SIMPSON  
COMMISSIONER OF AGRICULTURE

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

Thuy A. Truong, PSM

*Professional Surveyor and Mapper*

License No.: LS5921



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

License No.: **LS5868**

Expiration Date February 28, 2025

### Professional Surveyor and Mapper License

Under the provisions of Chapter 472, Florida Statutes

THUY ANH TRUONG  
2608 W CARANDIS RD  
WEST PALM BEACH, FL 33406-5111

NICOLE "NIKKI" FRIED  
COMMISSIONER OF AGRICULTURE

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



## Professional Licenses

Bret Brunow, PSM

*Professional Surveyor and Mapper*

License No.: LS6407



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

License No.: **LS6407**

Expiration Date February 28, 2025

### Professional Surveyor and Mapper License

Under the provisions of Chapter 472, Florida Statutes

BRET LEE BRUNOW  
361 CORRAL RD  
OSTEEN, FL 32764-9106

WILTON SIMPSON  
COMMISSIONER OF AGRICULTURE

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

IF Rooks & Associates, Inc.

*Professional Surveyor and Mapper*

Business License No.: LB6618



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

License No.: **LB6618**

Expiration Date February 28, 2025

### Professional Surveyor and Mapper Business License

Under the provisions of Chapter 472, Florida Statutes

I.F. ROOKS & ASSOCIATES, LLC  
106 N W DRANE ST  
PLANT CITY, FL 33563

WILTON SIMPSON  
COMMISSIONER OF AGRICULTURE

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

Isaac F. Rooks, Jr., PSM

*Professional Surveyor and Mapper*

License No.: LS5416



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

License No.: **LS5416**

Expiration Date February 28, 2025

### Professional Surveyor and Mapper License

Under the provisions of Chapter 472, Florida Statutes

ISAAC FREDRICK ROOKS JR  
106 DRANE ST NW  
PLANT CITY, FL 33563-5444

WILTON SIMPSON  
COMMISSIONER OF AGRICULTURE

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



## Professional Licenses

Woolpert, Inc.

*Professional Surveyor and Mapper*  
Business License No.: LB6777



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

License No.: **LB6777**  
Expiration Date February 28, 2025

### Professional Surveyor and Mapper Business License

Under the provisions of Chapter 472, Florida Statutes

WOOLPERT INC  
ATTN: TESS CARAWAN 4454 IDEA CENTER BLVD  
DAYTON, OH 45430-1500



WILTON SIMPSON  
COMMISSIONER OF AGRICULTURE

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

John Cestnick, PSM

*Professional Surveyor and Mapper*  
License No.: LS5994



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

License No.: **LS5994**  
Expiration Date February 28, 2025

### Professional Surveyor and Mapper License

Under the provisions of Chapter 472, Florida Statutes

JOHN ANGUS CESTNICK  
4530 NW 49TH CT  
COCONUT CREEK, FL 33073-2943



WILTON SIMPSON  
COMMISSIONER OF AGRICULTURE

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

John Cestnick, PSM

*Certificate in Asset Management*  
IAM Registration No.: 1032109



## Manuel G. Vera & Associates, Inc.

State of Florida Corporate Charter

Document No.: 534958

### *State of Florida Department of State*


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

The document number of this corporation is 534958.

I further certify that said corporation has paid all fees due this office through December 31, 2023, that its most recent annual report/uniform business report was filed on January 10, 2023, and that its status is active.

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

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Tenth day of January, 2023*

  
**Secretary of State**

Tracking Number: 0016286964CC

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

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

# ANTI-KICKBACK AFFIDAVIT

[illegible]

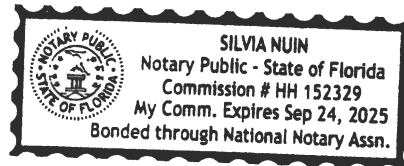
I, the undersigned hereby duly sworn, depose and say that no portion of the sum herein bid will be paid to any employees of the City of Key West as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

By: Manuel G. Vera, Jr., PSM

Sworn and subscribed before me this

24th day of March, 2023.


Silvia Nuin  
NOTARY PUBLIC, State of Florida at Large

My Commission Expires: 09/24/2025



STATE OF FLORIDA )  
 : SS  
COUNTY OF MONROE )

By:   
Manuel G. Vera, Jr., PSM

 **SILVIA NUIN**  
Notary Public - State of Florida  
Commission # HH 152329  
My Comm. Expires Sep 24, 2025  
Bonded through National Notary Assn.

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

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

1. This sworn statement is submitted with Bid, Bid or Contract No. 23-004 for  
Professional Surveying Services
2. This sworn statement is submitted by Manuel G. Vera & Associates, Inc.  
(Name of entity submitting sworn statement)  
  
whose business address is 13960 SW 47th Street, Miami, FL 33175  
  
\_\_\_\_\_ and (if applicable) its Federal  
Employer Identification Number (FEIN) is 59-1741639 (If the entity has no FEIN,  
include the Social Security Number of the individual signing this sworn statement.)
3. My name is Manuel G. Vera, Jr., PSM and my relationship to  
(Please print name of individual signing)  
  
the entity named above is Chief Executive Officer.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including but not limited to, any Bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means
  1. A predecessor or successor of a person convicted of a public entity crime: or
  2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a "person" as defined in Paragraph 287.133(1)(8), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter

into a binding contract and which Bids or applies to Bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

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

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

       There has been a proceeding concerning the conviction before a hearing of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

       The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

       The person or affiliate has not been put on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

  
(Signature)

March 24, 2023

STATE OF Florida (Date)

COUNTY OF Miami-Dade

Manuel G. Vera, Jr., PSM

PERSONALLY APPEARED BEFORE ME, the undersigned authority,

Manuel G Vera

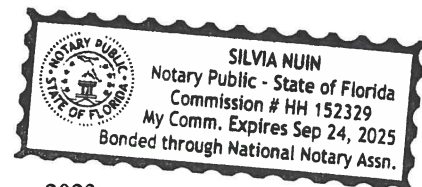
(Name of individual signing)

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

space provided above on this 24th day of March, 2023.

My commission expires: 09/24/2025  
NOTARY PUBLIC

Silvia Nuin







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

CONTRACTOR agrees to protect, defend, indemnify, save and hold harmless The City of Key West, all its Departments, Agencies, Boards, Commissions, officers, City's Consultant, agents, servants and employees, including volunteers, from and against any and all claims, debts, demands, expense and liability arising out of injury or death to any person or the damage, loss of destruction of any property which may occur or in any way grow out of any act or omission of the CONTRACTOR, its SUBCONTRACTOR(S), 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 CONTRACTOR 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. Nothing contained herein shall be construed to alter or waive the City's sovereign immunity under 768.28, Florida Statutes. CONTRACTOR 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 CONTRACTOR. The indemnification obligations under the Contract shall not be restricted in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the CONTRACTOR under workers' compensation acts, disability benefits acts, or other employee benefits acts, and shall extend to and include any actions brought by or in the name of any employee of the CONTRACTOR or of any third party to whom CONTRACTOR may subcontract a part or all of the Work. Ten dollars of the consideration paid by the City is acknowledged by CONTRACTOR 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, CONTRACTOR 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 CONTRACTOR 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 CONTRACTOR, or persons employed or utilized by CONTRACTOR. The CONTRACTOR'S obligation to indemnify, defend and pay for the defense of the CITY, or at the CITY's option, to participate and associate with the CONTRACTOR in the defense and trial of any claim and any related settlement negotiations, shall be triggered immediately upon the CONTRACTOR'S receipt of the CITY'S notice of

claim for indemnification. The notice of claim for indemnification shall be deemed received if the CITY sends the notice in accordance with the formal notice mailing requirements set forth in this AGREEMENT.

The CONTRACTOR'S evaluation of liability or its inability to evaluate liability shall not excuse the CONTRACTOR'S duty to defend and indemnify the CITY under the provisions of this AGREEMENT. Only an adjudication or judgment, after the highest appeal is exhausted, specifically finding the CITY was solely negligent shall excuse performance of this provision by the CONTRACTOR.

The CONTRACTOR'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 CONTRACTOR's limit of or lack of sufficient insurance protection. This indemnification shall continue beyond the date of completion of the work.

COMPANY SEAL

CONTRACTOR:

Manuel G. Vera & Associates, Inc.

Address

13960 SW 47th Street

Miami, FL 33175

Signature



Manuel G. Vera, Jr., PSM  
Print Name

03/24/2023  
Date

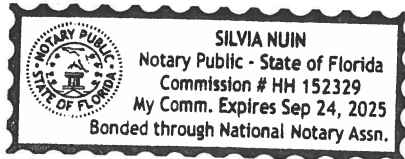
Chief Executive Officer  
Title

NOTARY FOR THE CONTRACTOR

STATE OF Florida

COUNTY OF Miami-Dade

The foregoing instrument was acknowledged before me by means of ☒ physical presence, or ☐ online notarization, this 24th day of March, 2023, by Manuel G. Vera, Jr., PSM, authorized person of Manuel G. Vera & Associates, Inc. on behalf of the Company.



\_\_\_\_\_  
Signature of Notary Public-State of Florida

\_\_\_\_\_  
Silvia Nuin  
Name of Notary

Personally Known   X  

OR Produced Identification \_\_\_\_\_

Type of Identification  
Produced   (personally known)

**EQUAL BENEFITS FOR DOMESTIC PARTNERS AFFIDAVIT**

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

I, the undersigned hereby duly sworn, depose and say that the firm of Manuel G. Vera & 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 Ordinance Sec. 2-799.

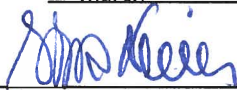
By: Manuel G. Vera, Jr., PSM



Sworn and subscribed before me this

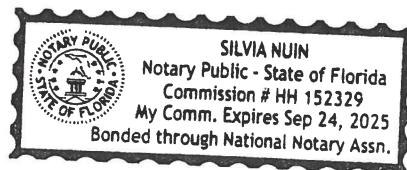
24th day of March, 2023.

Silvia Nuin



NOTARY PUBLIC, State of Florida at Large

My Commission Expires: 09/24/2025





**CONE OF SILENCE AFFIDAVIT**

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

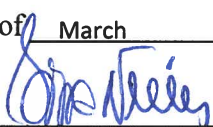
I the undersigned hereby duly sworn depose and say that all owner(s), partners, officers, directors, employees and agents representing the firm of Manuel G. Vera & Associates, Inc. have read and understand the limitations and procedures regarding communications concerning City of Key West issued competitive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

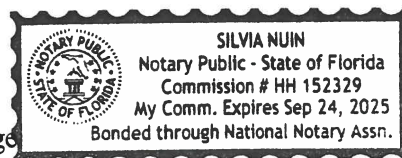
  
\_\_\_\_\_  
(signature)

03/24/2023  
\_\_\_\_\_  
(date)

Sworn and subscribed before me this

24th Day of March, 2023.

Silvia Nuin   
NOTARY PUBLIC, State of Florida at Large



My Commission Expires: 09/24/2025

**VENDOR CERTIFICATION REGARDING  
SCRUTINIZED COMPANIES LISTS**

Respondent Vendor Name: Manuel G. Vera & Associates, Inc.  
Vendor FEIN: 59-1741639  
Vendor's Authorized Representative Name and Title: Manuel G. Vera, Jr., PSM / Chief Executive Officer  
Address:  
13960 SW 47th Street  
City: Miami State: Florida Zip: 33175  
Phone Number: 305-221-6210  
Email Address: mverajr@mgvera.com

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:

Manuel G. Vera, Jr., PSM  
PRINT NAME

Chief Executive Officer  
PRINT TITLE

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

Authorized  
Signature: \_\_\_\_\_



## LOCAL VENDOR CERTIFICATION

### PURSUANT TO CITY OF KEY WEST CODE OF ORDINANCES SECTION 2-798

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a "Local Business." For purposes of this section, "local business" shall mean a business which:

- a. Principle address as registered with the FL Department of State located within 30 miles of the boundaries of the city, listed with the chief licensing official as having a business tax receipt with its principle address within 30 miles of the boundaries of the city for at least one year immediately prior to the issuance of the solicitation.
- b. Maintains a workforce of at least 50 percent of its employees from the city or within 30 miles of its boundaries.
- c. Having paid all current license taxes and any other fees due the city at least 24 hours prior to the publication of the call for bids or request for proposals.
  - Not a local vendor pursuant to Code of Ordinances Section 2-798
  - Qualifies as a local vendor pursuant to Code of Ordinances Section 2-798

If you qualify, please complete the following in support of the self-certification & submit copies of your County and City business licenses. Failure to provide the information requested will result in denial of certification as a local business.

Business Name Manuel G. Vera & Associates, Inc.

Phone: 305-221-6210

Current Local Address: 13960 SW 47th Street, Miami, FL 33175

Fax: 305-221-1295

(P.O Box numbers may not be used to establish status)

Length of time at this address 22+ years



03/24/2023

Signature of Authorized Representative

Date

STATE OF Florida

COUNTY OF Miami-Dade

The foregoing instrument was acknowledged before me this 24th day of March 2023.

By Manuel G. Vera, Jr., PSM,

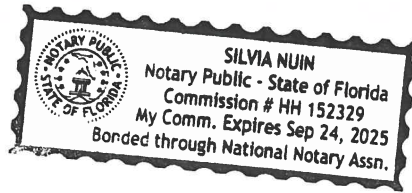
(Name of officer or agent, title of officer or agent)

of Manuel G. Vera & Associates, Inc.

(Name of corporation acknowledging)

or has produced \_\_\_\_\_ (personally known) \_\_\_\_\_ as identification

(type of identification)



A handwritten signature in blue ink, appearing to read 'Silvia Nuin', written over a horizontal line.

Signature of Notary

\_\_\_\_\_  
Silvia Nuin

Print, Type or Stamp Name of Notary

Return Completed form with

Supporting documents to:

City of Key West Purchasing

\_\_\_\_\_  
Chief Executive Officer Title or Rank





## THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3866

### ADDENDUM NO. 1

#### Professional Surveying Services RFQ 23-004

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

**Questions:** Page 2 of the RFQ where states: Qualifications shall be limited to 20 double-sided pages, not including

A.3 Qualifications Criteria.

Does this mean section A.3 Qualifications Criteria is not part of the 20 double-sided pages? (We have various staff (resumes), and projects will exceed the 20-page limit)

In reference to the Tab Sections of the RFQ, are the tabs (dividers) included in the 20 double-sided pages? On page two, right after Section A.2 - the RFQ says, "Qualification packages shall be limited to 20 double-sided pages not including" is there supposed to be anything after the word included?

At the end of Section C.1, the RFQ says, "Total proposal length (not including required forms) will not exceed 20 double-sided (40 single) pages." Should firms follow the directions on this page limit section or the page limit information after Section A.2?

**Answer: Page 2 should state and be followed: "Qualifications shall be limited to 20 double-sided pages or 40 single pages, not including required forms or tabs."**

**Questions:** Page 4 of the RFQ Section C. Submission Detail: C.1 Response Information states Examples of five (5) traffic engineering projects. This is a Surveying RFQ. Are you looking for surveying projects or traffic engineering projects?

Section C.1 - "Response Information," says firms are to provide FDOT experience and examples for Traffic Engineering. Is this a typo in the RFQ, or should firms submit experience with FDOT and examples for Traffic Engineering?

**Answer: Page 4 C.1 should read "Examples of five (5) survey projects specific to this RFQ, completed within past 5 years."**

**Also, under C1. Disregard the statement "Experience with Key West, Monroe County and Florida DOT District 6."**

**Question:** Also, will you consider extending the Due date for this RFQ.

**Answer: The Due Date is March 29, 2023**

**Question:** There are three different outlines for the proposal preparation (A.2, C.1, and C.12); which should firms follow?

**Answer:** Please use A.2 outline on Page 1.

**Question:** In reference to the LOCAL VENDOR CERTIFICATION, we have an office in Key Largo and a Business Tax with Monroe County. Will this be ok to submit?

**Answer: Yes, however: Page 5 C.7 License Requirements reads:**

**“The selected respondent will also be required to obtain and maintain a City of Key West Business Tax Receipt for the duration of the work.”**

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



Signature

Manuel G. Vera & Associates, Inc.

Name of Business

**REQUEST FOR QUALIFICATIONS**  
**RFQ #23-004**  
March 29, 2023

PRESENTED BY:  
MANUEL G. VERA & ASSOCIATES, INC.



**CONTACT:**

MANUEL G. VERA, JR., PSM  
13960 SW 47th Street  
Miami, Florida 33175  
(305) 221-6210