



Calvin, Giordano & Associates, Inc.  
EXCEPTIONAL SOLUTIONS™

Electronic

## GENERAL TRAFFIC ENGINEERING SERVICES

RFQ#  
18-001

Prepared  
For: **CITY OF KEY WEST**  
1300 WHITE STREET  
KEY WEST, FL 33040

DUE DATE/TIME:  
FEBRUARY 28, 2018  
3:00 PM



# TABLE OF CONTENTS

## *Table of Contents*

### **TAB 1**

Cover Letter

### **TAB 2**

Expertise and Technical Competence

### **TAB 3**

Professional Qualifications, Certifications and Capacity

### **TAB 4**

Experience with Key West, Monroe County, and Florida DOT District 6

### **TAB 5**

Ability to Perform Services

### **TAB 6**

Internal Peer Review Procedures

### **TAB 7**

Examples of Traffic Engineering Projects

### **TAB 8**

Forms

### **TAB 9**

State of Florida Professional Services Licenses





1.

**COVER LETTER**



**Calvin, Giordano & Associates, Inc.**  
EXCEPTIONAL SOLUTIONS™

February 23, 2018

City of Key West  
Office of the City Clerk  
1300 White Street  
Key West, FL. 33040

RE: General Traffic Engineering Services- RFQ# 18-001

Dear City Clerk:

**Calvin, Giordano & Associates, Inc. (CGA)** is pleased to present this Letter of Interest in response to the notice released by the City of Key West (City) for Traffic Engineering Consulting Services, and is committed to providing the services outlined within this solicitation.

For this project, CGA has assembled a team with the technical expertise and the in-depth experience working together on various projects in the City of Key West, Monroe County, and FDOT District 6. CGA will have **Toole Design Group (TDG)**, **CALTRAN Engineering Group (CALTRAN)** and **National Data and Surveying Services, Inc. (NDS)** as subconsultants to serve the City of Key West on this important contract. TDG are national experts in Bicycle and Pedestrian Planning and Complete Streets and are currently working with the City on the Bicycle and Pedestrian Master Plan project. CALTRAN currently holds the Continuing Transportation Statistics contracts in FDOT District 6 and are recognized as one of the leading traffic data collection firms. NDS provides additional traffic data collection services such as aerial drone collection services which can aid in vehicle queuing and stacking analysis. Through this extensive local experience, the CGA Team has gained an immense understanding and knowledge of multimodal transportation planning and traffic engineering projects which will help ensure a successful partnership with the City.

As a multi-disciplinary firm, CGA has been doing business in South Florida for more than 80 years. Our diversified experience and exposure to different professional perspectives has greatly enhanced our team's ability to provide our municipal partners with innovative ideas, quality solutions and technical strength in our roll as designers, analysts, reviewers and agency liaisons. Since its inception, CGA has served as professional consultants to various municipalities throughout Florida, a number of which have been repeat clients for over 30 years. Our municipal transportation and traffic engineering experience is extensive; recently providing consulting traffic engineering services for the Cities of Sunny Isles Beach, Pembroke Pines, Weston, Hallandale Beach, Fort Lauderdale, Boca Raton and the Towns of Cutler Bay, Surfside, and Davie. CGA currently serves as City Engineer and City Traffic Engineer for the City of Pembroke Pines and the City of Weston. In that role CGA serves on the Broward MPO Technical Advisory Committee on behalf of both Cities. Today, CGA provides a broad range of services, including Traffic Engineering and Transportation Planning, Urban and Regional Planning, Civil Engineering and Roadway Design, Construction Engineering and Inspection, Environmental and Sustainability Services, Electrical Lighting Design and Landscape Architecture. Taking advantage of opportunities brought about by growth and change is what distinguishes CGA as a professional consultant and what defines the firm as a problem solver and creative partner for the long term. With more than 350 employees, our firm provides a broad range of consulting engineering and related services typical of a large firm, but with the personalized attention of a much smaller company.

Building Code Services  
Civil Engineering / Roadway  
& Highway Design  
Coastal Engineering  
Code Enforcement  
Construction Engineering &  
Inspection (CEI)  
Construction Services  
Data Technologies &  
Development  
Electrical Engineering  
Engineering  
Environmental Services  
Facilities Management  
Geographic Information  
Systems (GIS)  
Governmental Services  
Indoor Air Quality  
Landscape Architecture  
Planning  
Project Management  
Redevelopment  
& Urban Design  
Surveying & Mapping  
Traffic Engineering  
Transportation Planning  
Water / Utilities Engineering  
Website Development

Bayshore Executive Plaza  
10800 Biscayne Boulevard  
Suite 950  
Miami, FL 33161  
786.485.5200 phone  
786.485.1520 fax

[www.cgasolutions.com](http://www.cgasolutions.com)



If selected, CGA's Miami-Dade office located at 10800 Biscayne Boulevard, Suite 950, Miami, FL. will be the responsible office for this contract. I, Shelley Eichner, AICP, Senior Vice President, will serve as the Principal-In-Charge for the proposed project. CGA's Project Manager, Eric Czerniejewski, P.E., ENVSP, a former Transportation Manager for the City of Fort Lauderdale Transportation and Mobility Department, has past experience in managing the Municipal Traffic Engineering section for the City of Fort Lauderdale and knows the importance of an efficient transportation system including prioritization of all modes of transportation.

Mr. Czerniejewski has served the City of Key West over the past three years under our Continuing Engineering Services Contract assures the City of no learning curve for these services and has gained a wealth of local knowledge. Our recent task work order assignments:

- Eaton Street and White Street Signalized Intersection Analysis and Design;
- Peary Court Traffic Impact Statement;
- Qualitative Assessment and Field Reviews at multiple locations;
- Southard Street Corridor Traffic Calming;
- Old Town Areawide Speed Study; and
- DRC Traffic Study Review Services
  - Southard Park Peary Court;
  - 725 Duval Street Redevelopment;
  - Sunset Marina;
  - Poinciana Gardens;
  - Ocean Walk Apartments;
  - Sonic Restaurant;
  - Zapp Scooter; and
  - Ratcliff Site.

**Contact Information:**

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Thank you for giving us the opportunity to respond to this Letter of Interest. The CGA Team is fully committed to assigning the necessary manpower, expertise and attentiveness to ensure that the City meets its goals and objectives through the provision of these services. CGA looks forward to continuing our working relationship and is ready to provide these professional traffic engineering services to the City outlined in this request for qualifications.

Sincerely,  
**CALVIN, GIORDANO & ASSOCIATES, INC.**  
**FEIN: 65-0013869**



Shelley Eichner, AICP  
Senior Vice President



2.

**EXPERTISE AND TECHNICAL COMPETENCE**





## Qualifications of Firm

Calvin, Giordano & Associates, Inc. (CGA) is a multidisciplinary firm that has been located in South Florida for 80 years. Since 1937, engineering has been a cornerstone of CGA. Today, with over 350 employees, CGA provides a broad range of services, including civil engineering, environmental services, municipal engineering, traffic engineering, transportation planning, planning, urban design, surveying, water resources/stormwater management, and landscape architecture. We have offices located in Miami-Dade, Ft. Lauderdale, West Palm Beach, Estero, Clearwater/Tampa and Port St. Lucie. CGA has strategically added an exceptionally broad range of services to meet our clients' needs. Our professional services include:

- Building Code Services
  - **Civil Engineering/Roadway & Highway Design**
  - Coastal Engineering
  - Code Enforcement
  - Construction Engineering & Inspection (CEI)
  - Construction Services
  - Data Technologies & Development
  - Electrical Engineering
  - **Engineering**
  - Environmental Services
  - Facilities Management
  - Geographic Information Systems (GIS)
  - Governmental Services
  - Landscape Architecture
  - **Planning**
  - Project Management
  - **Redevelopment & Urban Design**
  - Surveying & Mapping
  - **Traffic Engineering**
  - **Transportation Planning**
  - Water/Utilities Engineering
  - Website Development

Founded in Hollywood

# 1937



# 350+

EMPLOYEES



## LOCATIONS

Fort Lauderdale  
West Palm Beach  
Estero  
Miami-Dade  
Port St. Lucie  
Clearwater



Calvin, Giordano & Associates, Inc (CGA) has teamed with Toole Design Group (TDG), Caltran Engineering Group, Inc. (CALTRAN) and National Data and Surveying Services (NDS) for this Contract. The CGA Team has the technical expertise in recent traffic engineering projects including local project examples for some of the City's key initiatives including the current Citywide Bicycle and Pedestrian Master Plan. The subconsultants have been chosen specifically based on the staff who are leaders in the Transportation Planning and Traffic Engineering industries and who are familiar with the City of Key West, Monroe County and FDOT District 6. The CGA Team's depth of staff and the experience in Traffic Data Collection, Traffic Operational Analysis, Short and Long-Range Transportation Planning, Bicycle and Pedestrian Planning, Transit Operations Planning, Public Participation, Planning, Urban Design and Transit Oriented Development provides the City of Key West a well-qualified General Traffic Engineering and Transportation Planning Consultant.

The CGA Traffic Engineering and Transportation Planning Division specializes in the provision of transportation planning and traffic engineering services to a variety of municipalities including a number of coastal communities with barrier islands, offering an in-depth understanding of the regulatory framework and fiscal boundaries under which local governments operate. Our division is skilled and responsive to a wide variety of transportation planning and traffic operations requests that may originate from City Staff, Mayor and Commissioners, the public and all the municipality's various clients – developers, contractors and other service providers. CGA staff has been involved in transportation planning and traffic engineering contracts with the Florida Department of Transportation (FDOT) and many other public and private agencies throughout the State of Florida providing similar services to those required by the City of Key West. Since its inception, CGA has served as a professional consultant to various municipalities throughout South Florida many of which have been repeat clients for more than thirty (30) years.

The following is a list of a portion of the professional traffic engineering and transportation planning services that CGA provides:

### ***Traffic Operations***

When the need arises for a traffic study, the traffic team will actively pursue the use of the latest industry technology, such as Advanced Traffic Management Systems and Intelligent Transportation Systems, to achieve efficient traffic operations. Staff will utilize macroscopic and microscopic simulation models with Synchro/Simtraffic, HCS+, VISSIM and CORSIM to keep traffic flow moving with minimal conflicts which creates optimal travel time. This analysis can be used for:



- Traffic Impact Studies;
- Traffic Signal Retiming Studies- Traffic Signal Optimization and Operational Analysis;
- Transit Signal Studies;
- Parking Studies- Parking Utilization, Shared Parking Analysis;
- Traffic Signal Warrant Analysis;
- Turn Lane Warrant Analysis;
- Project Trip Generation, Trip Distribution, Trip Assignment and Internalization;
- Arterial Link Analysis;
- Queuing Analysis and Studies;
- Traffic Modeling and Simulation;
- Congestion Management Process and Design Traffic Forecasting
- Access Management Studies

### ***Traffic Safety***

Many traffic and transportation issues are related to traffic safety. The CGA Team develops and implements





innovative methods, materials and technologies for transportation safety of the transportation network. We will work closely with Florida Department of Transportation (FDOT), Monroe County and local agencies in Florida, as warranted, to establish and develop data driven solutions to safety issues in the transportation system. In identifying and managing safety issues, CGA will utilize safety analysis tools such as Signal 4 Analytics, the Highway Safety Manual, PEDSAFE and BIKESAFE. CGA is committed to use the appropriate data collection and analysis strategies to determine the countermeasures and prioritization for implementation. These tools can be used for:

- Safety Planning and Analysis;
- Crash Data Management and Analysis;
- High Crash Location Review;
- Roadway Safety Audits;
- Pedestrian Safety Studies;
- Bicycle and Pedestrian Safety Action Plans;
- Qualitative Assessment; and
- Strategic Highway Safety Plans.



The CGA Team looks to complete projects that reduce and immediate or future risk or address a safety hazard or safety need. Traditional and Solar Powered Flashing Beacons and in Roadway Warning Lights can be installed along a number of road segments in order to provide for advanced notification of a midblock crossing. The CGA Team has the expertise in evaluation of high crash locations and has been using Signal Four Analytics to evaluate these locations for other municipal clients such as the Cities of Weston and Pembroke Pines where we serve as City Traffic Engineer. Signal Four Analytics is a program developed by the University of Florida which evaluates crash data from the Florida Department of Highway Safety and Motor Vehicles. Crash Data is updated nightly and are geo-located which allows them to be shown on an interactive map and be presented as a spatial distribution of crashes. Intersection and road segment crash data analysis can be performed for certain timeframes to evaluate types of crashes (vehicle/bike/pedestrian), time of day, road condition and other variables through the use of Signal Four Analytics. Signal Four Analytics is a critical tool in synthesizing crash data and evaluating citywide assessment of locations with potential for safety improvements. This can serve as an impetus for potential Capital Improvement projects in the future. The bubbles shown on this exhibit represent the different locations with crashes and the numbers in the bubbles represent the number of crashes at the respective locations over the last 5 years. A priority list can be created for future funding based on a certain threshold value of crashes (like 50+ crashes) and study these locations for potential future capital improvement projects. A similar map/list can be generated for only bicycle related crashes to help update projects included as part of the Bicycle and Pedestrian Transportation Master Plan or even to support different multi-modal driven grants.

5-YEAR CRASH SUMMARY DATA FOR SOUTHDARD STREET  
AT DUVAL STREET





### ***-Traffic Design***

The CGA Team leverages traffic engineering expertise in order to provide design solutions that consider traffic operations, traffic safety, context sensitivity and constructability within the transportation infrastructure network. Expertise and Services include:

- Traffic Signal Design;
- Pavement Marking and Signage Design;
- Neighborhood Traffic Calming Design;
- Roundabout and Traffic Circle Design;
- Midblock Crosswalk Design;
- Safe Routes to School Design;
- Corridor Improvement Concept Design;
- Maintenance of Traffic/Traffic Control Design; and
- Intelligent Transportation Systems Design.



### ***-Complete Streets Planning and Design***

The CGA Team creates transportation solutions for all users and modes of transportation in order to improve the quality of life and support livable communities. CGA Transportation Engineers and Planners create streets for everyone no matter who they are and how they travel. CGA is committed to planning and designing transportation infrastructure facilities with an emphasis placed on the joint use of transportation corridors by pedestrians, cyclists and public transit vehicles. CGA Transportation Engineers and Planners are recognized as leaders in the combining



Placemaking with Thoroughfare Design together. CGA has created Complete Streets Manuals and Updated Government Agency Policy Regulations and Framework which allows flexible design decisions to fit varied conditions. CGA's planning and design solutions will include design of the entire traveled way in order to enable safe and efficient access for all transportation users in the built environment. Expertise and Services include:

- Complete Streets Manual Development;
- Complete Streets Regulatory Policy Implementation ;
- Bicycle and Pedestrian Facility Infrastructure Planning; and
- Lane Reduction Studies.



The CGA Team also has additional experience with Complete Streets and Context Sensitive corridors including the preparation of the City of Weston Bicycle and Pedestrian Master Plan. As part of an ongoing effort by the City to incorporate Complete Streets, CGA conducted a city-wide Bicycle Master Plan outlining, among other things, how the City can achieve a complete streets profile including dedicated bicycle facilities on all arterial roadways within a two (2) year period. CGA has been instrumental in providing all roadway planning and design services for the City since its inception and our team has accomplished providing bicycle facilities on over 90 percent of all arterial roadways within the City. The complete streets improvements slated include the conversion of four-lane arterial roadways to two lane roadways through the implementation of road diets. CGA provided comprehensive public outreach throughout the process, open house style meetings and resident surveys.





### ***-Civil Engineering, Roadway and Highway Design***

The CGA Team has extensive experience in the design of roadways and highways. Our Roadway & Highway Design Division works with the Florida Department of Transportation, as well as many of our municipal clients to design interchange modifications, roadway widening projects including drainage modifications, pavement markings and signage improvements, median modifications, complete streets grant improvements, and intersection upgrades as well as turn lane additions or other offsite improvements required for new developments. Expertise and Services include:

- Resurfacing, Restoration and Rehabilitation projects ;
- Roadway design, bicycle lanes, sidewalks, signing and pavement markings, signalization; and
- Street design incorporating urban concept emphasizing mixed-use facilities.



### ***-Transit Planning and Design***

The CGA Team completes transit planning efforts for government agencies including establishment of short term and long-term vision plans. CGA is committed to assisting with the assessment of service performance and goals, expansion of dedicated transit routes and service, evaluation of corridors and determination of ridership and transit demand forecasts. CGA Transportation Engineers and Planners have expertise with urban design, neighborhood community planning and sustainability which assists in the development of public transportation solutions that transforms places into vibrant, livable, sustainable communities. CGA Transportation Engineers and Planners has the expertise to assist with the Transit Oriented Development Planning with the creation of compact, walkable, mixed-use communities centered around high-quality transit and rail infrastructure.

- Transit Development Plans;
- Transit Corridor Planning;
- Mobility Hub Station Area Planning;
- Transit Oriented Development (TOD);
- Feasibility and Alternatives Analysis ; and
- Transit Capacity and Quality of Service.



### ***Development Review Committee (DRC) Process***

The CGA Team has undertaken the role of both leading and supporting planning and zoning departments in several communities for more than 15 years. CGA has handled all the planning and zoning activities for the Cities of Weston, West Park and the Village of Estero since their incorporations plus many other municipalities in South Florida. We have developed all the policies and procedures for planning and zoning reviews, modified and updated all comprehensive plans, codes and land development regulations. CGA also leads the Planning Departments in the Towns of Surfside and Medley. While these





are long established municipalities, both towns lacked full service departments and had serious deficiencies in their processes. CGA has formalized the development process and created standards for applications, including timeframes for completion of tasks. CGA's planning staff possesses a thorough and complete understanding of planning processes from both a public and private perspective and from municipal to state authority. CGA staff participates in and regularly attends conferences and seminars at the local, state and national levels in order to keep updated on trends in urban design and planning, transportation planning and traffic engineering.

### ***Traffic Data Collection***

CGA Team has partnered with **CALTRAN** to provide traffic data collection services. CALTRAN is a certified DBE, MBE, CBE/SBE engineering services company in Miami with core services in the areas of traffic & transportation engineering that specializes in traffic and highway analysis, traffic data collection, inventories, GIS, parking studies, signal traffic warrants, traffic operations and transportation special studies. CALTRAN's staff has been involved in transportation and traffic contracts with the Florida Department of Transportation (FDOT) and many other public and private agencies throughout the State of Florida providing similar services to those required by the City of Key West Contract. CALTRAN, as one of the more recognized data collection teams, has a proven capability to perform data collection and follows a procedure that incorporates the latest technology when deploying traffic data collection activities.

One of the first steps after a preliminary project planning or traffic study project has been selected to begin work is to conduct traffic data collection. The CGA traffic team has CALTRAN for the traffic data collection requests. CALTRAN has developed a cloud-based application that ensures the field-office process follows QA/QC methods. This application is used daily by their technicians. The CALTRAN Team has been using the Software Processing Software (SPS) for over 15 years and has developed standard operating procedures for submitting all data in the correct format. Advances in technology have provided several innovative alternatives for data collection and CALTRAN is utilizing these methods. These innovations provide opportunities to improve the accuracy and speed of conducting traditional data collection studies without jeopardizing quality. CALTRAN's video data collection system has been in place for several years and has proven to be effective especially the video data processing software to validate the data collection efforts which enhances accuracy.

**National Data & Surveying (NDS)** has also been added to the team as a further resource for traffic data collection. NDS provides aerial drone surveillance services including aerial drone images, videos and other multimedia services for the use in the traffic engineering and transportation planning scope of services. One specific use for the aerial drone image/videos includes the capturing of actual vehicle queue stacking at intersections, driveways, etc. to evaluate the sufficiency of existing turn lane storage lengths or other traffic operational issue.



# 3.

## PROFESSIONAL QUALIFICATIONS, CERTIFICATIONS, AND CAPACITY



## PROFESSIONAL QUALIFICATIONS

### Organization Chart

Shelley Eichner, AICP, Senior Vice President will serve as Principal in Charge. Eric S. Czerniejewski, P.E., ENV SP will be the Project Manager and will be the main point of contact for the City. Below you will see the CGA Team's organization chart which outlines the depth of staff that has been assigned for this contract. Task Leaders assigned to this project are indicated with their name in *italics*.



As you can see in our organizational chart. The CGA Team has a suite of consulting firms with the specializations outlined in the scope of services. The following is a summary of the experience and qualifications of the Project Manager and the Task Leaders on the CGA Team.





## PROJECT MANAGER QUALIFICATIONS



### **ERIC CZERNIEJEWSKI, PE, ENV SP: DIRECTOR OF TRAFFIC ENGINEERING/TRANSPORTATION PLANNING**

CGA's Project Manager has over 20 years of experience associated with a wide range of traffic engineering, transportation planning, roadway, transit and multimodal projects, will lead a group of professionals who have extensive municipal experience in similar task work order contracts. Eric is the right Project Manager and Transportation lead for this Contract and has recent relevant Project Management experience including serving as the Transportation Manager for the City of Fort Lauderdale's Transportation & Mobility Department prior to joining CGA as Director of Traffic Engineering. While serving as Transportation Manager, Eric managed the Transportation Division and helped advance the City of Fort Lauderdale's 2035 Vision through many important City Commission Initiatives. A comprehensive summary of this related experience and qualifications in his role as Transportation Manager for this coastal community

includes the following:

- City-wide Multimodal Connectivity Program entitled Connecting the Blocks: Creating Options for Moving People
- City of Fort Lauderdale Complete Streets Manual
- The Wave Streetcar- Final Planning, Initial Design and Grant Funding and Assistance
- All Aboard Florida Downtown Fort Lauderdale Station Planning
- State Road A1A Rehabilitation and Modification (Lane Reduction) Projects
- State Road A1A Transit Design for Livable Communities (TDLIC) Analysis
- Sun Trolley Community Bus Service- Uptown and Downtown Link Extensions
- Broward Boulevard Gateway Implementation Projects
- Broward MPO Broward Blvd Mobility Projects
- Downtown Units Land Use Plan Amendment Traffic Analysis
- Advanced Transportation Management System (ATMS) Central Broward Corridor Project
- Downtown and Uptown Fort Lauderdale Mobility Hub
- SFRTA Tri Rail Coastal Link
- Dixie Highway and NE 13th Street Complete Streets Projects
- Development Review Committee (DRC) Traffic and Transportation reviews for City wide Development Projects- Managed Consultant Contracts for the Traffic and Transportation Engineering Consultants
- SFRTA FTA New Freedom Grant- Mobility Management Consultant
- EPA Green Streets Building Blocks for Sustainable Development Technical Assistance Program
- Downtown Walkability Study Action Plan
- Las Olas Boulevard Transportation Plan- SE 8th Avenue and SE 9th Avenue All Way Stop Pilot Project
- NW 7th and NW 9th Avenue Connector Project
- Las Olas Bridge, Sunrise Bridge and Bridges of the Isles FDOT Bridge Rehab Projects
- Broward MPO Technical Coordinating Committee (TCC)- representative for the City of Fort Lauderdale



The CGA Team led by Mr. Czerniejewski will contribute to the development of smart solutions using the very best engineering judgment with deliverables that will be carefully prepared, reviewed, submitted on time, and within budget. Eric currently serves as City Traffic Engineer for the City of Weston, the City of Pembroke Pines and the Town of Surfside and also sits on the Broward MPO Technical Advisory Committee as a representative for the City of Weston.

Eric also has transportation infrastructure policy experience including his current role serving as chairman of the ASCE National Transportation Policy Committee. While serving on this committee, Eric leads a team of civil engineers in evaluating and drafting policy position statements related to transportation. Eric has visited the Florida State Capitol and Washington D.C. annually in the Spring since 2004 advocating for traffic and



transportation infrastructure issues and safety enhancements on behalf of the South Florida regional community. Eric also chaired the ASCE Florida Section 2012 Infrastructure Report Card update which evaluated the condition of the existing key infrastructure categories.

### **Complete Streets Knowledge and Design Experience**

The CGA Project Manager, Eric Czerniejewski, has knowledge and relevant experience with Complete Streets design and applications. Eric helped develop and publish the City of Fort Lauderdale's Complete Streets Guidelines. He also participated in the Broward Metropolitan Planning Organization (MPO) technical coordinating committee as a representative for the City of Fort Lauderdale, while Transportation Manager, during the review and approval of the Broward County Complete Streets



Guidelines. This effort also included participating in Broward County's recent Context Sensitive Solutions Initiative/Program. He also was involved with the Downtown Walkability Study and the previously mentioned Fort Lauderdale Multimodal Connectivity Program entitled Connecting the Blocks. This relevant



recent experience provided Eric with the knowledge of actual successful design applications where all modes of travel are given a priority not just the automobile. This included several relevant applications include the evaluation of separated bike lanes and the installation of flashing beacons at midblock crosswalks. FDOT, Broward County and Miami-Dade County have started applying buffers between the vehicle travel lanes and bicycle lanes for improved safety. These buffers could be raised barriers like curb and gutter, raised delineators or a change in color and texture of the

pavement. The City of Fort Lauderdale as part of their Multimodal Transportation Program painted a complete bike lane in both directions as a pilot project and held a Safe Streets event where the City Commissioners, FDOT District Secretary, Transportation and Mobility Staff including Eric and his family and members of the Public helped paint the green bike lane.

Eric's additional relevant Complete Streets experience included the initial planning for the artistic painting of intersections along the Las Olas Corridor at Southeast Second Avenue and Southeast Third Avenue. As part of the City of Fort Lauderdale's Multimodal Transportation Program- Connecting the Blocks, the City repainted these intersections as a pilot program with the Broward County Traffic Engineering Division in order to enhance the visibility of pedestrian crossings at these key crossings in the heart of the Las Olas commercial business district in the City.



### **Transit Planning and Design Experience**

Eric is currently the Project Manager for the Strategic Miami Area Rapid Transit (SMART) Plan for Miami-Dade County. Of the six rapid transit corridors identified

by the County, CGA is responsible for the South Dade Transitway Corridor Study; which extends approximately 20 miles from the Dadeland South Metrorail Station south to Florida City. CGA is providing professional traffic engineering, transportation planning and transit planning and design services to supplement the Miami Dade TPO's efforts in conducting the transportation planning process for the SMART Plan. CGA has assisted in developing a Land Use Scenario Plan, conducted transit planning and transportation related technical activities; Charrettes; 3D Modeling; and, public outreach. One of the primary goals of these services is to develop transit supportive land use scenarios with the ultimate goal of addressing the overall mobility of Miami-Dade County.





## KEY STAFF QUALIFICATIONS



**SHELLEY EICHNER, AICP, PRINCIPAL-IN-CHARGE** Ms. Eichner is a Senior Vice President of CGA and oversees all private sector and public-sector planning activities. She has over 30 years of diversified planning and platting experience in securing land development approvals, land use plan amendments and local government planning.

Ms. Eichner previously served as Senior Planner for Broward County's Department of Planning and Environmental Protection. She managed and supervised plat applications, created a permit monitoring system, and monitored compliance with all aspects of development approvals. Duties included coordinating the development review agencies in the preparation and adoption of the ordinances amending the Weston Development of Regional Impact.



**DIANA RIVAS, P.E., SENIOR TRAFFIC ENGINEER** Ms. Rivas has over twelve years of experience in Florida as a traffic engineer. Her experience includes analysis and design in traffic signals, traffic operations, Intelligent Transportation Systems, and traffic studies. She is knowledgeable of MUTCD, FDOT design standards and specifications, Plans Preparation Manual, Highway Capacity Manual, and ITE's Traffic Engineering Handbook. She has worked in transportation projects and traffic studies for FDOT Districts 2 and 4, Palm Beach, Broward, Duval, St. Johns, and Alachua Counties as well as various south Florida municipalities.



**GIANNO FEOLI, URBAN DESIGN/PLANNER** Mr. Feoli leads the Landscape Department in creative design strategies for urban environments with specialties including urban design, contextual analysis and branding. He will contribute his experience in providing CGA's master planning, transit-oriented designs, community participation efforts and graphic communication services. His experience has encompassed a wide array of project-types, and his strengths lie in park design, streetscapes and urban interventions, and form-based urban designs and planning strategies. Gianni has recent relevant experience with the City of Key West as part of the update to the Land Use Regulations.



**GAVIN JONES, PE, AICP, TRAFFIC ENGINEER/TRANSPORTATION PLANNER** Mr. Jones has 23 years of experience in transportation planning. His experience includes working for Metropolitan Planning Organizations and also in the private sector, serving both public and private sector clients. Mr. Jones has been the leader of the full spectrum of transportation-related studies ranging from traffic impact analyses up to the DRI level, concurrency monitoring updates, level of service evaluations, corridor studies, traffic pattern changes, revenue forecasts, and Long Range Transportation Plan Updates. He has performed traffic impact analysis reviews (up to the DRI level) on behalf of public clients.



**RICHARD CANNONE, AICP, PRINCIPAL PLANNER** Mr. Cannone, a Planning Administrator at Calvin, Giordano & Associates, assists the Department in representing various municipal clients of CGA by reviewing applications, preparing staff reports and attending meetings for current planning activities, including development applications such as rezoning, site plan and plat review, special exception, conditional use, annexation studies and design guidelines, development and management of implementation strategies, development of Targeted Area Plans including linkages to economic development and capital improvements Development of mixed use land use and development regulations and the creation of overlay and special overlay districts.



**IAN LOCKWOOD, (TDG) LIVABLE TRANSPORTATION ENGINEER** Ian Lockwood has dedicated his career to livable transportation. He is known nationally as a pioneer in campus planning, walkability, Complete Streets, station area planning, and traffic calming. Ian works with stakeholders to develop and advance community visions into real projects. He has helped private clients, transit agencies, campuses, towns, cities, and states turn conventional processes into ones that are healthier and more successful financially, environmentally, and socially. Ian is frequently a speaker at professional conferences and university guest lectures. His work is published in a variety of professional journals (e.g., Planning, Institute of Transportation Engineers Journal, American Civil Engineering Society, Journal of Architectural and Planning Research, McGraw Hill Time Saver Standards for Urban Design).



**JEFF CIABOTTI, (TDG) SENIOR TRANSPORTATION PLANNER** Jeff Ciabotti is a Senior Planner at Toole Design Group (TDG) with more than two decades of experience in active transportation. Jeff is an accomplished project manager who has worked for a variety of cities, regional agencies, and state-level clients around the United States. Jeff's background as Vice President for Trail Development at Rails-to-Trails Conservancy gives him in-depth knowledge of the pathway between planning and implementing projects, and has made him a nationally recognized expert on trail development. Jeff's breadth of expertise extends from large-scale regional planning to detailed infrastructure design, allowing him to effectively lead from the initial visioning to the ultimate project prioritization and development. Jeff is leading a team of experts working on developing the first bicycle and pedestrian master

plan for the City of Key West and Stock Island. More specifically, Jeff's team is developing a network of bicycle facilities based on the latest best practices and standards and by offering context sensitive solutions that focus on environmental stewardship, accessibility and increased mobility throughout the City. Creative public outreach and practical, implementable recommendations are the hallmark of this project. Jeff is also leading TDG's work on the countywide trails master plan in Maryland, as well as several trail design projects that include extensive public engagement and inter-agency coordination. Jeff's national perspective and on-the-ground project experience have led to a robust track record of successful, completed projects.



**CHRISTINA FINK, (TDG) SENIOR TRAFFIC ENGINEER:** Ms. Fink is a professional engineer with experience in transportation design, parking analysis, and traffic engineering. She combines her knowledge of traffic engineering, signal design, and traffic modeling to develop project-specific analysis techniques and balanced solutions for multiple modes of transportation. Tina has served a lead role on numerous project types including planning studies, traffic impact studies, parking turnover and demand studies, road diet analysis, and signal design projects where she applied vehicular modeling tools such as Synchro, SimTraffic and HCS. She has applied her traffic engineering background on various projects to improve multimodal safety and to develop context-sensitive solutions that maximize the efficiency of transportation networks.



**JUAN CALDERON, P.E., PTOE (CALTRAN) SENIOR TRAFFIC ENGINEER** Mr. Calderon has over 17 years of experience in traffic/ transportation engineering with a Master Degree in Civil Engineering. Mr. Calderon has been involved in managing several traffic and planning engineering projects with the Florida Department of Transportation (FDOT) by providing direct support in traffic and safety projects for Districts 4 and District 6. Within FDOT related design projects, planning, development of alternatives, conceptual designs, corridor studies, simulation, GIS, as well as, managing or directing projects that encompassed traffic impact studies, traffic circulation, PD&E, modeling, and traffic forecasting signalization, scoping reports and safety countermeasures. In regards to FDOT 6 projects he has participated in tasks involving the EPMP program, highway and traffic data collection, functional

classification/governmental jurisdictions, scoping reports, traffic operation analysis and modeling, and public involvement. Mr. Calderon is intimately familiar with transportation projects that involve traffic analyses, planning, traffic calming, traffic safety studies, and transit. He is also specialized in traffic and transit data collection, traffic and transit data analysis, mapping using Geographic Information System (GIS) platforms, as well as, roadway design software. Some of Mr. Calderon's clients, for traffic and safety studies such as traffic






calming analysis reports, are City of Coral Gables, City of Miami, City of Miami Beach, and private developers. Mr. Calderon is also very familiar with the new Highway Safety Manual (HSM) and the Highway Capacity Manual (HCM). He continuously participates in several trainings and was the reviewer of the HSM of chapter 4 (network screenings).

### CAPACITY OF TASK LEADERS ASSIGNED



A photograph of a sunset over the ocean. The sun is low on the horizon, creating a bright orange glow. A small boat with two people is visible on the water in the distance. The sky is filled with soft, orange-tinted clouds. The overall scene is peaceful and scenic.

4.

**EXPERIENCE WITH KEY WEST, MONROE COUNTY,  
AND FLORIDA DOT DISTRICT 6**





### EXPERIENCE WITH KEY WEST, MONROE COUNTY, AND FLORIDA DOT DISTRICT 6

The CGA Team has extensive experience working in the City of Key West, Monroe County and FDOT District 6. The following are representative projects similar to those stated in the scope of services that meet the minimum requirements and specifications.

#### City of Key West Carrying Capacity Study (2012-2016)

As the City's traffic engineering consultant, CGA was selected by the City of Key West to complete a comprehensive traffic study of the entire City encompassing more than 15 corridors and 25 intersections. The purpose of the study was to determine the carrying capacity of key corridors in the City. The study specifically addressed the numerous vehicle types, including tour vehicles, which are common in the City. The project included several public outreach meetings and surveys to keep residents informed on the study and enabled residents to voice their opinions on a variety of transportation issues. The study also evaluated traffic counts, speed data, vehicle classifications, corridor travel time runs, multi-modal vehicle attributes, general roadway characteristics, speed limits, parking, cruise ship data, bike lanes, sound levels, and roadway Level of Service (LOS). Four different methodologies were utilized to evaluate the City transportation system.

A 3D comprehensive citywide model utilizing VISSIM software was one of the methodologies chosen. The VISSIM model was developed after extensive data collection and was highly calibrated to the existing conditions. The model consisted of eight different vehicle types along with pedestrians to replicate the multi-modal nature of the City. The findings of the study were documented in the final report, which consisted of several recommendations including cost effective solutions to improve multi-modal efficiency in the City. One of the recommendations included implementation of a city-wide Signal Timing program to address over-capacity roadway congestion. Several of the primary roadway corridors and intersections within the City operated below the acceptable Level of Service thresholds established in the City's Comprehensive Plan. The results of this study illustrated that improvements to the traffic signal operations can have a significant benefit to traffic operations on the overall City roadway network.



#### Project Highlights:

- Citywide Traffic Study/Model
- Traffic Operational Improvements
- Community Meetings/ Extensive Public Involvement



### City of Key West Land Development Regulations Rewrite (2015-2017)

The City of Key West contracted with CGA to provide a complete rewrite of the City's Land Development Regulations. The regulations will be designed to support sustainable community and neighborhood growth, while incorporating those standards which best reflect the unique character of the City of Key West, made up of both the historic "Old Town" and the "New Town" area.

With consensus building via public outreach, community workshops, and input from staff serving as the foundation of the code rewrite, the aim was to develop an easily understandable code that is user-friendly, easy to implement, and tailored to the both the natural and built environment of the City.

Key areas of focus for the project included the incorporation of new standards, programs, and processes related to Complete Streets, Parking, Transportation Demand Management, Affordable Workforce Housing, Signage, Landscape, Urban Design, Green Building, Adaptation Planning and Disaster Planning. All while ensuring consistency with the Comprehensive Plan and resolving any internal conflicts as they relate to definitions, standards, variances, processes, and administrative interpretations.



#### Project Highlights:

- Planning and Zoning
- Urban Design
- Transportation Planning
- Parking
- Adaption Planning





### City of Key West Continuing Engineering Services Contract (2012-2017)

CGA was contracted by the City of Key West on an on call continuing basis to provide engineering services. CGA provided general engineering services including intersection analysis, signalization analysis and design, roadway level of service analysis, city-wide traffic modeling, speed studies, traffic calming and neighborhood traffic mitigation. In addition to general engineering services, CGA reviewed site plan applications with respect to traffic engineering impacts on behalf of the City, responded to citizen inquiries regarding traffic engineering issues and miscellaneous transportation engineering items. The following task work orders were completed by CGA under this Contract:



- Eaton Street and White Street Signalized Intersection Analysis and Design
- Peary Court Traffic Impact Statement
- Qualitative Assessment and Field Review
- Southard Street Corridor Traffic Calming
- Old Town Areawide Speed Study
- DRC Traffic Study Review Services
  - Southard Park Peary Court
  - 725 Duval Street Redevelopment
  - Sunset Marina
  - Poinciana Gardens
  - Ocean Walk Apartments
  - Sonic Restaurant
  - Zapp Scooter
  - Ratcliff Site

#### Project Highlights:

- Traffic Engineering
- Transportation Planning
- Signal Timing
- Signal Design
- Traffic Review



## TOOLE DESIGN GROUP EXPERIENCE WITH KEY WEST, MONROE COUNTY, AND FLORIDA DOT DISTRICT 6



### Key West and Stock Island, FL Key West Bicycle and Pedestrian Master Transportation Plan



Toole Design Group (TDG) is leading a team of experts working on developing the first bicycle and pedestrian master plan for the City of Key West and Stock Island. TDG is focusing on increasing biking and walking by creating a connected and accessible network of bicycle and pedestrian facilities for all residents and tourists of the islands. More specifically, TDG is developing a network of bicycle facilities based on the latest best practices and standards and by offering context-sensitive solutions that focus on environmental stewardship, accessibility, and increased mobility throughout the City.

TDG is also helping the City develop a Complete Streets resource that sets standards for new transportation projects. TDG is also working to develop preliminary design concepts for a number of locations throughout the City that will help move projects quickly towards implementation. Finally, TDG is developing a bicycle parking and end of trip facilities plan to help the City plan the expansion of its existing bicycle parking facilities.

The island's geography has presented challenges to network development including constrained right-of-way widths and limited access points which create barriers to safe bicycling and walking. Plan recommendations will include the creation of sustainable funding mechanisms to implement the network.

Highlights of the project include a complete branding and public engagement plan a network of comfortable, connected, and accessible bicycle and pedestrian facilities; data made available for public access and use; and a series of resources that provide guidance for bicycle and pedestrian projects throughout the City.

#### Client

City of Key West  
Alison Higgins, Sustainability Coordinator  
1300 White Street  
Key West FL 33040  
305.809.3726  
ahiggins@cityofkeywest-fl.gov





**CALTRAN ENGINEERING EXPERIENCE WITH KEY WEST, MONROE COUNTY, AND FLORIDA DOT DISTRICT 6**



**Name:** FDOT D6, Districtwide Public Transportation Consultant Services, (C9769)

**Location:** Miami-Dade County

**Dates:** 2012-2014

**Description of Project:** Traffic Engineering Services

**Contact:** Dionne G. Richardson, (305) 470-5292

**Duties Performed:** Project Manager responsible for providing traffic engineering services to the department. Task included data collection services as part of the Miami Downtown Freight Traffic Data Collection within Miami-Dade County.

**Dollar Amount:** \$127,440.00

**Name:** Atlantic Boulevard Reconstruction from Reynolds Street to White Street Key West

**Location:** Key West, Monroe County, FL

**Dates:** 2014

**Description of Project:** Roadway Design Services

**Contact:** TY Lin, Francisco Alonso, (305) 567-1888

**Duties Performed:** Design Engineer responsible for signing and pavement markings (S&PM) plans for the reconstruction of Atlantic Boulevard from Reynolds Street to White Street in Key West. The scope of S&PM services included field review, conventional pavement markings for roadway and parking lots, mid-block crossings and bicycle markings following FDOT Design Standards and MUTCD.

**Dollar Amount:** \$36,900.00

**Name:** Tavernier Creek Marina

**Location:** Monroe County

**Dates:** 2014

**Description of Project:** Traffic Engineering Services

**Contact:** Tavernier Creek Marina, German Fucaraccio, (305) 852-5854

**Duties Performed:** Project Manager responsible for traffic impact analysis for expansion of new facilities within the Tavernier Creek Marina located at 90800 (MM 90.8) Overseas Highway, Tavernier, FL. Task also included evaluating trip generation, existing and future operations, site circulation and impacts of parking and recommendations for possible impact mitigations.

**Dollar Amount:** \$7,250.00



**Name:** Bayside Grill Traffic Data

**Location:** Key Largo, FL

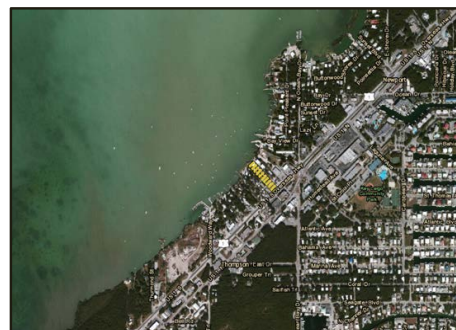
**Dates:** 2014

**Description of Project:** Traffic Engineering Services

**Contact:** Hoefert & Sons, Inc., Jim Hoefert, (305) 394-3944

**Duties Performed:** Project Manager responsible for data collection, evaluation of existing and future trip generation and traffic impact levels. Task also included parking analysis and recommendations for minor improvements and possible impact mitigations.

**Dollar Amount:** \$3,500.00





## UNDERSTANDING OF KEY WEST LOCAL ISSUES

CGA recognizes the City has a unique transportation network and understands the existing traffic operational challenges, based on past assignments we have successfully completed for the City as part of our previous Continuing Services contract. This understanding of Key West local issues enables us to have the knowledge base to effectively perform a wide range of traffic engineering and complimentary services for the City. The following is a narrative outlining our understanding and approach to the scope of services.

**Safety Reviews and Qualitative Analysis:** CGA has performed several safety reviews and qualitative assessments at many intersections and local roads within the City, as well as multiple South Florida municipalities within FDOT D6, and understands the need to evaluate site conditions, collect accurate traffic data, review crash history and provide safety recommendations

at the subject road segment or intersection. Due to the City's high number of visitors regardless of time of the year, our field investigations and data collection will be scheduled during the arrival of passenger cruise ships and other identified normal Key West peak periods. After the completion of our field investigations, crash data and crash patterns from the most recent 3 – 5 years are analyzed to provide recommendations for safety improvements. CGA will utilize the methodology included in the Manual of Uniform Traffic Control Devices (MUTCD), and FDOT Florida Green Book to mitigate any potential safety and operational deficiencies that may have been identified.



**Bicycle and Pedestrian Planning:** The CGA Team understands the City of Key West's transportation network. The CGA Team understands that a comprehensive Transportation Plan will reduce injuries and fatalities, provide affordable transportation options, increase commerce for local business, reduce traffic and parking congestion, increase quality of life and neighborhood livability, reduce greenhouse gases and provide bicycle and pedestrian solutions for the people who live, work and visit the City. The CGA team's overall approach is to assist the City of Key West in achieving the missing bicycle and pedestrian connectivity by developing recommendations for future bicycle and pedestrian infrastructure improvements that incorporates the desires of the City of Key West community. The CGA team will be able to leverage our local expertise from prior planning experience and the plethora of existing stakeholder feedback from the ULDR update process and the current Bicycle and Pedestrian Master Plan being completed by TDG.



**Traffic Signal System Design, Signal Timing and Detection Systems:** The CGA Team of professionals have successfully completed the design and improvements of numerous traffic signals throughout South Florida and

has worked on traffic signal analysis and modifications at a number of the City's intersections. CGA understands that early coordination is one of the key elements for the successful completion of any project. CGA is aware that the City utilizes KEYS Energy Services to maintain its traffic signals. This local knowledge will help us build on relationships with key stakeholders for signal infrastructure task work order assignments. Our design approach will involve early utility coordination, utilization of available right-of-way and minimizing impacts to underground and overhead utilities, investigation of the existing site and surrounding conditions to determine if the project area falls within a suitable or







identified habitat of any State or Federally listed wildlife species, obtain soils information to determine the feasibility of installing drilled shafts or other types of foundations, field reviews to assess any pedestrian or ADA deficiencies that can be corrected as part of the given traffic signal task as well as identifying the most beneficial detection system for all of the City's diverse modes of active transportation; including bicyclist and pedestrian traffic. Traffic observations assist in evaluating and finetuning the proposed signal timing modifications with FDOT and other maintaining agencies prior to final implementation.

**Roadway Capacity Calculation and Studies:** The CGA team is confident that with our prior local experience, developing the City of Key West Carrying Capacity Study, we can continue providing effective and innovative solutions to the City. CGA will build off of the prior modeling success from the Roadway Capacity Study corridors within the City. Traffic data collection will involve the collection of turning movement and bi-directional traffic movement counts, pedestrians and bicyclists counts, speed data, travel times, vehicle classification, cruise ship arrival and departure information, and other information that may be relevant to the subject transportation network corridor. Traffic operational analysis will be completed to evaluate the existing operating conditions of the road network utilizing a methodology that will take into consideration the City's unique multi-modal vehicle and pedestrian network. CGA will then recommend feasible capacity improvements that are tailored towards the need of the studied corridor.



2015 LEVEL OF SERVICE AND RESERVE CAPACITY

SEGMENT	LENGTH (miles)	FACILITY TYPE	POSTED SPEED Limits (mph)	ADJ. FOR SIGNAL Criteria (mph)	ADJUSTED LOS C CRITERIA (mph)	MEDIAN TRAVEL SPEED (mph)	LOS	RESERVE SPEED (mph)	2016				2019			
									MAXIMUM RESERVE VOLUME (VPH)	% ALLOCATION BELOW LOS C	MAXIMUM RESERVE VOLUME (VPH)	% ALLOCATION BELOW LOS C	MAXIMUM RESERVE VOLUME (VPH)	% ALLOCATION BELOW LOS C	MAXIMUM RESERVE VOLUME (VPH)	% ALLOCATION BELOW LOS C
1 Stock Island (4.0 - 5.0)	1.10	4-LU	30/45	39.3	N/A	22.0	32.9	B	10.9	1.986	N/A	2.022	N/A	N/A	N/A	N/A
2 Boca Chica (5.0 - 9.0)	3.9	4-LU	45/55	54.6	N/A	50.1	58.1	A	8.9	5.167	N/A	4.541	N/A	N/A	N/A	N/A
3 Boca Grande (9.0 - 10.5)	1.5	2-LU	45/55	36.6	N/A	41.9	47.2	B	5.2	1.292	N/A	1.116	N/A	N/A	N/A	N/A
4 Saddlebunch (10.5 - 16.5)	5.5	2-LU	45/55	53.8	N/A	49.1	51.7	C	2.8	2.497	N/A	2.017	N/A	N/A	N/A	N/A
5 Sugarloaf (16.5 - 20.5)	3.9	2-LU	45	45.0	4.4	36.1	47.5	A	11.4	7.283	N/A	2.289	N/A	N/A	N/A	N/A
6 Cudjoe (20.5 - 23.0)	2.5	2-LU	45	45.0	N/A	40.5	46.9	A	5.4	2.650	N/A	3.105	N/A	N/A	N/A	N/A
7 Summerland (23.0 - 25.0)	2.2	2-LU	45	45.0	N/A	40.5	44.1	B	3.8	1.312	N/A	1.603	N/A	N/A	N/A	N/A
8 Fernand (25.0 - 27.0)	2.3	2-LU	45	45.0	N/A	40.5	46.9	A	6.1	2.323	N/A	2.919	N/A	N/A	N/A	N/A
9 Tench (27.0 - 29.5)	2.1	2-LU	45	45.0	N/A	40.5	47.5	A	7.0	2.434	N/A	2.573	N/A	N/A	N/A	N/A
10 Bay Pine (29.5 - 33.0)	3.4	2-LU	45	45.0	3.2	37.3	38.9	C	9.7	384	N/A	1.852	N/A	N/A	N/A	N/A
11 Bahia Honda (33.0 - 40.0)	7.0	2-LU (70%)	45/50/55	51.9	N/A	47.4	52.1	B	4.7	5.448	N/A	6.723	N/A	N/A	N/A	N/A
12 7-Mile Bridge (40.0 - 47.0)	6.8	2-LU (30%)	45/50/55	54.7	N/A	50.2	52.6	C	2.4	2.703	N/A	5.516	N/A	N/A	N/A	N/A
13 Marathon (47.0 - 54.0)	7.3	2-LU (13%)	35/45	42.1	N/A	22.0	37.9	A	15.9	19,221	N/A	16,683	N/A	N/A	N/A	N/A
14 Grassy (54.0 - 60.5)	6.4	2-LU (87%)	45/55	54.4	1.5	48.4	51.5	C	3.1	3,266	N/A	2,850	N/A	N/A	N/A	N/A
15 Duck (60.5 - 63.0)	2.7	2-LU	45/55	50.6	N/A	46.1	50.1	B	4.9	1,788	N/A	1,207	N/A	N/A	N/A	N/A
16 Lena (63.0 - 73.0)	9.9	2-LU	40/45/50/55	39.7	N/A	45.2	49.9	B	3.6	5,902	N/A	2,771	N/A	N/A	N/A	N/A
17 L. Matecumbe (73.0 - 77.5)	4.5	2-LU	50/55	54.1	N/A	49.6	48.4	D	-1.2	(894)	967	(447)	4	N/A	N/A	N/A
18 Tea Table (77.5 - 79.5)	2.2	2-LU	45/55	51.3	N/A	45.8	45.7	D	-1.1	(461)	455	(1,126)	4	N/A	N/A	N/A
19 L. Matecumbe (79.5 - 84.0)	4.1	2-LU	30/40/45	49.8	N/A	36.3	39.5	C	2.2	1,454	N/A	(1,154)	3	N/A	N/A	N/A
20 Windley (84.0 - 86.0)	1.9	2-LU	30/40/45	41.2	N/A	36.7	37.9	C	1.2	378	N/A	220	N/A	N/A	N/A	N/A
21 Plantation (86.0 - 91.5)	5.8	2-LU	45	45.0	3.1	37.4	39.5	C	1.1	1,697	N/A	4,206	N/A	N/A	N/A	N/A
22 Taverner (91.5 - 99.5)	8.0	4-LU	45/50	47.5	2.1	40.6	48.5	A	7.9	10,486	N/A	8,214	N/A	N/A	N/A	N/A
23 Key Largo (99.5 - 106.0)	6.6	4-LU	45	45.0	3.3	37.2	44.8	A	7.6	8,658	N/A	7,432	N/A	N/A	N/A	N/A
24 Cross (106.0 - 113.0)	6.9	2-LU	45/55	51.8	N/A	47.3	52.9	B	4.6	4,723	N/A	5,058	N/A	N/A	N/A	N/A
Overall	108.3					45.0	45.1	C	6.1	1,855						

**Roadway Signage and Markings- Warrants:** CGA is knowledgeable of the MUTCD, and understands the importance of meeting the appropriate standards and guidelines to properly install traffic signs and pavement markings to regulate, warn, or guide vehicular, pedestrian and bicycle traffic on the roadway network.

network.

**Wayfinding Sign Program:** CGA understands the need to plan for and provide wayfinding signs at strategic locations throughout the City to guide tourists and visitors to the City's main land marks and other points of interests; such as, Southernmost Point, Old Town, Key West Naval Air Station amongst others. The CGA team has technical experts that can lead this process for the City.

**Parking and Alternative Transportation Group:** As part of the bicycle and pedestrian master plan process TDG is working with the temporary advisory board established by the City Commission called the Parking and Alternative Transportation Group. The mission of the Group is to "accumulate information, review effective strategies in other communities, formulate suggestions and recommendations to alleviate congestion, encourage public transportation, reduce reliance on personal vehicle use and improve parking availability." TDG staff on the CGA Team presented the master plan project to the Group and provided related resources and will continue to coordinate on multimodal transportation issues as the Bicycle and Pedestrian Master Plan project continues in 2018.







## ABILITY TO PERFORM SERVICES



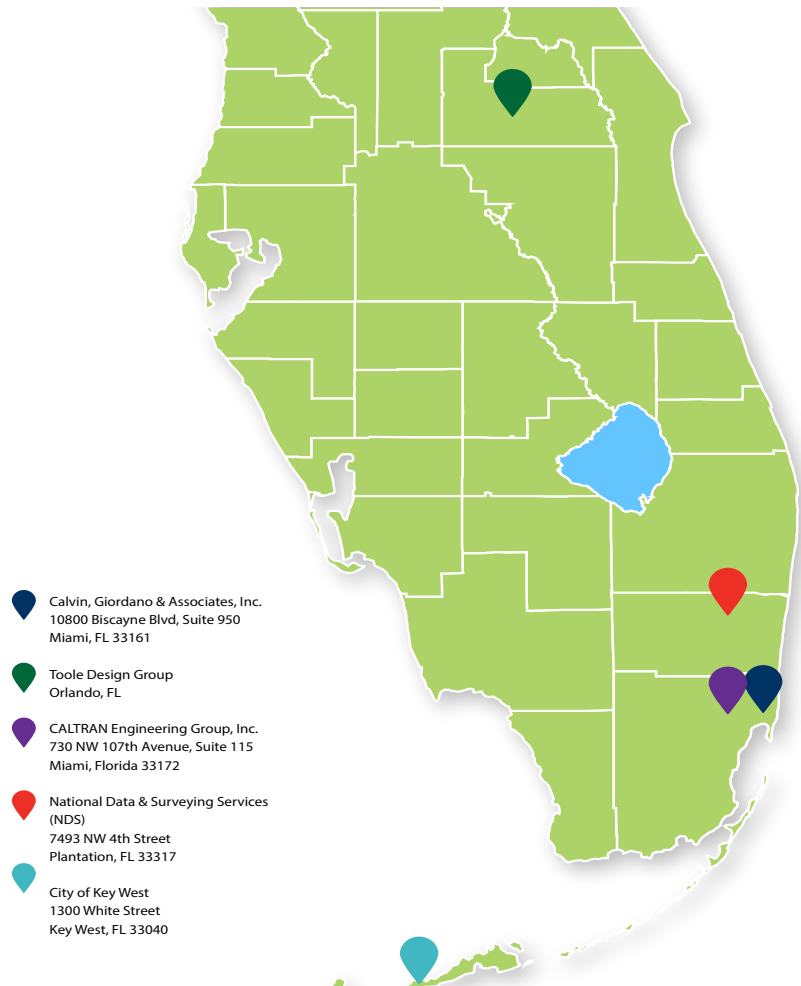


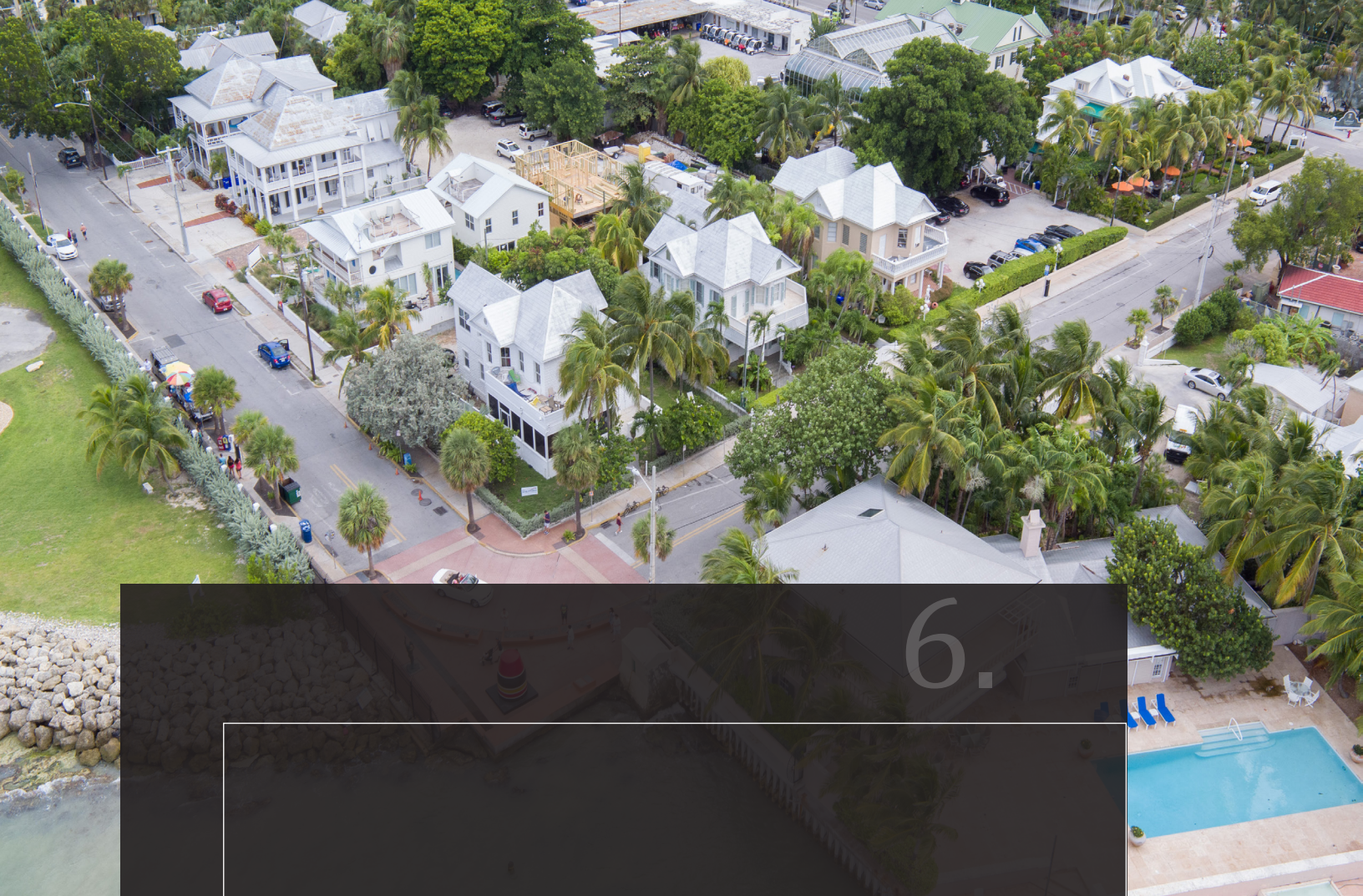
### ABILITY TO PERFORM WORK, LOCATION AND AVAILABILITY

CGA will service this Contract from our Miami-Dade office located at 10800 Biscayne Boulevard, Suite 950, Miami, FL. CGA's other offices will provide support as necessary. At CGA, excellent Project Management skills are seen as the cornerstone to any successful project. Throughout these Continuing on-call professional traffic engineering services, the Project Manager will be in regular communication with the appointed representative for the City to update them on the task work order project status and progress. All communication between the CGA project team and the City staff will occur through Eric S. Czerniejewski, P.E., ENV SP, CGA's Project Manager, who will be the central coordinator for all the activities of this project. Under his management, there will be continuous communication with the City's Project Manager and staff. The CGA Team administration and management of this contract is based on the following elements:

- Complete understanding of the technical requirements and focus in a single area of interest
- Objective to supply and expedite concurrent or multiple activities
- Organization to provide flexibility
- Experienced Team of professionals with relevant local experience to resolve unique issues through the most innovative and exceptional solutions
- Staff that will be available day/night to meet with City staff and stakeholders at their request
- First hand access and use of state-of-the-art technology like Aerial Unmanned Drones, Signal Four Analytics and WAZE Connected Citizen's Program "Here" travel time data
- Sheer resolution and commitment to serve the City of Key West

As a result, the CGA Team organizational management approach is based on a pro-active leadership that strives for customer satisfaction, achievement and success. The CGA Team leadership is conscientious that timeliness and effectiveness to respond to each task work order assignment is imperative for this important Continuing Services contract without overextending administrative costs. Our Project Manager considers that an essential element for this contract is to maintain direct lines of communication that will allow the sharing of ideas, experience, technology, and sensitivity to current economical constraints without affecting quality of services rendered to the City. The CGA Team is here to serve the City and commit to delivering our task work order assignments on-time and within budget. The CGA Team of professionals has been hand selected to offer the available resources and the technological capabilities to serve the City in all of the tasks envisioned on this Contract. CGA and each of the subconsultants have availability for this Contract and existing workload will not impact the needs of this Contract. The CGA Team's schedules will accommodate this continuing contract and all task work order assignments.





6.

## INTERNAL PEER REVIEW PROCEDURES

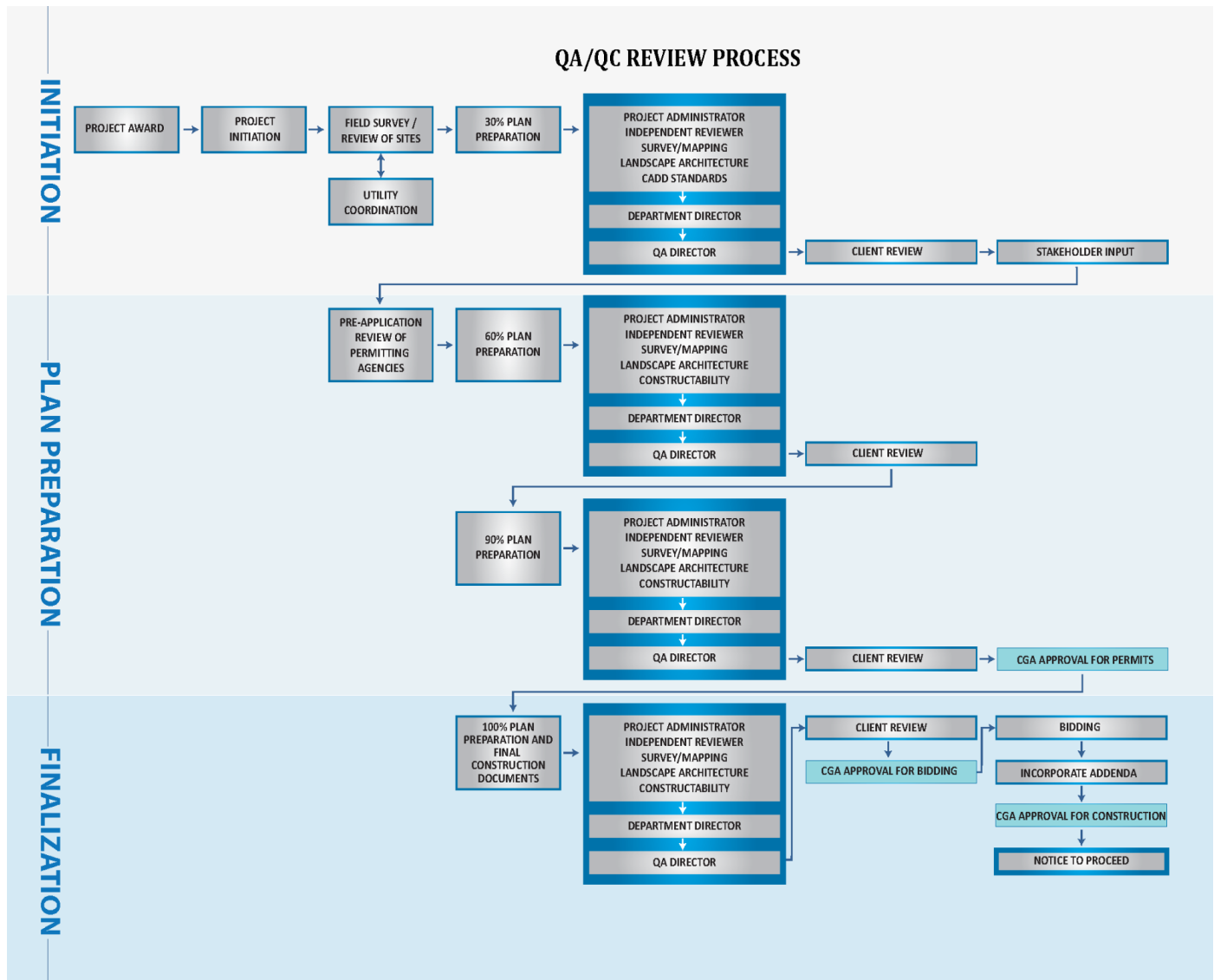




## QUALITY ASSURANCE/QUALITY CONTROL

The CGA Team recognizes the importance of a superior quality product and the need of a systematic QA/QC plan to assure excellence and client satisfaction. The CGA Team Quality Control Plan is based on the ability to provide the finest product that will be extensively reviewed for facts, evidence, errors and omissions through a Total Quality Management Strategy. A detailed QA/QC plan is applied to each task to identify, coordinate responsibilities, and describe the procedures and standards to be utilized. This plan facilitates independent checks, reviews, and verification of all data, as well as standard compliance for the proper coordination, and production of documents as part of the contract.

The CGA Team Q/A and Q/C plan includes as a minimum the following elements to ensure that the production meets accuracy and timeliness: Complete understanding of the scope, verification of accuracy of data and field procedures, establishment of checks and balances, guidance of staff in compliance with QA/QC procedures, verification of updated standards and methodologies, integrated reviews of all work levels, field observations, documentation, guidelines, plans, goals, etc. through an internal monitoring and audits of production.





## EXAMPLES OF TRAFFIC ENGINEERING PROJECTS





### PRIME PROPOSER EXPERIENCE ON SIMILAR PROJECTS/REFERENCES (CGA)

CGA has extensive experience working for coastal municipalities in South Florida, some with barrier islands similar to the City of Key West. The following are representative projects similar to those stated in the scope of services that meet the minimum requirements and specifications.

#### Town of Surfside Townwide Traffic Study (2011-2017)

As the Town's traffic engineering consultant, CGA conducted a town-wide traffic analysis to determine appropriate neighborhood traffic mitigation measures. CGA completed Traffic Data Collection, Speed Table Analysis, Signal Timing Analysis, Left Turn Bay Analysis and Capacity Analysis as part of the scope of work, which was summarized in a Final Traffic Study. The recommendations included conversion of two-way stop control intersections to four-way stop control, installation of speed tables and the conversion of two-way roadway segments to one-way operation. The analysis included the development of a comprehensive traffic flow model to determine the impacts of proposed traffic calming measures. CGA also provided extensive public outreach between citizen groups and Town staff. CGA coordinated with Miami Dade County who responded with approval for installation of the seven proposed traffic-calming locations outlined in the CGA traffic study.

**Prime Role-** Traffic Engineering, Transportation Planning

**Staff Assigned-** Eric Czerniejewski, Diana Rivas, Gavin Jones, Carina Harvey

**Current Status-** Completed. Minor updates to the model as necessary to address new traffic concerns from the community.

**Contract-** \$100,000

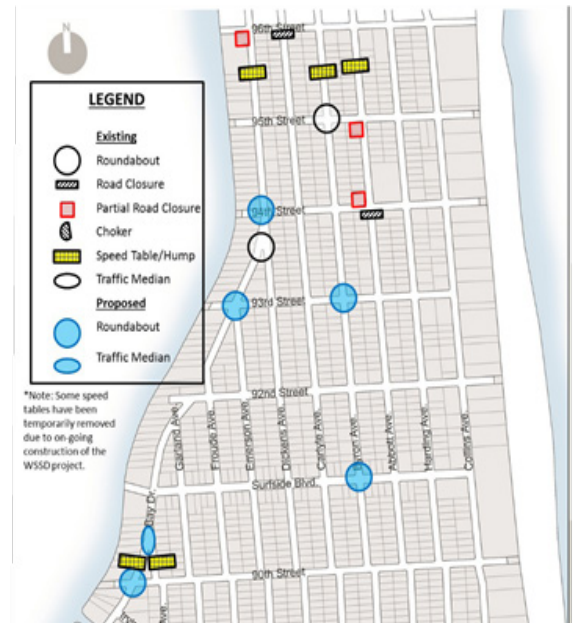
#### Reference - Town of Surfside

**Contact:** David Allen, Chief of Police

305-861-4862

dallen@townofsurfsidefl.gov

9293 Harding Avenue Surfside, FL 33154



#### Project Highlights:

- Townwide Traffic Study
- Neighborhood Traffic Intrusion Analysis
- Traffic Calming Recommendations
- Intersection Analysis



### City of Boca Raton Downtown Traffic Study (2015-2016)

CGA was selected by the City of Boca Raton to provide professional traffic engineering and transportation planning services for the preparation of a traffic study at the intersection of Palmetto Park Road and NE/SE 5th Avenue. The traffic study examined the safety and the operation of the intersection of Palmetto Park Road and NE/SE 5th Avenue and enumerated at least three viable improvement concept plans. As part of our submittal, CGA proposed extending the project limits to include additional intersections to determine the traffic intrusion along NE/SE 5th Avenue from the US-1 intersection. There also was a recently approved mixed use development called Palmetto Promenade that is under construction and will soon be adding additional trips on to the road network being studied. These approved but unbuilt development projects will be adding committed trips to this corridor, which will affect the subject intersection of NE/SE 5th Avenue and Palmetto Park Road. The additional trips generated for the site were looked at when analyzing the intersections. One other local issue affecting this study area and all coastal communities in South Florida is the regularly scheduled bridge openings to allow for the maritime traffic on the intercostal waterway. This occurs just east of the intersection of Palmetto Park Road and NE/SE 5th Avenue.



CGA utilized Synchro modeling software to analyze the roadway network including the arterials and intersections in the core Downtown Boca Raton area for existing (short term) and future (long term) planning horizons. This scope of work included an arterial analysis, intersection analysis and safety review of the subject intersections. The final report included context sensitive design alternatives and mitigation including proposed multimodal improvements. CGA performed a quantitative and qualitative ranking of each alternative which included which improvement provided the best level of service and least delay as well as which improvement was the most pedestrian friendly and safest alternative.

**Prime Role-** Traffic Engineering and Transportation Planning

**Staff Assigned-** Eric Czerniejewski, Diana Rivas, Carina Harvey

**Current Status-** Completed. Improvements proposed as part of the traffic study have been built.

**Contract-** \$50,000

### Reference - City of Boca Raton

**Contact:** Rasem Awwad, P.E., PTOE, Traffic Operations Engineer|

561-416-3387

rawwad@myboca.us

201 W. Palmetto Park Road, Boca Raton, FL 33432

### Project Highlights:

- Short and Long Range Planning
- Intersection Analysis
- Context Sensitive Alternatives
- Public Outreach Facilitation





### **City of Weston Bicycle and Pedestrian Master Plan (2012-2017)**

As the City's on call traffic engineering consultant, CGA provided traffic engineering and transportation planning consultant services for Complete Streets and Context Sensitive corridors as part of the preparation of the City of Weston's Bicycle Master Plan. CGA helped begin the current initiative in the City of Weston to incorporate Complete Streets by conducting a city-wide Bicycle Master Plan outlining, among other things, how the City can achieve a complete streets profile including dedicated bicycle facilities on all arterial roadways within a two (2) year period. CGA continues to be instrumental in providing transportation planning and design services to the City. Since its inception, CGA has accomplished providing bicycle facilities on over 90 percent of all arterial roadways within the City. The complete streets improvements slated include the conversion of four-lane arterial roadways to two lane roadways through the implementation of road diets. CGA provided comprehensive public outreach throughout the process, open house style meetings and resident surveys. CGA understood the early desire to have wider shared use paths on one side of the road instead of standard 5' sidewalks on both sides. This early complete street concept eliminated the need to have midblock pedestrian crossings along arterials since the shared use paths were on one side of the City's roadway facility.

**Prime Role-** Traffic Engineering and Transportation Planning

**Staff Assigned-** Eric Czerniejewski, Diana Rivas, Carina Harvey

**Current Status-** Ongoing. Continue to provide these services to the City of Weston. Recent updates based on new Complete Streets and other Localized Initiative grant projects.

**Contract-** \$250,000

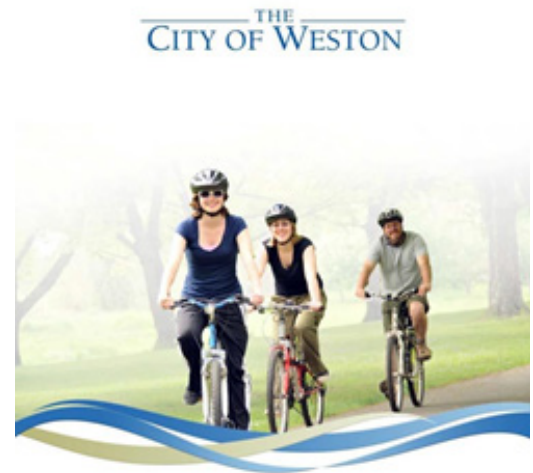
### **Reference – City of Weston**

**Contact:** Denise Barrett, Director

954-385-2000

[Dbarrett@westonfl.org](mailto:Dbarrett@westonfl.org)

17200 Royal Palm Boulevard, Weston, FL. 33326



**BICYCLE MASTER PLAN**

#### **Project Highlights:**

- Complete Streets
- Corridor Planning
- Bicycle and Pedestrian Planning
- Public Outreach



### City of Fort Lauderdale Mobility Management/Transit Master Plan (2015-2017)

CGA assisted Tindale Oliver and Associates, the City of Fort Lauderdale and the Downtown Fort Lauderdale Transportation Management Association (DFLTMA) with long range system planning for the future upgrades to the Community Bus System. The City of Fort Lauderdale was a sub-recipient of a two-year Federal Transportation Administration's (FTA) New Freedom Grant through the South Florida Regional Transportation Authority (SFRTA). CGA conducted an analysis of the City's community bus system which included a review of the current service and development of a comprehensive strategy to create a sustainable, efficient, and customer-centric transit service. Consultants scope of work included the development of a community bus master plan, five-year financial plan, transit needs analysis, first and last mile planning, operational analysis & route review, security and system safety program plan, fleet replacement plan, staffing plan, and the development of performance measures.



**Prime Role-** Traffic Engineering and Transportation Planning (Sub to Tindale Oliver)  
**Staff Assigned-** Eric Czerniejewski, Diana Rivas, Carina Harvey  
**Current Status-** Completed.  
**Contract-** \$50,000

#### Reference – Tindale Oliver

**Contact:** Joel Rey, P.E., AICP, Principal/Director of Transit Services  
813-224-8862  
jrey@tindaleoliver.com  
1000 N. Ashley Drive, Tampa, FL. 33602

#### Project Highlights:

- Transit Planning
- Corridor Planning
- Bicycle and Pedestrian Planning
- Public Outreach





### **City of Weston Signal Design and Installation (2014-2017)**

CGA performs all aspects of signal design, signal timing and coordination, permitting and related activities on behalf of the City of Weston for all signalized intersections throughout the City. These services have included the performance of signal warrant studies, interim traffic control measures, signal design, signal timing, preparation of construction documents, bidding activities, agency coordination and inspections. Our staff has been instrumental in maintaining special aesthetic mast-arm signal designs throughout the City, and



has adopted ordinances supporting aesthetic traffic control devices within the public right-of-way. This included the numerous phases of the "turn-key" installation project, which was the joint effort between private developers, the City of Weston, and the Broward County Traffic Engineering Division. Recent traffic signal design projects included the Royal Palm Blvd. and Bonaventure Blvd., Royal Palm Blvd. and Windmill Ranch Road and Weston Road and Royal Palm Blvd.

**Prime Role-** Traffic Engineering and Transportation Planning

**Staff Assigned-** Eric Czerniejewski, Diana Rivas, Carina Harvey

**Current Status-** Ongoing. Continue to provide these services to the City of Weston. Recent updates based on new Complete Streets and other Localized Initiative grant projects.

**Contract-** Ongoing

### **Reference – City of Weston**

**Contact:** Denise Barrett, Director

954-385-2000

Dbarrett@westonfl.org

17200 Royal Palm Boulevard, Weston, FL. 33326

#### **Project Highlights:**

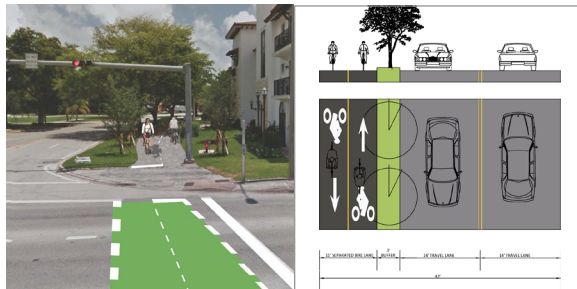
- Traffic Signal Design and Permitting
- Traffic Signal Timings
- Intersection Capacity Analysis
- Construction Services



## TOOLE DESIGN GROUP EXPERIENCE ON SIMILAR PROJECTS/REFERENCES

### Coral Gables, FL

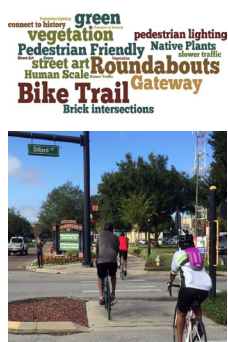
#### Coral Gables Citywide Bicycle Infrastructure Design Services



Toole Design Group (TDG) is the prime consultant on this unique bicycle infrastructure project. The City of Coral Gables is implementing the Bicycle and Pedestrian Master Plan with a low-stress bicycle network. This network aims to develop protected bike lanes, shared use paths, and bike boulevards to encourage more residents to bicycle. With a proud urban planning history, the Coral Gables Public Works Department wishes to ensure that the proposed improvements accentuate and not detract from the beauty of the city, and that the improvements are as attractive as they are functional.

TDG is overseeing design concepts, coordinating public participation, and providing construction documents for approximately 6.5 miles of low-stress bicycle infrastructure. Where possible, the TDG concepts take advantage of existing traffic-calming improvements along the City's streets, as accentuating those corridors with additional moderate improvements will be more cost effective. In touring the city by bicycle, TDG has also been able to provide guidance on phased improvements for alternative routes. Additionally, the design concepts recognize local environmental considerations in avoiding the root zones of large banyan trees.

**Client:** The City of Coral Gables Public Works Department, Jessica A. Keller, Assistant Director Sustainable Public Infrastructure Division, 2800 SW 72nd Avenue, Miami, FL, 33155 305.733.0122, [jkeller@coralgables.com](mailto:jkeller@coralgables.com)



### Winter Garden, FL Dillard Street Complete Streets Project

Dillard Street is the main route into the City of Winter Garden's downtown. The City of Winter Garden hired Toole Design Group (TDG) to develop a complete street concept for the one-mile corridor. The entire plan for the Complete Street was conceived and drawn on-site, during a community charrette process. The community's values and ideas were solicited during a thorough "discovery phase" that involved site visits, public meetings, and one-on-one interviews. The discoveries were then translated into a 3-lane, tree-lined, slower street concept, with separated bike facilities, wide sidewalks, rain gardens, art opportunities,

roundabouts at busy intersections, buried power lines, and safer crossings.

The separated bike facilities along Dillard Street will intersect with Winter Garden's main street, Plant Street, as well as the West Orange Trail.

Approximately 100,000 people visit the downtown every month via the trail and the trail users account for 25% of the downtown's economy. Having witnessed what happened in the downtown, the community consensus was that the reconstruction of Dillard Street as a Complete Street will lead to better outcomes economically, socially, recreationally, aesthetically, and functionally for all modes of travel. The road diet, roundabouts, safer travel speeds, median refuges, and multiple crossing locations will eliminate the barrier effect of the street, enhance access to businesses and neighborhoods, and improve the image of the City.

**Client:** City of Winter Garden, Tanja Gerhartz, Economic Development Director, 300 West Plant Street, Winter Garden, FL 34787, 407.656.4111, [tgerhartz@cwgd.com](mailto:tgerhartz@cwgd.com)





### **Bonita Springs, FL Bonita Beach Road Visioning Study**

Bonita Beach Road is 7.5-mile arterial road that connects the beach communities along the Gulf of Mexico to the downtown core of Bonita Springs, and to I-75. The City was incorporated 15 years ago and is comprised of mostly disconnected suburban developments and a sparse hierarchy of car-oriented roads. Through smart land use and street changes, the City has been steadily evolving the older part of the City into a lovely small downtown, located just north of Bonita Beach Road. The City's goal is to evolve Bonita

Beach Road from a four- and six- lane, car-oriented, barrier into a Complete Street that contributes to the image and vitality of the City.

The Toole Design Group (TDG) Team was retained to create a conceptual street design and develop regulatory recommendations to encourage appropriate redevelopment throughout the 7.5-mile long corridor.

TDG worked with key stakeholders and the public through an extensive charrette process to better understand the needs and desires of the community and develop an overall strategy to the corridor. TDG employed a place-based approach to the design and developed a concept that included a separated bicycle facility, comfortable sidewalks, entry features, and roundabouts at key locations. The goal was to create a grand boulevard for Bonita Springs that safely and comfortably accommodates all modes, provides a better relationship to adjacent properties, and spurs appropriate redevelopment along the corridor. Recommended changes to the City's land development code included revisions to key sections (e.g., setbacks, parking requirements, vehicular and pedestrian standards, building features) in an effort to encourage appropriately sited, scaled, and designed development.

**Client:** City of Bonita Springs, Debbie Filipek, City Clerk, 9101 Bonita Beach Road, Bonita Springs, FL 34135, 239.949.6248, [debbie.filipek@cityofbonitasprings.org](mailto:debbie.filipek@cityofbonitasprings.org)



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## FORMS



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# **PART 2**

## **FORMS AND AFFIDAVITS**

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# 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: \_\_\_\_\_

Sworn and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_, 2018.

NOTARY PUBLIC, State of Florida at Large

My Commission Expires: \_\_\_\_\_



# NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA )  
 : SS  
COUNTY OF MONROE )

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

By: \_\_\_\_\_

Sworn and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_, 2018.

NOTARY PUBLIC, State of Florida at Large

My Commission Expires: \_\_\_\_\_

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



let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

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

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

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

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

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

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

\_\_\_\_\_  
(Signature)  
\_\_\_\_\_

STATE OF \_\_\_\_\_ (Date)

COUNTY OF \_\_\_\_\_

\_\_\_\_\_  
PERSONALLY APPEARED BEFORE ME, the undersigned authority,

\_\_\_\_\_  
(Name of individual signing)

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

space provided above on this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

My commission expires:  
NOTARY PUBLIC

\_\_\_\_\_

## **INDEMNIFICATION**

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

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

CONTRACTOR: \_\_\_\_\_

SEAL:

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



**EQUAL BENEFITS FOR DOMESTIC PARTNERS AFFIDAVIT**

STATE OF \_\_\_\_\_ )  
: SS  
COUNTY OF \_\_\_\_\_ )

I, the undersigned hereby duly sworn, depose and say that the firm of \_\_\_\_\_ 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: \_\_\_\_\_

Sworn and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
NOTARY PUBLIC, State of \_\_\_\_\_ at Large

My Commission Expires: \_\_\_\_\_

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

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

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

The cash equivalents of the following benefits apply:

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

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

- (8) ***Equal benefits*** mean the equality of benefits between employees with spouses and employees with domestic partners, and/or between spouses of employees and domestic partners of employees.

(b) Equal benefits requirements.

- (1) Except where otherwise exempt or prohibited by law, a Contractor awarded a covered contract pursuant to a bid process shall provide benefits to domestic partners of its employees on the same basis as it provides benefits to employees' spouses.
- (2) All bid requests for covered contracts which are issued on or after the effective date of this section shall include the requirement to provide equal benefits in the procurement specifications in accordance with this section.
- (3) The city shall not enter into any covered contract unless the contractor certifies that such contractor does not discriminate in the provision of benefits between employees with domestic partners and employees with spouses and/or between the domestic partners and spouses of such employees.
- (4) Such certification shall be in writing and shall be signed by an authorized officer of the contractor and delivered, along with a description of the contractor's employee benefits plan, to the city's procurement director prior to entering into such covered contract.
- (5) The city manager or his/her designee shall reject a contractor's certification of compliance if he/she determines that such contractor discriminates in the provision of benefits or if the city manager or designee determines that the certification was created, or is being used for evading the requirements of this section.
- (6) The contractor shall provide the city manager or his/her designee, access to its records for the purpose of audits and/or investigations to ascertain compliance with the provisions of this section, and upon request shall provide evidence that the contractor is in compliance with the provisions of this section upon each new bid, contract renewal, or when the city manager has received a complaint or has reason to believe the contractor may not be in compliance with the provisions of this section. This shall include but not be limited to providing the city manager or

his/her designee with certified copies of all of the contractor's records pertaining to its benefits policies and its employment policies and practices.

- (7) The contractor may not set up or use its contracting entity for the purpose of evading the requirements imposed by this section.

(c) Mandatory contract provisions pertaining to equal benefits. Unless otherwise exempt, every covered contract shall contain language that obligates the contractor to comply with the applicable provisions of this section. The language shall include provisions for the following:

- (1) During the performance of the covered contract, the contractor certifies and represents that it will comply with this section.
- (2) The failure of the contractor to comply with this section will be deemed to be a material breach of the covered contract.
- (3) If the contractor fails to comply with this section, the city may terminate the



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

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

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

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

(e) Exceptions and waivers.

The provisions of this section shall not apply where:

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

Where only one bid response is received.

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

**CONE OF SILENCE AFFIDAVIT**

STATE OF \_\_\_\_\_ )  
: SS  
COUNTY OF \_\_\_\_\_ )

I the undersigned hereby duly sworn depose and say that all owner(s), partners, officers, directors, employees and agents representing the firm of \_\_\_\_\_ 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)

\_\_\_\_\_  
(date)

Sworn and subscribed before me this

\_\_\_\_\_ Day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
NOTARY PUBLIC, State of \_\_\_\_\_ at Large

My Commission Expires: \_\_\_\_\_



**City Ordinance Sec. 2-773. - Cone of silence.**

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

- (B) The city clerk shall include all written communication as part of the agenda item when publishing information related to a particular competitive solicitation;
  - (3) Oral communications at duly noticed pre-bid conferences;
  - (4) Oral presentations before publically noticed evaluation and/or selection committees;
  - (5) Contract discussions during any duly noticed public meeting;
  - (6) Public presentations made to the city commission or advisory body thereof during any duly noticed public meeting;
  - (7) Contract negotiations with city staff following the award of a competitive solicitation by the city commission; or
  - (8) Purchases exempt from the competitive process pursuant to section 2-797 of these Code of Ordinances;
- (d) *Procedure.*
- (1) The cone of silence shall be imposed upon each competitive solicitation at the time of public notice of such solicitation as provided by section 2-826 of this Code. Public notice of the cone of silence shall be included in the notice of the competitive solicitation. The city manager shall issue a written notice of the release of each competitive solicitation to the affected departments, with a copy thereof to each commission member, and shall include in any public solicitation for goods and services a statement disclosing the requirements of this ordinance.
  - (2) The cone of silence shall terminate at the time the city commission or other authorized body makes final award or gives final approval of a contract, rejects all bids or responses to the competitive solicitation, or takes other action which ends the competitive solicitation.
  - (3) Any city employee, official or member of the city commission that is approached concerning a competitive solicitation while the cone of silence is in effect shall notify such individual of the prohibitions contained in this section. While the cone of silence is in effect, any city employee, official or member of the city commission who is the recipient of any oral communication by a potential vendor or vendor's representative in violation of this section shall create a written record of the event. The record shall indicate the date of such communication, the persons with whom such communication occurred, and a general summation of the communication.
- (e) *Violations/penalties and procedures.*
- (1) A sworn complaint alleging a violation of this ordinance may be filed with the city attorney's office. In each such instance, an initial investigation shall be performed to determine the existence of a violation. If a violation is found to exist, the penalties and process shall be as provided in section 1-15 of this Code.
  - (2) In addition to the penalties described herein and otherwise provided by law, a violation of this ordinance shall render the competitive solicitation void at the discretion of the city commission.
  - (3) Any person who violates a provision of this section shall be prohibited from serving on a City of Key West advisory board, evaluation and/or selection committee.
  - (4) In addition to any other penalty provided by law, violation of any provision of this ordinance by a City of Key West employee shall subject said employee to disciplinary action up to and including dismissal.
  - (5) If a vendor is determined to have violated the provisions of this section on two more occasions it shall constitute evidence under City Code section 2-834 that the vendor is not properly qualified to carry out the obligations or to complete the work contemplated by any new competitive solicitation. The city's purchasing agent shall also commence any available debarment from city work proceeding that may be available upon a finding of two or more violations by a vendor of this section.

(Ord. No. 13-11, § 1, 6-18-2013)



## STATE OF FLORIDA PROFESSIONAL SERVICES LICENSE





## LICENSE/CERTIFICATIONS OF TASK LEADERS

### State of Florida Department of State

I certify from the records of this office that CALVIN, GIORDANO & ASSOCIATES, INC. is a corporation organized under the laws of the State of Florida, filed on June 27, 1985.

The document number of this corporation is M17373.

I further certify that said corporation has paid all fees due this office through December 31, 2018, that its most recent annual report/uniform business report was filed on January 2, 2018, and that its status is active.

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



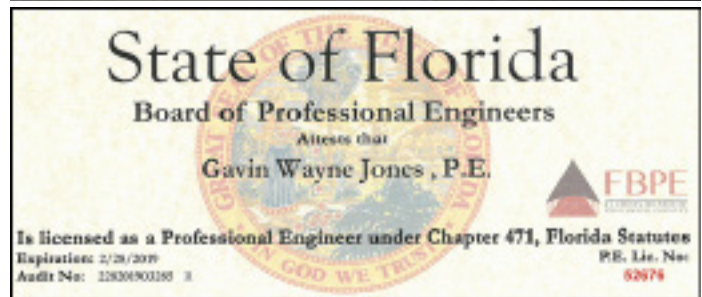
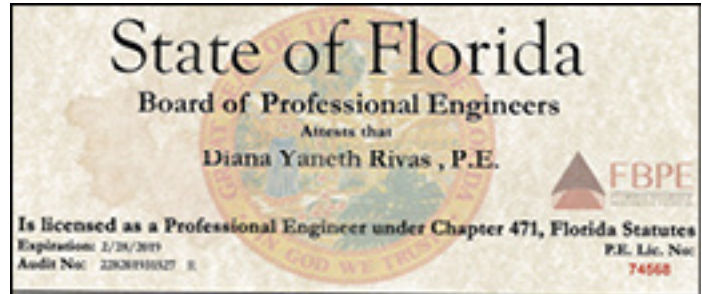
Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Second day of January, 2018

*Ken Detjen*  
Secretary of State

Tracking Number: GC775276388

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

<https://services.usmbrz.org/Filing/CertificateOfStatus/CertificateAuthentication>



012039

### Local Business Tax Receipt

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

LBT

7216234

<b>BUSINESS NAME/LOCATION</b> CALVIN GIORDANO & ASSOCIATES INC 10800 BISCAINE BLVD 950 MIAMI FL 33161	<b>RECEIPT NO.</b> <b>RENEWAL</b> <b>7500302</b>	<b>EXPIRES</b> <b>SEPTEMBER 30, 2018</b> Must be displayed at place of business Pursuant to County Code Chapter 8A - Art. 9 & 10
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**OWNER**  
CALVIN GIORDANO & ASSOCIATES INC  
C/O DENNIS GIORDANO PRES  
Employee(s) 13

**SEC. TYPE OF BUSINESS**  
212 P.A./CORP/PARTNERSHIP/FIRM  
EB514

**PAYMENT RECEIVED BY TAX COLLECTOR**  
\$97.50 07/07/2017  
CREDITCARD-17-044677

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)







**Calvin, Giordano & Associates, Inc.**  
EXCEPTIONAL SOLUTIONS™

