

An aerial photograph of a road winding through a dense green forest. The road starts from the top left and curves towards the bottom right. There are some buildings and cleared areas along the road. The sky is blue with some light clouds.

LAKE COUNTY

RSQ 22-901

NORTH LAKE TRAIL PHASE 3 PD&E STUDY

02. FORMS

Submittal Form

ATTACHMENT 1 – SUBMITTAL FORM

22-901

The undersigned hereby declares that: Halff Associates, Inc. has examined and accepts the specifications, terms, and conditions presented in this Solicitation, satisfies all legal requirements to do business with the County, and to furnish a **North Lake Trail Phase 3 PD&E Study** for which Submittals were advertised to be received no later than 3:00 P.M. Eastern time on the date stated in the solicitation or as noted in an addenda. Furthermore, the undersigned is duly authorized to execute this document and any contracts or other transactions required by award of this Solicitation.

1.0 TERM OF CONTRACT

The Contract will commence upon the date of the purchase order or related Notice to Proceed. The Contract remains in effect until completion of the expressed and implied warranty periods. The County reserves the right to negotiate for additional services/items similar in nature not known at time of solicitation.

2.0 PAYMENT

The Contractor must submit an accurate invoice to the County's using department's email. The date of the invoice must be after delivery but no more than 30 calendar days after delivery. Invoices must reference the: purchase or task order; delivery date, delivery location, and corresponding packing slip or delivery ticket signed by a County representative at the time of acceptance. Failure to submit invoices in the prescribed manner will delay payment.

Payments will be tendered in accordance with the Florida Prompt Payment Act, Part VII, Chapter 218, Florida Statutes. The County will remit full payment on all undisputed invoices within 45 days from receipt by the appropriate County using department. The County will pay interest not to exceed 1% per month on all undisputed invoices not paid within 30 days after the due date.

All pricing will be FOB Destination unless otherwise specified in this solicitation document. Pricing submitted will remain valid for a ninety (90) day period.

Vendor accepts MasterCard for payment: YES

3.0 CERTIFICATION REGARDING LAKE COUNTY TERMS AND CONDITIONS:

I certify that I have reviewed the [General Terms and Conditions for Lake County Florida](#) and accept the Lake County General Terms and Conditions dated 5/6/21 as written including the Proprietary/Confidential Information section. YES Failure to acknowledge may result in Submittal being deemed non-responsive.

4.0 CERTIFICATION REGARDING FELONY CONVICTION:

Has any officer, director, or an executive performing equivalent duties, of the bidding entity been convicted of a felony during the past ten (10) years? NO

5.0 CONFLICT OF INTEREST DISCLOSURE CERTIFICATION:

Except as listed below, no employee, officer, or agent of the firm has any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project; and, this Submittal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud. N/A

ATTACHMENT 1 – SUBMITTAL FORM

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6.0 CERTIFICATION REGARDING BACKGROUND CHECKS:

Under any County Contract that involves Contractor or subcontractor personnel working in proximity to minors, the Vendor hereby confirms that any personnel so employed will have successfully completed an initial, and subsequent annual, Certified Background Check, completed by the Contractor at no additional cost to the County. The County retains the right to request and review any associated records with or without cause, and to require replacement of any Contractor employee found in violation of this requirement. Contractor shall indemnify the County in full for any adverse act of any such personnel in this regard. Additional requirements may apply in this regard as included within any specific contract award. YES

7.0 DISADVANTAGED BUSINESS ENTERPRISE PROGRAM

The County does not establish specific goals for minority set-asides however, participation by minority and non-minority qualified firms is strongly encouraged. If the firm is a minority firm or has obtained certification by the State of Florida, Office of Supplier Diversity, (OSD) (CMBE), please indicate the appropriate classification(s) not applicable not applicable and enter OSD Certification Number N/A and enter effective date Click or tap to enter a date. to date Click or tap to enter a date.

8.0 RECIPROCAL VENDOR PREFERENCE:

Vendors are advised the County has established, under Lake County Code, Chapter 2, Article VII, Sections 2-221 and 2-222; a process under which a local vendor preference program applied by another county may be applied in a reciprocal manner within Lake County. The following information is needed to support application of the Code:

- A. Primary business location of the responding Vendor: Tavares, Florida
- B. Does the responding vendor maintain a significant physical location in Lake County at which employees are located and business is regularly transacted: YES If “yes” is checked, provide supporting detail: Office performing the majority of work is located at: 902 North Sinclair Avenue, Tavares, FL 32778. Ninety percent of the employees at this location also are Lake County residents.

9.0 GENERAL VENDOR INFORMATION:

Firm Name: Duane Booth, PE
 Street Address: 902 North Sinclair Avenue
 City: Tavares State and ZIP Code: Florida 32778
 Mailing Address (if different): Click or tap here to enter text.
 Telephone: 352-343-8495 Fax: 352-343-8495
 Federal Identification Number / TIN: 75-1308699
 DUNS Number: 00-306-7851

10.0 SUBMITTAL SIGNATURE:

I hereby certify the information indicated for this Submittal is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an authorized representative of this Vendor and/or empowered to execute this Submittal on behalf of the Vendor. I, individually and on behalf of the Vendor, acknowledge and agree to abide by all terms and conditions contained in this solicitation as well as any attachments, exhibits, or addenda.

ATTACHMENT 1 – SUBMITTAL FORM

22-901

Name of Legal Representative Submitting this Proposal: *Duane Booth, PE*

Date: 9/28/2021

Print Name: Duane Booth, PE

Title: Vice President

Primary E-mail Address: dbooth@halff.com

Secondary E-mail Address: amalone@halff.com

The individual signing this Submittal affirms that the facts stated herein are true and that the response to this Solicitation has been submitted on behalf of the aforementioned Vendor.

[The remainder of this page is intentionally blank]

Memorandum of Authority

2021 FOREIGN PROFIT CORPORATION AMENDED ANNUAL REPORT

DOCUMENT# F18000005458

Entity Name: HALFF ASSOCIATES, INC.**Current Principal Place of Business:**1201 N. BOWSER RD.
RICHARDSON, TX 75081**Current Mailing Address:**1201 N. BOWSER RD.
RICHARDSON, TX 75081 US**FEI Number:** 75-1308699**Certificate of Status Desired:** No**Name and Address of Current Registered Agent:**INCORP SERVICES, INC.
17888 67TH COURT NORTH
LOXAHATCHEE, FL 33470 US*The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.*

SIGNATURE: _____

Electronic Signature of Registered Agent

Date

Officer/Director Detail :

Title CHAIRMAN, VP
Name MOYA, MIKE
Address 9500 AMBERGLEN BLVD., BLDG F,
SUITE 120
City-State-Zip: AUSTIN TX 78729

Title DIRECTOR, VP
Name MURRAY, MENTON
Address 5000 W. MILITARY, SUITE 100
City-State-Zip: MCALLEN TX 78503

Title VP, SECRETARY
Name KILLEN, RUSSELL
Address 1201 N. BOWSER RD.
City-State-Zip: RICHARDSON TX 75081

Title CSO
Name ZAPALAC, RUSSELL
Address 1201 N. BOWSER RD.
City-State-Zip: RICHARDSON FL 75081

Title SENIOR VICE PRESIDENT
Name TANKSLEY, DAN
Address 1201 N. BOWSER RD.
City-State-Zip: RICHARDSON TX 75081

Title COO, VP
Name JACKSON, TODD
Address 9500 AMBERGLEN BLVD., BLDG. F
SUITE 125
City-State-Zip: AUSTIN TX 78729

Title PRESIDENT
Name EDWARDS, MARK
Address 1201 N. BOWSER RD.
City-State-Zip: RICHARDSON FL 75081

Title D, VP
Name MILLER, STEVEN
Address 9500 AMBERGLEN BLVD.
BUILDING F, SUITE 125
City-State-Zip: AUSTION TX 78729

Continues on page 2

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: DAN TANKSLEY

SENIOR VICE PRESIDENT 01/27/2021

Electronic Signature of Signing Officer/Director Detail

Date

Officer/Director Detail Continued :

Title D, VP
 Name BAKER, JESSICA
 Address 1201 N. BOWSER RD.
 City-State-Zip: RICHARDSON FL 75081

Title VC, VP
 Name ICKERT, ANDREW
 Address 4000 FOSSIL CREEK BLVD.
 City-State-Zip: FT. WORTH TX 76137

Title VP
 Name RIELLY, PAUL J
 Address 1201 N. BOWSER RD.
 City-State-Zip: RICHARDSON TX 75081

Title CFO
 Name SAGEL, JOSEPH
 Address 1201 N. BOWSER RD.
 City-State-Zip: RICHARDSON TX 75081

Title VP, DIRECTOR
 Name LLEWELLYN, MARK T SR.
 Address 2507 CALLAWAY ROAD
 City-State-Zip: TALLAHASSEE FL 32303

Title VP
 Name HUTCHESON, DAVID T
 Address 2507 CALLAWAY ROAD
 City-State-Zip: TALLAHASSEE FL 32303

Title VP
 Name BOOTH, DUANE
 Address 902 NORTH SINCLAIR AVENUE
 City-State-Zip: TAVARES FL 32778

Title VP
 Name MCGLOHORN, JOHN
 Address 902 NORTH SINCLAIR AVENUE
 City-State-Zip: TAVARES FL 32778

Title D, VP
 Name BARGAINER, TIM
 Address 9500 AMBERGLEN BLVD., BUILDING F
 SUITE 125
 City-State-Zip: AUSTIN TX 78729

Title D, VP
 Name ADAMS, BOBBY
 Address 14800 ST. MARY'S LANE
 SUITE 160
 City-State-Zip: HOUSTON TX 77079

Title VP
 Name DOWNS, DEREK
 Address 1201 N. BOWSER RD.
 City-State-Zip: RICHARDSON TX 75081

Title VP
 Name KASCHYK, BRUCE
 Address 1000 N. ASHLEY DRIVE, SUITE 900
 City-State-Zip: TAMPA FL 33602

Title VP
 Name FRENCH, SHERRI MARIE
 Address 1000 N. ASHLEY DRIVE, SUITE 900
 City-State-Zip: TAMPA FL 33602

Title D
 Name KUNZ, PATRICK
 Address 1201 N. BOWSER RD.
 City-State-Zip: RICHARDSON TX 75081

Title VP
 Name ERN, ROB
 Address 902 NORTH SINCLAIR AVENUE
 City-State-Zip: TAVARES FL 32778

Title SENIOR VICE PRESIDENT
 Name HARVEY, TONY
 Address 1000 N. ASHLEY DRIVE
 900
 City-State-Zip: TAMPA FL 33602

Sunbiz Registration

State of Florida Department of State

I certify from the records of this office that HALFF ASSOCIATES, INC. is a Texas corporation authorized to transact business in the State of Florida, qualified on November 6, 2018.

The document number of this corporation is F18000005458.

I further certify that said corporation has paid all fees due this office through December 31, 2021, that its most recent annual report/uniform business report was filed on January 19, 2021, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Nineteenth day of January,
2021*



Randy Bee
Secretary of State

Tracking Number: 8853921420CC

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

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

W-9

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	<h2 style="margin:0;">Request for Taxpayer Identification Number and Certification</h2> <p style="margin:0;">▶ Go to www.irs.gov/FormW9 for instructions and the latest information.</p>	Give Form to the requester. Do not send to the IRS.
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Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. HALFF ASSOCIATES, INC.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions. 1201 NORTH BOWSER RD	Requester's name and address (optional)
	6 City, state, and ZIP code RICHARDSON, TX 75081	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.	Social security number <table border="1" style="width:100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> </tr> </table> OR Employer identification number <table border="1" style="width:100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width:10%; text-align: center;">7</td> <td style="width:10%; text-align: center;">5</td> <td style="width:10%; text-align: center;">-</td> <td style="width:10%; text-align: center;">1</td> <td style="width:10%; text-align: center;">3</td> <td style="width:10%; text-align: center;">0</td> <td style="width:10%; text-align: center;">8</td> <td style="width:10%; text-align: center;">6</td> <td style="width:10%; text-align: center;">9</td> <td style="width:10%; text-align: center;">9</td> </tr> </table>												7	5	-	1	3	0	8	6	9	9
7	5	-	1	3	0	8	6	9	9													

Part II Certification Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.	
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Sign Here	Signature of U.S. person ▶	Date ▶ 08/30/2021
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General Instructions Section references are to the Internal Revenue Code unless otherwise noted. Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9 . Purpose of Form An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.	<ul style="list-style-type: none"> • Form 1099-DIV (dividends, including those from stocks or mutual funds) • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) • Form 1099-S (proceeds from real estate transactions) • Form 1099-K (merchant card and third party network transactions) • Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) • Form 1099-C (canceled debt) • Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.
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Addendum

ADDENDUM NO. 1

22-901



REAL FLORIDA • REAL CLOSE
Office of Procurement Services

P.O. Box 7800 • 315 W. Main St., Suite 441 • Tavares, FL 32778

SOLICITATION: North Lake Trail Phase 3 PD&E Study

09/16/2021

Vendors are responsible for the receipt and acknowledgement of all addenda to a solicitation. Confirm acknowledgement by including an electronically completed copy of this addendum with submittal. Failure to acknowledge each addendum may prevent the submittal from being considered for award.

THIS ADDENDUM DOES NOT CHANGE THE DATE FOR RECEIPT OF PROPOSALS.

QUESTIONS/RESPONSES

- Q1. On page 15 of Exhibit A – Scope of Work/Services it states that the consultant will provide an evaluation of the railroad bridge on Oakland Drive. In our preliminary review of the project location, the bridge appears to be located in Mt. Dora and so not actually in the project limits provided on page 16.
Is this bridge part of the scope for this project? Or is there another bridge within the project limits to be evaluated?
- R1. The Oakland Drive bridge is not part of the project. The bridge that is included in the study is the CR 445 Bridge over Alexander Creek.**
- Q2. What is the contract's budget?
- R2. The budget is \$2,000,000.00**
- Q3. Under the Vendor Profile section, Lake County asks respondents to “Include copies of any required licenses or permits. Provide a copy of the current State of Florida Board of Professional Regulation License.”
Does this requirement only apply to the prime consultant, or should we include all licenses/permits from subconsultants as well?
- R3. This requirement is only for the prime consultant. Copies of any required licenses or permits from subconsultants will be requested at the County’s discretion.**
- Q4. Is this project Local Area Program (LAP) Funded?
- R4. This is not a LAP project. It is funded by FDOT through a legislative apportionment. The FM number is FM# 430975-2.**
- Q5. Attachment 3 References form (which is also referenced as Attachment 2) says to list 5 project less than 5 years old. The RFQ on page 3 under B2, Past Performance, it says to list 3 verifiable reference/relevant projects completed within the last 3 years similar/same in magnitude. Do you want projects within the past 3 years or the past 5 years?
- R5. Please list a minimum of the three (3) most relevant projects from past five (5) years**

[Acknowledgement page follows.]

Page 1 of 2

ADDENDUM NO. 1

22-901

ACKNOWLEDGEMENT

Firm Name: Halff Associates, Inc.

I hereby certify that my electronic signature has the same legal effect as if made under oath; that I am an authorized representative of this vendor and/or empowered to execute this submittal on behalf of the vendor.

Signature of Legal Representative Submitting this Bid: *Duane Booth, PE*

Date: 9/16/2021

Print Name: Duane Booth, PE

Title: Vice President

Primary E-mail Address: dbooth@halff.com

Secondary E-mail Address: amalone@halff.com

Certificate of Insurance

Client#: 98667	HALFASSO	DATE (MM/DD/YYYY) 7/21/2021														
ACORD™ CERTIFICATE OF LIABILITY INSURANCE																
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).</p>																
PRODUCER Greyling Ins. Brokerage/EPIC 3780 Mansell Road, Suite 370 Alpharetta, GA 30022	CONTACT NAME: Carly Underwood PHONE (A/C, No, Ext): 770.670.5324 FAX (A/C, No): E-MAIL ADDRESS: carly.underwood@greyling.com															
INSURED Half Associates, Inc. 1201 N. Bowser Richardson, TX 75081	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : National Union Fire Ins. Co.</td> <td style="text-align: center;">19445</td> </tr> <tr> <td>INSURER B : The Continental Insurance Company</td> <td style="text-align: center;">35289</td> </tr> <tr> <td>INSURER C : New Hampshire Ins. Co.</td> <td style="text-align: center;">23841</td> </tr> <tr> <td>INSURER D : Allied World Surplus Lines Ins</td> <td style="text-align: center;">24319</td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : National Union Fire Ins. Co.	19445	INSURER B : The Continental Insurance Company	35289	INSURER C : New Hampshire Ins. Co.	23841	INSURER D : Allied World Surplus Lines Ins	24319	INSURER E :		INSURER F :	
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INSURER D : Allied World Surplus Lines Ins	24319															
INSURER E :																
INSURER F :																
COVERAGES CERTIFICATE NUMBER: 21-22 REVISION NUMBER:																
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>																
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS									
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			GL5856923	08/01/2021	08/01/2022	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$25,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$									
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			CA5717893	08/01/2021	08/01/2022	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$									
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$10,000			7015026436	07/01/2021	08/01/2022	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$									
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	N/A	WC014195843	08/01/2021	08/01/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000									
D	Professional Liab incl. Pollution			03113813	07/12/2021	08/01/2022	Per Claim \$1,000,000 Aggregate \$2,000,000									
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) When certificate holder is shown, that certificate holder can be named as an Additional Insured on a primary and non-contributory basis with respects to General Liability and Automobile Liability, as required by written contract. A waiver of subrogation also applies as required by written contract. Umbrella policy follows Auto and General Liability policies.																
CERTIFICATE HOLDER				CANCELLATION												
Sample Certificate				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.												
				AUTHORIZED REPRESENTATIVE 												
© 1988-2015 ACORD CORPORATION. All rights reserved.																
ACORD 25 (2016/03) 1 of 1		The ACORD name and logo are registered marks of ACORD				CUND1										
#S2833911/M2832133																

Team Composition Form

ATTACHMENT 3 - TEAM COMPOSITION

22-901

CONSULTANT

ROLE	Name	City of Residence	Florida Active Registrations Number
Principal in Charge	Duane Booth, PE	Umatilla	44631
Project Manager	Gary Phillips, PE	Tallahassee	118919
FDOT and PD&E	Michael Adams, PE	Dade City	57375
Stormwater/Drainage	Brad Bublitz, EI	Umatilla	1100008042
Stormwater/Drainage	David Hutcheson	Tallahassee	38670
Traffic Analyses	Mark Llewellyn, Jr., PE	Tallahassee	80712
Utility/Railroad Coordination	Tracy Forester	Tallahassee	
Trail Planning/Design	Brad Bublitz, EI	Umatilla	1100008042

SUB CONSULTANTS

ROLE	Company Name	Address	Individual's Name Assigned	Projected % of Overall Work	Worked with Prime before (YES/NO)	Individual Worked with Prime before (YES/NO)
Geotechnical Services	Andreyev Engineering	Clermont, FL	Raymond Jones, PE	3	Yes	Yes
Contamination Services	Andreyev Engineering	Clermont, FL	Robert Cornelius, PE	2	Yes	Yes
Archaeological/Cultural Resources	Archaeological Consultants, Inc.	Sarasota, FL	Marion Almy, RPA	4	Yes	Yes
Public Involvement	Kimley-Horn	Orlando, FL	Michael Garau, PE	6	Yes	Yes
Environmental	Kimley-Horn	Orlando, FL	Sarah Johnson, CE	7	Yes	Yes
Agency/Stakeholder Coordination	Kimley-Horn	Orlando, FL	Jim Wood, AICP	5	Yes	Yes
Sociocultural Effects/Section 4(f)	Vrana Consulting, Inc.	Safety Harbor, FL	Tammy Vrana, AICP	4	Yes	Yes
NEPA Documentation	Kimley-Horn	Orlando, FL	Fred Burkett, PE	5	Yes	Yes
Sociocultural Effects/Section 4(f)	Pritchard Environmental	Jupiter, FL	Christie Pritchard	4	Yes	Yes

Organizational Chart

What is the Halff Difference? Our Team's Structure



A Leadership Team That Specializes in Providing Creative Solutions

The Halff team is led from our local Tavares office by Duane Booth, PE. Duane has successfully managed complex, diverse project teams for Lake County and surrounding communities.

Our Project Professional, Gary Phillips, AICP, brings more than 30 years of technical expertise, working with the multiple counties and municipalities on some of their most notable projects.



A Team Built for Your Needs

Our teaming partners bring unique urban trail and local City experience, ranging from engaging communities to solving some

But what makes our team truly special is its scalability. Not only can the Halff team provide full-range services, we can also rapidly scale to meet the compressed schedule. We will utilize multiple design teams to manage concurrent design phases tasks to ensure we honor your time commitment to your stakeholders and residents.



History of Exceptional Service in the Community We Live and Work In

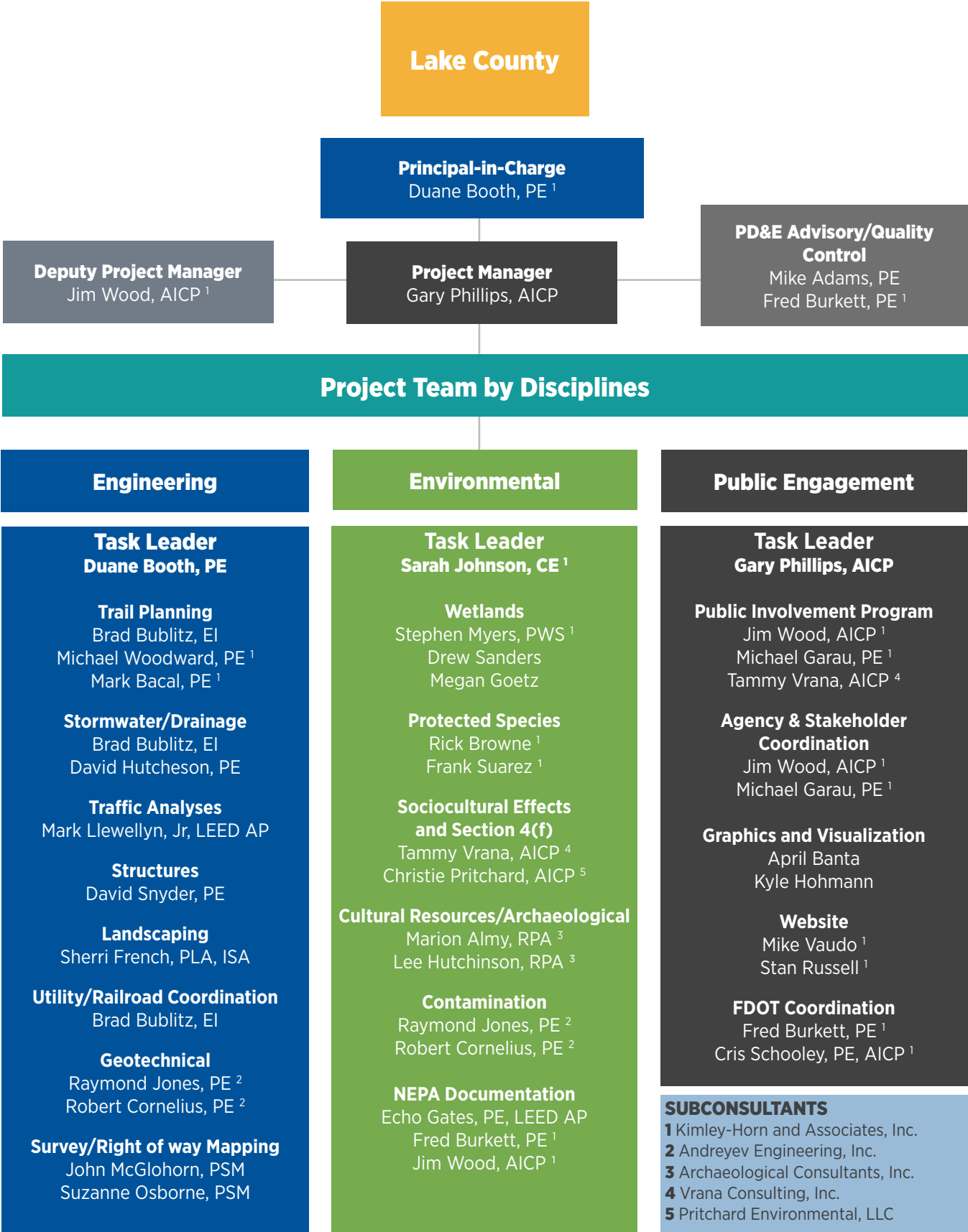
We've served Lake County for over 20 years, delivering successful projects including CR 561 Roundabout, CR 455 Hartle Road Extension with adjoining multi-use trail, South Lake Park, and multiple intersection, roadway and park projects. Duane and the Tavares Halff personnel have worked extensively with the Urban Trails Program and bring a strong understanding of trail design and issues in Lake County and Central Florida.

Additionally, our drainage engineering team has studied nearly all of the County's watersheds and is the local expert in understanding the County's watershed challenges.



Unmatched Urban Trail Expertise

The Halff name is synonymous with exceptional trail design. Our experience spans more than four decades and includes working along flood-prone corridors, securing ROW and permits, and incorporating features that transform a trail into an extraordinary asset for the community.





Duane Booth, PE

Duane Booth has 34 years of experience in drainage, stormwater, roadway engineering, and project management for public and private land development, including utilities, site layout, grading, and permitting. He has extensive knowledge of permitting through various agencies including FDEP, SJRWMD, and FDOT. His engineering skillset includes: commercial/industrial site planning and design municipal facilities, street and highway design, parks and recreation design, municipal water and wastewater infrastructure master planning and design, stormwater design, flood studies, FEMA map revisions, borrow pit and mining design. Duane has been serving Lake County with continuing engineering services since 2009.

ROLE

Principal-in-Charge
Engineering Team Task Leader

EXPERIENCE

34 years

EDUCATION

BS, Civil Engineering, University
of Central Florida

REGISTRATION

Professional Engineer
Florida No. 44631
Georgia No. 32135
South Carolina No. 26215
FDEP Stormwater Inspector
No. 7947

REPRESENTATIVE PROJECT EXPERIENCE

Marjorie Harris Carr Cross Florida Greenway Landbridge Phase, Paved Recreational Trail, Marion County, FL

Halff provided engineering design, geotechnical investigation, permitting and post-design services associated with a two-lane roadway section with 11-foot lanes and a 5-foot sidewalk within a varying right of way. The project design met all FDOT standards for multi-use trails, and accommodations for all trail users (equestrians, hikers, bicyclists, horse-drawn carriages) were incorporated into the design. Due to numerous natural-surface trails crossing the new paved trail, special consideration was given to user safety at all crossings with signage and striping. Coordination with the land manager, Florida State Parks, was essential to producing a successful project outcome as was the ease of trail maintenance into the design.

Roundabout at CR 561 and CR 455, Lake County, FL

Halff provided survey, design, utility coordination and permitting for the Roundabout Design at the intersection of CR 561 and CR 455 In Lake County. This was a FDOT LAP project, FPN #429606-1-58-01.

Alfred Street One Way Pair and Streetscape Project, Tavares, FL

Halff provided route survey, roadway design, community involvement, project management, drainage analysis and design, and utility coordination for the one-way pairing of Alfred Street and Caroline Streets. Project included permitting with SJRWMD, FDOT, Lake County, and the City of Tavares, as well as land acquisition from FDOT surplus lands for the construction of a wet retention pond. Halff handled all of the coordination and permitting associated with this acquisition. A streetscape scope was added to include on-street parking, hardscape, landscape, irrigation design, ADA accessibility, decorative brick paver cross walks, street furnishings and creating a standardized template for streetscape design.

East Lake Community Park Expansion, Lake County, FL

Halff provided a topographic survey of existing conditions, provided grading plans for proposed improvements for drive aisles, parking lots and sidewalks, as well as bid document preparation and construction administration services.



Gary Phillips, AICP

Gary Phillips has 34 years of experience in transportation planning, public engagement, project development, and conceptual design. He has served as project manager for transportation planning, PD&E Studies, and conceptual design projects. Gary served as area engineer and statewide environmental coordinator for the Federal Highway Administration for Florida and was the reviewer for FDOT NEPA documents, including EIS, EA/FONSI and related Master Plans. He wrote and reviewed many FDOT PD&E manual revisions, assisted with the FDOT's statewide PD&E manual training, and developed the ETDM Process.

ROLE

Project Manager
Public Engagement Team
Task Leader

EXPERIENCE

34 years

EDUCATION

BS, Civil Engineering,
Florida Institute of Technology

REGISTRATION

AICP No. 118919

REPRESENTATIVE PROJECT EXPERIENCE

Ludlum Trail Project Development and Environment Study (PD&E), Miami-Dade County, FL

Served as technical lead for Sociocultural Effects and Section 4(f) for recreational resources. Produced Sociocultural Effects Evaluation Report in accordance with the FDOT PD&E Manual evaluating potential project impacts to social, economic, land use, mobility and aesthetics. Identified parkland and recreational resources along the corridor to complete documentation required to submit a determination of Section 4(f) applicability per Part 2, Chapter 7 of the PD&E Manual for three parks located adjacent to the project corridor. Coordinated with the Officials with Jurisdiction to obtain significance and concurrence letters for each Section 4(f) resource.

Northeast Corridor – Bannerman Road Feasibility and PD&E Reevaluation, Blueprint Intergovernmental Agency, Tallahassee, FL

Served as Deputy Project Manager. Activities associated with the Feasibility Study include public involvement, environmental and engineering analyzes, alternatives development, traffic and safety, right of way needs, and planning level cost analysis. Activities associated with the PD&E Reevaluation include design traffic documentation, roadway and drainage analysis, alternatives development/evaluation, cost construction estimates, public involvement, summary reports and final PD&E Report. Public involvement activities include pod casts, open house forums, and interactive public meetings, along with newsletters, fact sheets, e-mail blasts and project web site.

Northeast Gateway, Welaunee Boulevard Project Development and Environment (PD&E) Study, Blueprint Intergovernmental Agency, Tallahassee, FL

Project Manager for a PD&E study for a State Environmental Impact Report for Welaunee Boulevard. The project improved regional mobility, safety, and connectivity. This project will include a new interchange at I-10 to create a northeast gateway into Tallahassee to ease congestion. The project also serves substantial future development of 7,000 acres of former plantation lands with multiple Planned Unit Developments. The report was developed consistent with FDOT's SWAT process.



Brad Bublitz, EI

Brad Bublitz has 20 years of specialized experience in roadway, stormwater management systems, residential, and commercial sites. He has extensive project management experience encompassing preliminary and final design, value engineering, cost estimating, specification writing, and bidding and construction management for public and private land development. He is highly experienced in the permitting process through various agencies including FDEP, SJRWMD, and FDOT. His engineering skillset includes roadway design and layout, large scale residential and multifamily projects, water and sewer utilities, and multi-phased projects.

ROLE

Trail Planning
Stormwater and Drainage
Utility/Railroad Coordination

EXPERIENCE

20 years

EDUCATION

BS, Environmental Engineering,
University of Central Florida

REGISTRATION

Engineer Intern
FL #1100008042

REPRESENTATIVE PROJECT EXPERIENCE

Marjorie Harris Carr Cross Florida Greenway Landbridge Phase, Paved Recreational Trail, Marion County, FL

The project design met all FDOT standards for multi-use trails, and accommodations for all trail users (equestrians, hikers, bicyclists, horse-drawn carriages) were incorporated into the design. Due to numerous natural-surface trails crossing the new paved trail, special consideration was given to user safety at all crossings with signage and striping. Coordination with the land manager, Florida State Parks, was essential to producing a successful project outcome as was the ease of trail maintenance into the design.

Roundabout at CR 561 and CR 455, Lake County, FL

Halff provided survey, design, utility coordination and permitting for the Roundabout Design at the intersection of CR 561 and CR 455 In Lake County. This was a FDOT LAP project, FPN #429606-1-58-01.

Max Hooks Road, Lake County, FL

Halff provided engineering design, surveying, permitting, utility coordination, project administration and post-design services for the construction of Max Hooks Road. Design is for approximately 3,000 LF of a 2-lane roadway. Nearly 1,100 LF of the roadway was designed with a 2-lane closed drainage system, and the remaining 1,900 LF is a 2-lane open drainage system. The closed roadway system design has storm water inlets and pipes that outfall into a retention area which Halff also designed, and the open roadway system has roadside swales that handle the storm water runoff.

CR 455 Extension/Hartle Road, Lake County, FL

Halff provided engineering design, permitting, utility coordination and post-design services for the extension of Hartle Road. The design included 4,400 linear feet of 4-lane, divided urban roadway with 4-foot bike lanes, 12.5-foot multipurpose trail and a 5-foot sidewalk within a 120-foot right of way. Plans were designed to meet all Lake County and FDOT design requirements for a 45 mph design speed facility.



John McGlohorn, PSM

John McGlohorn has 32 years of experience in a wide variety of surveys including boundary, right of way, topographic and sectional. He has extensive knowledge of surveying process, writing of legal documents, field data collection, subdivision layout and control, QA/QC processes, and project management. His surveying deliverables skillset includes sectional surveys, boundary and topographic, as-builts, subdivision layout and control, highway and right of way surveys.

REPRESENTATIVE PROJECT EXPERIENCE

ROLE

Project Survey Manager

EXPERIENCE

32 years

EDUCATION

BS, Surveying, University of Florida

REGISTRATION

Professional Surveyor & Mapper
Florida No. 6023

City of Clermont Downtown Streetscape Phases I, II, III, Clermont, FL

The Master Plan of Clermont involves a redesign of the downtown area to improve parking, walkability and revitalize the downtown commercial corridor. Halff was selected to provide survey, engineering design, stormwater design, project management, bidding and construction administration services.

County Road 455 Design, Lake County FL

Halff prepared record survey, boundary survey, established the right of way, mapped existing conditions, and reviewed all title work to assist Halff engineering in the design of for new construction of CR 455. The roadway consists of a four-lane road, with a 12-foot multi-use pathbike lanes, full and directional median openings and dedicated left and right turn lanes with a 5 foot sidewalk running adjacent to the new roadway.

W.T. Bland Public Library Parking, Mount Dora, FL

Halff provided survey and engineering planning services to increase and maximize parking for the library. Halff utilized the original survey of the existing site from Halff's prior engineering and surveying services for the library's initial parking lot expansion and stormwater retention system. The new survey provided recent improvements to the site for engineering design. Halff also provided a tree survey and a topographic survey.

Lake Minneola Boat Ramp, Clermont, FL

As part of its Downtown-Waterfront Master Plan, an upgrade to the City's boat ramp on Lake Minneola was necessary to accommodate heavier boating traffic, address the ramp's safety issues from the additional traffic (both in and out of the water), and increase parking for vehicles and trailers. The new boat ramp has double the launch pads (four instead of two), increased parking (102 spots instead of 77), 10 mooring slips, and new restrooms. Construction was completed in six months. Halff also provided the boundary, topographic, wetland and bathymetric survey. Halff also provided all permitting services with FDEP for stormwater, water and sewer, and coordinated the relocation of utilities. Additionally, Halff assisted the city with bidding, construction administration and management assistance, issued the certification of completion and the final as-built survey for the necessary Sovereign submerged land lease.



Suzanne Osborne, PSM

Suzanne Osborne has 26 years of experience in multiple survey deliverables including boundary, right of way, topographic and sectional surveys. She has extensive knowledge of surveying process, writing of legal documents, field data collection, subdivision layout and control, QA/QC processes, and project management. Her surveying deliverables skillset includes: sectional surveys, boundary and topographic, as-builts, subdivision layout and control, as well as highway and right of way surveys.

REPRESENTATIVE PROJECT EXPERIENCE

ROLE

Project Surveyor

EXPERIENCE

26 years

EDUCATION

AA, General Studies, Valencia
Community College

REGISTRATION

Professional Surveyor and
Mapper Florida No, 6120

Narcoosee Road, Orange County, FL

Survey to determine right of way, establish horizontal/vertical control for utility expansion to serve Lake Nona area.

City of Winter Garden, Winter Garden, FL

Performed several boundary/topographic surveys for community redevelopment of downtown area.

Plat Reviews, Winter Garden, FL

Performed several boundary/topographic surveys for community redevelopment of downtown area.

Orange County Landfills, Orange County, FL

Scope of work included monitor wells and piezometers for data submission to Orange County and governing environmental agencies. This was a 2-year project.

Piedmont Lakes Middle School, Orange County, FL

Scope of work included the boundary survey and established horizontal/vertical control for layout of all improvements including buildings, track, utilities and parking lots.

Oak Ridge High School, Orange County, FL

Scope of work included the boundary survey and established horizontal/vertical control for layout of all improvements including buildings, track, utilities and parking lots.

Lowe's, Orlando, FL

Scope of work included boundary determination and establishing horizontal/vertical control for layout of building, utilities and parking lot.

Dollar Tree, Kissimmee, FL

Boundary survey including all improvement and utilities after the completion of new retail space.



Sherri French, PLA, ISA

Sherri French has been involved in landscape architecture, site planning and design, construction estimating, and construction supervision for 13 years. She has experience in public and private sector projects including design, estimating, and supervising installation of landscape and irrigation for single and multi-family housing developments, mixed use developments, commercial/office spaces, municipal sites, and universities. She also works extensively with FDOT on roadway landscape projects of varying scales and complexities.

REPRESENTATIVE PROJECT EXPERIENCE

ROLE

Landscape Architecture

EXPERIENCE

13 years

EDUCATION

MLA, Landscape Architecture & Environmental Planning, Utah State University

BS, Horticulture Residential Design/Build, Brigham Young University

REGISTRATION

Landscape Architect
Florida No. FL 6667344
Texas No. 3465
Idaho No 16806

Certified Arborist
ISA No. FL-9297A

SR 373 Orange Avenue PD&E Study, Leon County, FL

Provided landscape architecture and traffic engineering services on the PD&E Study for SR 373 (Orange Avenue) from SR 263 (Capital Circle) to SR 61 (S. Monroe Street) in Leon County, FL.

SR 261 Capital Circle Southeast Bold Landscape, Leon County

This project involved 1.96 miles of a four-lane divided urban corridor. The project included preparation and digital delivery of landscape and irrigation plans, a lane closure analysis, design of Traffic Control Plans, development of Stormwater Pollution Prevention Plans, completion of a specification package, and preparation of an opinion of construction cost. Services included engineering analysis, landscape analysis, utility coordination, landscape design, and irrigation design.

US 98 St. Marks Trail, Tallahassee, FL

This project involved landscape improvements along a recently constructed multi-use trail beginning at Wakulla High School extending east approximately 12 miles terminating into the historic St. Mark's Trail. Trail crossed through forested rural areas, in front of businesses, residences, a boat launch, and crossed US 98 at multiple locations. Landscape design focused on providing safety for the users by utilizing selective clearing to not only remove nuisance and exotic species from the site but to improve visibility and therefore increase safety for the users. Safety was also considered at trail crossings as plantings were used to alert users of potential pedestrian/vehicular conflicts. Fall color and wildflower areas along the trail were added for visual interest.

Triple Creek Boulevard Extension #2, Riverview, FL

The extension consists of approximately half a mile of the main collector road, sidewalks, and a roundabout within the subdivision providing connections to recently built villages and future phases. Oversaw production of code landscape design, irrigation design, and tree mitigation calculations for permitting. Special care was taken while designing proposed landscape around the roundabout to account for visibility zones. Project required regular and extensive coordination with the engineering team designing the roadway.



Mike Adams, PE

Mike Adams' experience includes the management and technical performance of surface transportation planning, environmental and design projects. Mike's projects have focused on state and federal highway systems and have involved NEPA documentation, PD&E studies, interchange justification reports, needs and cost analyses, transportation modeling, environmental evaluations, agency coordination and scoping, noise analyses and public involvement programs. His design experience includes management and QA responsibilities for resurfacing, widening and major reconstruction projects.

ROLE

PD&E Advisory/QC

EXPERIENCE

33 years

EDUCATION

BS, Aerospace Engineering,
University of Maryland

REGISTRATION

Professional Engineer
Florida No. 57375

REPRESENTATIVE PROJECT EXPERIENCE

US 98 PD&E Study from US 27 to Airport Road, Sebring, Florida, FDOT District One

The objectives of the study were to evaluate and document the engineering, environmental and public effects of widening US 98 from two to four lanes. Environmental factors that were evaluated included social, community, archaeological, historical, wetlands, protected species, noise, air quality, contamination, water quality, and special designations (i.e., Outstanding Florida Waters, Section 4(f) and farmlands). The study also involved the implementation of a comprehensive public involvement program that includes small group meetings, a public workshop, a public hearing, newsletters, an interactive website, and regular press releases. Mike served as QA/QC Manager.

I-75 at Immokalee Road Pathway Feasibility and Design Study, Naples, Florida, Collier County

The feasibility study created the basis for the construction plans for a pedestrian and bicycle pathway at the I-75 and Immokalee Road Interchange (FDOT Project #416237-1-38-01) in compliance with Local Agency Program (LAP) requirements. The study explored alternatives for a sidewalk and bicycle pathway to improve safety along the road. The scope included preparing a maximum of six typical section alternatives, developing preliminary construction cost estimates, surveying, and evaluating potential environment effects to wetlands, listed species, contamination, and public involvement. The design phase of the project achieved final construction plans for the pathway. As QC Manager, Mike monitored the implementation of the QC Program.

Vance Whidden Park Trail Design Build, Glades County, FL

The scope involved design, permitting, surveying, and the construction of approximately 1.1 miles of a multi-use asphalt trail. The design utilized innovative cost-saving techniques including additional up-front coordination with the involved parties. This reduced costs due to fewer reviews and submittals. Balancing earthwork, reducing clearing and grubbing areas and minimizing wetland impacts were incorporated into the design which reduced permitting efforts, lowered needed material, and resulted in less construction time and overall project cost.



Mark Llewellyn, Jr., PE

Mark Llewellyn, Jr. has 17 years of experience in various areas of civil engineering including transportation planning, site feasibility, regulatory permitting, traffic engineering and modeling, roadway design, signalization design, intelligent transportation systems design, and roundabout feasibility and design. He has extensive experience developing sustainable projects in highly urbanized settings to safely accommodate all modes of travel. His responsibilities include the management of continuing services contracts and transportation projects, as well as the design and permitting of various projects. As a hands on project manager, he is heavily involved in the production of construction documents, coordination of work efforts, and communicating directly with clients.

ROLE

Traffic Analyses

EXPERIENCE

17 years

EDUCATION

BS, Civil Engineering, Florida State University,

MS, Civil Engineering, Florida State University

REGISTRATION

Professional Engineer
Florida No. 80712
Georgia No. 040755
Alabama No. 35623
Texas No. 134631

LEED AP Neighborhood
Development No. 10754987

REPRESENTATIVE PROJECT EXPERIENCE

Florida End to End Trail, Statewide

For the past six years, Mark has provided technical planning, GIS mapping, and cost estimate services for many multi-use and biking trail facilities. This effort identified opportunities for filling gaps between existing trails in order to build a connected trail network spanning the entire state of Florida.

Gaines Street Bicycle Boulevard, Tallahassee, FL

Plan, develop, and design two Bicycle Boulevards. Boulevards designed to also serve as a service vehicle alley and to provide diagonal back in parking.

North Monroe Widening, Tallahassee, FL

This major arterial roadway was widened to accommodate a right turn lane and bicycle lanes. Mark provided various design support services to the project including the production of TCE packages, a comparative analysis of property appraisals, and various engineering reports. In addition, he supported the production of construction plans.

FAMU Way Phase II, Tallahassee, FL

Served as assistant project manager and lead roadway design engineer for Phase 2 of this premier corridor project. His responsibilities included roadway design, storm sewer design, design of the Tallahassee Junction Stormwater Pond, plans preparation and submittal, quantity computation, construction support services, and extensive project coordination.

FAMU Way Phase III, Tallahassee, FL

Extending from the Gamble Street Roundabout to Lake Bradford Road, this premier corridor provides a critical segment of the FAMU Way Gateway. The project consists of a two-lane divided urban facility with 11-foot travel lanes, 5-foot bike lanes in each direction, a raised median, on-street parking, 12-foot multi-use trail on the north side, and 8-foot sidewalk on the south side. Mark serves as the Project Manager and Engineer-of-Record (PM/EOR) and is the lead design engineer responsible for roadway and signalization design, plans preparation, permit preparation, quantity computation, and cost estimate analysis.



Echo Gates, PE, LEED, AP

Echo Gates has 22 years of civil engineering and construction management experience in roadway design, site development, environmental permitting, utility coordination, drainage modeling and design, and remotely sensed data collection, analysis, and distribution. Her experience includes design from concept to final plans, NEPA documentation, pavement design, and traffic analysis. Echo has extensive experience with permitting of projects with multiple agencies at the federal, state, and local levels. During her tenure at the FDEP, Echo was responsible for the collection, analysis, and distribution of coastal data associated with two statewide regulatory programs. The Florida Engineering Society Big Bend Chapter recognized her in 2015 with the prestigious Engineer of the Year Award.

ROLE

NEPA Documentation

EXPERIENCE

22 years

EDUCATION

MS, Civil Engineering, Florida State University
BS, Civil Engineering, Florida State University

REGISTRATION

Professional Engineer
Florida No. 58615
Georgia No. 31576
LEED AP No. 10157091
FDEP Stormwater Inspector
No. 17322

REPRESENTATIVE PROJECT EXPERIENCE

Franklin Boulevard Flood Relief Blueprint 2000 and Beyond, Tallahassee, FL

This project included conversion of an open ditch to a concrete box culvert and the conversion of a minor collection from a four-lane roadway to two lanes. Included in the improvements were extensive utility coordination and rehabilitation, side street drainage improvements, landscaping, and hardscaping. Extensive permit coordination was required for the project at the local, state and federal levels.

Orange Meridian Placemaking, Leon County, FL

This community focused project improves the Tallahassee Southside community through the enclosure of the existing ditch between Meridian and Monroe Streets and the addition of the East Drainage Ditch Multi-use Trail. In addition, a park will be created nearby, adjacent to Leon County's floodplain compensation area as a community enhancement project. Drainage improvements are designed to FEMA floodway/floodplain requirements and will meet state and local stormwater treatment and attenuation regulations. Echo served as a project engineer for the stormwater design of the project.

Great Florida Birding Trail, Florida Fish and Wildlife Conservation Commission, Statewide

Funded by FDOT, this highway signage program directs motorists to birding sites throughout the state. Plans provided signage to allow motorists to reach the destination sites from the FDOT Transportation System.

FAMU Way Phases II and III, Tallahassee, FL

These two phases of the FAMU Way Roadway Project provide much needed transportation improvements between Florida A&M University and Lake Bradford Road. The two-lane urban facility is designed as a Complete Street with bike lanes, raised medians, on-street parking, multi-use trail and stormwater facilities. Echo served as a stormwater project engineer of this premier corridor project.



David Hutcheson, PE

David Hutcheson has 36 years of experience in the fields of civil engineering and land surveying. His professional experience has been acquired through multiple project responsibilities involving comprehensive engineering design, surveying, and project management tasks for many different types of projects including water, sanitary sewer, streets, drainage, site civil, and roadway projects..

REPRESENTATIVE PROJECT EXPERIENCE

Don Bishop Stormwater Improvements, Walton County, FL

Half provided Walton County with services that included engineering and permitting for the replacement of two existing culverts located along Don Bishop Road in Miramar Beach, Florida, in Walton County. Design services included topographic survey, geotechnical analysis, environmental services, roadway analysis, pavement design, drainage analysis, and permitting for completion of the project.

Navarre Bayside Recreational Facilities, Santa Rosa County, FL

Modified the existing park to provide improved features. Developed master plan by working with the staff and identifying desired amenities and major concerns. The overall park master plan has been divided into 3 phases that will encompass additional parking, restroom facility, picnic pavilions, site furnishings, fitness zone, play area, interactive splash pad, a kayak launch and a space allocated for a future building.

Navarre Beach State Park, Santa Rosa County, FL

The project involves detailed design of new facilities requiring surveying, environmental analysis of wetlands and protected species, civil engineering, landscape architecture and architectural services. The facilities included parking areas, boardwalks, picnic pavilions, restroom facility, ADA Kayak launch, utility services, overlook platform for wildlife viewing and a beach dune walkover.

Kerry Forest Parkway Extension Preliminary Engineering Study, Tallahassee, FL

A joint City of Tallahassee and Leon County project to determine if the existing dedicated right of way proposed by the developer during the PUD review process was sufficient and determining the required right of way for the connection to Ox Bottom Road. The study included an innovative approach to saving a 60-inch diameter Patriarch Live Oak tree by installing a large roundabout agreed to by both the City and the County. The actual construction with the roundabout has created a functional and pleasing intersection blending the need for improved transportation needs and addressing the social needs of the community.

ROLE

Stormwater and Drainage

EXPERIENCE

36 years

EDUCATION

BS, Civil Engineering,
Florida State University

REGISTRATION

Professional Engineer
Florida No. 838670
Georgia No. 017573
Texas No. 136364



David Snyder, PE

Dave Snyder has 41 years of experience in the consulting engineering arena primarily in the state of Florida and the southeastern U.S. His experience includes the design, construction and management of numerous roadway and bridge projects, PD&E studies, and Program Management. As Program Manager, notable recent projects under Dave's leadership included multiple roadway/bridge reconstruction projects to 6-lane Capital Circle (US 319) and the construction of Cascades Park, all within the City of Tallahassee. Dave's experience includes project management, client communications, and the development of new business.

ROLE

Structures

EXPERIENCE

41 years

EDUCATION

BS, Civil Engineering,
Syracuse University

REGISTRATION

Professional Engineer
Florida No. 41676

REPRESENTATIVE PROJECT EXPERIENCE

Lafayette Street Pedestrian Safety Tunnel, Tallahassee, FL

Built in 1929, the railroad bridge carrying an active CSXT Railroad line over Lafayette Street in Tallahassee, Florida, cleared all vehicle lanes but did not account for the safe passage of pedestrians. To increase safety, the FDOT constructed a 55-foot-long, 12-foot-diameter pedestrian tunnel, which completes the sidewalk along Lafayette Street, as well as provides safe passage between office buildings west of the bridge and residential/retail areas to the east.

Roadway Reconstruction and Bridge Replacements, Tallahassee, FL

The project consisted of three individual projects totaling 18 miles of roadway widening, resurfacing, and replacement of three existing bridge structures. Three separate counties in northwest Florida were involved. Responsibilities included the development of roadway plans and construction documents, and design and plans for the reconstructed bridges.

State Road 60 Bridge Replacements, Osceola County, FL

Responsible for design and plans preparation for replacement of two bridges on SR 60. Tasks included roadway design for approximately 2,000 feet of new bridge.

John Riley Paul Bridge, Florida Department of Transportation, District Three, Holmes County, FL

Responsible for the design of a new bridge over the Choctawhatchee River. Project included a hydraulic study of the river and development of a Bridge Hydraulics Report using a state-of-the-art two dimensional FESSWM analysis. The Bridge Development Report concluded that the new bridge consists of 21 spans at approximately 129 feet each for a total length of over 2,700 feet. Large diameter drilled shafts were used for the foundation of the replacement structure.



Drew Sanders

Drew Sanders has 29 years of experience in environmental permitting encompassing a wide range of public and private projects. His areas of specialization include project management, environmental permitting, ecological assessments and habitat mapping of terrestrial and aquatic systems, plant and wildlife surveys, listed species surveys, photo interpretation, wetland delineation and hydroperiod assessment, and more.

Drew is knowledgeable in fresh and saltwater wetland creation and enhancement, wetland delineations, T&E surveys, Nationwide Permits, Individual Permits, and restoration of eroded shorelines. He is also well versed in Florida wildlife and has conducted several listed species surveys throughout the State and County.

ROLE

Wetlands

EXPERIENCE

29 years

EDUCATION

BS, Biology,
University of South Florida

REGISTRATION

FDOT 2.0 Project Development
Environmental Studies

REPRESENTATIVE PROJECT EXPERIENCE

South Wabash Avenue Extension, Polk County, FL

Provided environmental permitting assistance for the 2.14-mile southward extension South Wabash Avenue located in the City of Lakeland. The project also included the creation of a multi-use trail for the City's residents within the project corridor.

Western Beltway, Orange and Osceola County, FL

Completed upland habitat assessments, listed species surveys, and environmental permitting for a 11-mile, 1,063-acre segment of the Western Beltway. Primary area of responsibility focused on wildlife issues associated with the sand skink, gopher tortoise, and eastern indigo snake, and listed plant species. As a part of this effort, responsible for the development of a suitable listed species mitigation plan which included coordination with private and public stakeholders and the acquisition and enhancement of over 300 acres of xeric and mesic habitats.

Crooked Lake Conservation Area, Polk County, FL

Assisted Polk County in determining appropriate public recreational access and uses for this property which was acquired for conservation. With this project, assisted with conducting wildlife surveys, vegetation surveys, habitat mapping and evaluation, and establishing a nature trail for public use. Also assisted in the development of a habitat restoration plan and a habitat management plan for the property.

Citrus Grove Development, Okeechobee County, FL

Completed wetland delineations, listed species surveys, and provided environmental permitting assistance for this 14,000-acre project. Listed wildlife species observed during surveys included the burrowing owl, caracara, gopher tortoise, Florida grasshopper sparrow, Florida sandhill crane, and a variety of wading birds.

Resort Lodge, Osceola, FL

Assisted with the listed species surveys on a 59-acres site in central Florida. As a part of this project, he also completed the capture and relocation of sand skinks and gopher tortoises from this site.



Megan Goetz

Megan Goetz is an environmental scientist with 12 years of professional experience in the environmental consulting industry. She has worked on a broad range of multidisciplinary projects in cooperation with federal and state agencies such as the USFWS, ACOE, and FWC, as well as local agencies and private developers. As an FWC-authorized gopher tortoise agent, she has managed numerous gopher tortoise related projects throughout the state of Florida. Her primary discipline areas also include project management, report writing, permitting, preliminary site assessments, listed species surveys, biological monitoring, wildlife relocations, wetland delineations, ecological site assessments, and data management.

ROLE

Wetlands

EXPERIENCE

12 years

EDUCATION

BS, Marine Science and Biology,
University of Tampa

REGISTRATION

FWC Certified Gopher Tortoise
Agent No. GTA-14-00067E

Qualified Stormwater
Management Inspector #33298
24 HR Hazardous Waste
Operations & Emergency
Response (HAZWOPER)
PADI Divemaster
Mine Safety & Health
Administration (MSHA)
Certified

REPRESENTATIVE PROJECT EXPERIENCE

Sabal Trail Transmission, FL, GA, and AL

Served as a team lead conducting wetland delineations and surveys for listed plant and wildlife species along a proposed ±517-mile natural gas pipeline route in support of the Federal Energy Regulation Commission (FERC) filing and permitting efforts. Species specific wildlife surveys were conducted for Florida scrub-jay, Audubon's crested caracara, red-cockaded woodpecker, gopher tortoise, Florida sand skink, Florida burrowing owl, and southeastern American kestrel. Performed multiple aerial helicopter nesting surveys along the linear corridor during breeding seasons to identify Florida sandhill crane and bald eagle nesting locations and determine nest occupancy.

Conservation Easement/Wetland Mitigation Bank Project, Orange and Osceola Counties, FL

Conducted gopher tortoise and habitat monitoring surveys in accordance with the FWC guidelines to assist with the gopher tortoise conservation easement application and permitting process. She also conducted multiple site visits surveying for listed species and compiling data and reports prior to construction activities for the wetland mitigation bank portions of the project site.

Morsani Ranch, Pasco County, FL

Provided project management for listed species surveys and reporting in support of development permit application submittals. Megan also served as the lead gopher tortoise agent by conducting surveys, obtaining permits, and successfully relocating over 100 gopher tortoises from the project site prior to development in accordance with the FWC Gopher Tortoise Permitting Guidelines.

Steel Mill Project, Polk County, FL

Assisted with detailed sand skink surveys in accordance with the U.S. Fish and Wildlife Service Sand Skink and Blue-tailed Mole Skink Survey Protocol for Peninsular Florida. For this project, Megan assisted in the implementation of a coverboard sampling effort to document and quantify the occupied skink habitat on the site.



April Banta

April Banta has 27 years experience and has been a key part of a wide variety of projects including the graphics and visualization of parks, trails, and streetscapes. She focuses on the creation of infographics, maps, presentation boards, and contributes to plan reports. April's talents are reflected in her familiarity with graphic design and publication software. Her conceptual design and illustration skills will be a major component in communicating strategies and ideas for Lake County.

ROLE

Graphics and Visualization

EXPERIENCE

27 years

EDUCATION

Bachelor of Arts, Advertising,
University of Central Oklahoma

REPRESENTATIVE PROJECT EXPERIENCE

Florida Greenways & Trails Foundation, Statewide, FL

Created and developed presentation, graphics, posters, and maps for meetings and presentation demonstration.

Blueprint Intergovernmental Agency, Airport Gateway, Tallahassee, FL

Designed exhibit posters, informational handouts, presentations, and report design for public engagement meetings. This project will improve connectivity between the Tallahassee International Airport, the State Universities and the Tallahassee's urban center, six roadways will be enhanced, and a seventh roadway added to expand transportation opportunities on the City's southwest side.

Blueprint Intergovernmental Agency, Orange-Meridian Placemaking, Tallahassee, FL

Provided support for public engagement meetings by designing exhibit posters, informational handouts, and presentations to communicate strategies and ideas to stakeholders. The major services on this project include site analysis, H&H analysis of the East Drainage Ditch, park programming, design and permitting. The project includes two placemaking sites—the East Drainage Ditch Multi-Use Trail and Orange Avenue Stormwater Facility.

Jacksonville Beach Urban Trails, Jacksonville Beach, FL

Created and designed multiple graphics to illustrate solutions, branding, and theme throughout a submittal to the City of Jacksonville. The purpose of the Request for Qualifications was to find Architectural and design firms interested in providing consulting services for an Urban Trails Master Plan.

Hogans Creek Restoration, Jacksonville, FL

Prepared the presentation and graphics for a community outreach meeting. The meeting was to introduce stakeholders to the vision, goals, and team of the stream restoration and trail plan project.

Kilgore College Pedestrian Bridge, City of Kilgore, TX

Graphic Designer responsible for preparing custom graphics, content correlation, and page layout for a Preliminary Engineering Report (PER). This report was developed to guide the decision-making process prior to the commencement of engineering design for the project. Halff will provide engineering services for the reconstruction of a pedestrian bridge due to a collision with the existing bridge span in April 2019.



Kyle Hohmann

Kyle Hohmann has 10 years of experience in a wide variety of projects including the design and planning of parks, trails, retail stores, business complexes and streetscapes.

REPRESENTATIVE PROJECT EXPERIENCE

Hunting Bayou Hike & Bike Trail, Houston, Texas

Landscape Designer responsible for master planning and design of a 1.5-mile trail corridor. Hunting Bayou was identified in the Bayou Greenways 2020 plan to develop connected green corridors with hike and bike trails along the bayous of the greater Houston area.

Heritage Trail West, Round Rock, Texas

Landscape Designer assisting in the design and development of this regional trail. The team assisted the City of Round Rock with the development of a park plan for what was Round Rock's very first park, the Bathing Beach. Through a public involvement process, the team, in partnership with the City of Round Rock Parks Department, developed a concept for the Bathing Beach that complimented the vision defined in the Heritage Trail Corridor Master Plan and extended the Brushy Creek Regional Trail through the park and beyond the Round Rock at Chisholm Trail Road. Additional parking, gateway signage, a pedestrian crossing and interpretive exhibits extolling the history of Round Rock are integral in this concept. The Bathing Beach was council approved and expanded to encompass Round Rock Memorial park all the way to Mays Avenue, known now as the "Brushy Creek Heritage Trail - West".

Midland Trails Master Plan, Midlanes, TX

Project duties included collecting and analyzing existing field data, preparing trail route street sections, and entering GIS data into the project database. This project involved creating and organizing the master plan for the trails and bike paths throughout the entire Midland network. The update focused on improvements to existing routes as well as a new system of routes in portions of the city where there were large gaps. The plan also focused on vision setting and implementation strategies.

Brownsville Hike and Bike Master Plan, Brownsville, TX

Landscape Designer responsible for mapping potential off-street trail corridors and on-street bicycle facilities. Brownsville has received a rare opportunity with the help of Federal grant funds to begin to develop an interconnected citywide system of trails and bicycle facilities through key corridors in the community. Halff prepared the master plan to identify priority corridors and prepared schematic designs of how the facilities will connect to key destinations and neighborhoods. This master plan proposes more than 53 miles of trails, 15 miles of side paths, 58 miles of bike lanes, and five miles of shared lane markings.

Killeen Westside Regional Park, Killeen, Texas

Landscape Designer responsible for creating a multi-use, nature based, adventure park on a 330-acre site with miles of natural trail and a program of over 20 different athletic and adventure activities.

ROLE

Graphics and Visualization

EXPERIENCE

10 years

EDUCATION

BS, Landscape
Architecture, Texas Tech
University

Location and Percentage of Work

ATTACHMENT 4

LOCATION PERCENTAGE OF WORK TO BE COMPLETED

22-901

Address of Prime Consultant's designated office where the majority of work will be performed	
Street	902 North Sinclair Avenue
Street 2	
City	Tavares
State	Florida

Percentage of total overall fees projected to be performed by the Prime Consultant's office above (Do not include percentage of fees anticipated to be performed on this project by sub-consultants)	60
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Address of Prime Consultant's other offices where work will be performed (if applicable)	
Street	2507 Callaway Road
Street 2	Suite 100
City	Tallahassee
State	FL

Percentage of total overall fees projected to be performed by the Prime Consultant's office above (Do not include percentage of fees anticipated to be performed on this project by sub-consultants)	30
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Percentage of total overall fees projected to be performed by firms located within Lake County including the Prime Consultant and Subconsultants.	65
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