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Hernando County Board of County Commissioners, FL

Request for Qualifications | 22-RG0026/PH | Survey Services for South Linden Drive
LAP Sidewalk Project 438651-1-38-01

Deliver: Hernando County Board of County Commissioners
Attention: Purchasing & Contracts Department
15470 Flight Path Drive, Brooksville, FL 34604

Due: Wednesday, May 04, 2022, 3:00 p.m.

Prepared by: Southeastern Surveying and Mapping Corporation

Responsible Office: 10770 North 46th Street, Suite C-300
Tampa, Florida 33617

SSMC - Single Stop Survey Shop



TAB 1 | Statement of Interest and Introduction/Letter of Transmittal

Hernando County Board of County Commissioners
Purchasing & Contracts Department
15470 Flight Path Drive, Brooksville, FL 34604

May 04, 2022

RE: Request for Qualifications | 22-RG0026/PH | Survey Services for South Linden Drive LAP Sidewalk Project 438651-1-38-01

Dear Esteemed Evaluators,

Hernando County has stayed true to its commitment to its citizens and visitors with the County's long-range visioning plan to provide an action-oriented strategy for investments and enhancements in transportation, economic development and vitality, fiscal responsibility, public safety, and community attractiveness with an emphasis on quality of life. To improve mobility and equity in Hernando County, we must meet the challenges and opportunities with a deep understanding of efficiency, ecological and historical awareness, and safety measures. Southeastern Surveying and Mapping Corporation (SSMC) will guide the County's vision for future growth and planning with an invested team that recognizes the importance of incorporating the comprehensive plan into our long-term approach.

- Hernando County will achieve strategic goals by collaborating with SSMC – a local team whose awareness of the County's growth challenges will allow us to be exceptionally responsive to your survey services needs for this project and for the upcoming, recently awarded (4/26/22), 22-RG0013/PH, Engineering Services for Water, Wastewater and Reclaimed Water, Grant-Funded Projects, for which we are a long-time teaming partner to Mead & Hunt, Inc..
- SSMC was founded in 1972 and is 100% employee-owned, with every team member personally invested in the County's success. Our Professional Surveying and Mapping, GIS (Geographic Information Systems), and SUE (Subsurface Utility Engineering) divisions work seamlessly as a unit to provide comprehensive services to address all the County's needs. We have held numerous similar project contracts for decades and completed **over 200** right-of-way mapping projects alone throughout Florida and the Southeast.
- Our team has completed over 75 projects throughout Hernando County since 1989. As such, we are very familiar with both the City's and County's needs and preferences. This local experience, combined with our decades of experience providing the same types of survey services as requested in this RFQ, ensures SSMC has standardized processes and experienced staff to consistently deliver a **quality product, on time, using cost-effective solutions.**
- The County will enhance its established community by providing vibrant, equitable solutions to improve mobility with sustainable funding with your dedicated Project Manager Bill Gilbert, PLS, leading our team who are genuinely invested in the County's success and its project needs.
- The County's transportation and mobility plans are integrated with FDOT. SSMC has positive business relationships with this entity, which will pair well with the County to meet its goals.

Our management team, comprised of surveying, engineering, and utility professionals, has Hernando County's project top of mind. We're passionate about what we do, and it shows in our attention to detail and bottom-line results. All survey services for your project will be managed out of the SSMC Tampa Office.

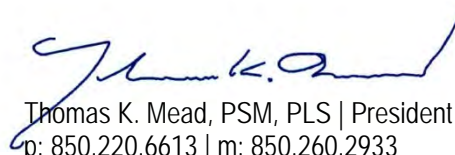
The key to the County's continued success is jobs, economic growth, and quality of life. Our diverse team of engaged professionals will help further your mission and development. SSMC knows you have a choice for your professional surveying services provider, and we don't take it for granted. SSMC commits to exceeding your expectations for this project. We will give you the personalized touch of a small company with the resources of a large firm and continually strive to live by our motto: "*Proven commitment to our clients' success.*"

Sincerely,

SSMC Authorized Representatives | Tampa Office: 10770 North 46th Street, Suite C-300, Tampa, Florida 33617



Bill Gilbert, PLS | Project Manager | POINT OF CONTACT
p: 813.537.0869 | m: 813.898.2712
bgilbert@ssmc.us



Thomas K. Mead, PSM, PLS | President | Principal in Charge
p: 850.220.6613 | m: 850.260.2933
tmead@ssmc.us

SSMC - Single Stop Survey Shop.

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TAB 3 | Response Summary and Questionnaire Responses

Section A: Project Understanding and Technical Approach

Southeastern Surveying and Mapping Corporation (SSMC) has been providing surveying services for roadways throughout Hernando County since 1999, for the Florida Department of Transportation (FDOT) and within FDOT rights-of-way since 1991, and as such is very familiar with all associated requirements on the South Linden Drive LAP Sidewalk project.

We understand the survey shall be used for the design of an ADA-compliant public sidewalk. In addition, our team anticipates that this contract may have needs not directly stated by this Scope, that services are on a one-time basis, and that work will be performed at the specified sites. We are prepared to provide the services in support of the ADA sidewalk design as described but are additionally prepared to provide services not included, along with creative cost-saving approaches. All work on this Survey Services contract will be performed by highly qualified staff and overseen by **Bill Gilbert, PLS, your dedicated Project Manager.**

Specific Project Approach

The Specific approach for this South Linden Drive LAP Sidewalk project starts once SSMC receives the Notice to Proceed (NTP) for work to commence a very comprehensive and exhaustive data research to obtain all information that will be beneficial and supportive of the project. This will include all existing Control available to be used moving forward. Additionally, SSMC will pull Right-of-Way (ROW) deeds, documents, plats, and maps to assist in this area of the project. Concurrently, SSMC's dedicated Utility Division will contact Sunshine 811 and make a notification to all utility owners that design on this project has started, and that marking is needed for each of their facilities. We will also work to obtain plans if these are available. SSMC will coordinate with each utility owner regularly or as needed to support field survey locations. Finally, SSMC will coordinate with the County on Landowner notifications early on and before actual fieldwork begins. This is a very important aspect of the project that many times is overlooked but must be done to prevent adverse situations from occurring and protect the County from unwarranted phone calls or unnecessary involvement.

The fieldwork will commence with an initial control survey to prepare the site for data collection. SSMC will establish Horizontal Control in State Plane coordinates (Florida West) and Vertical control in NAVD '88 datum. This control will be set in durable and strategic locations so it will have a life span through construction. This effort cannot be over-emphasized as it is the backbone of every project and if this phase has issues, then the overall project will have issues.

Next, will be the ROW survey to locate the existing ROW and establish the project alignment. Once all existing monumentation is located all data will be processed, calculated, and mapped accurately within the final products. The alignment will be stationed, referenced, and staked in the field with the ROW marked clearly on the ground for clarity.

With utilities marked on the ground, the Topographic Design Survey will commence by obtaining locations of all above-ground improvements, utility, features, trees or landscaping, and all drainage aspects including details. Simultaneously crews will locate terrain shots and features to show current grades and watershed aspects for the project.

Once all data is gathered and reviewed for coverage and accuracy processing and QA/QC will begin. This will scrutinize every data point in both offices and followed by a field walk-thru to ensure accurate representation of the site to the final deliverables. Office data review will be completed and signed off on to further ensure the quality, intelligence, and useability of data delivered and in the format for which the county requires and demands.

Finally, SSMC will do a project closeout which consists of an internal audit of our product and performance along with a follow-up with the County to gain your input. We call it a lesson learned and performance enhancement to continue to evolve and improve.

FDOT Adherence

General: SSMC shall perform all survey services necessary to prepare the engineering design and construction plans. Survey services and deliverable data will be in accordance with FDOT's current procedures, including special instructions and directions issued in writing by the FDOT's Survey Manager. Survey services must also comply with all pertinent Florida Statutes and applicable rules in the Florida Administrative Code. SSMC shall provide FDOT with legible copies of all pertinent information utilized in making the field survey. All field survey data gathered by the use of an electronic field book will be furnished in an FDOT-approved readable format.

All surveys performed for the Department shall comply with the Statewide Surveying and Mapping Handbook as well as specific District Two Survey and Mapping Guidelines and Checklists and will require a certified surveyors report by a Professional Surveyor and Mapper, licensed to practice in the State of Florida.

Control/Alignment/Design Survey: SSMC will provide all survey information required for the preparation of complete construction plans for the project, including all transitions. Design survey services will be performed in a manner that will perpetuate the control and reference system through the construction and final estimate activities.

Certified Control Survey Maps: The field ROW Survey will be presented in the format of a certified drawing on standard size reproducible film. SSMC shall certify this drawing as a Control Survey which meets the Standards of Practice adopted by the Florida Department of Agriculture & Consumer Services, Board of Professional Surveyors and Mappers, Chapter 5J-17 of the Florida Administrative Code and Department procedure 550-030-101a.

Right-of-Way Maps: SSMC will be responsible for the complete preparation of preliminary and final ROW maps for the full length of the project. SSMC will identify all areas that require Title Search. SSMC will use FDOT furnished existing ROW Maps and control for the project.

Typical Project Approach

Since this project will be performed at active sites during typical working hours, we will ensure our team works as discreetly as possible to minimize interruptions and distractions. If needed, SSMC is prepared to work off hours including nights and weekends.

We will ensure each task performed under this contract is completed to Hernando County's satisfaction.

As your preferred provider, SSMC commits to:

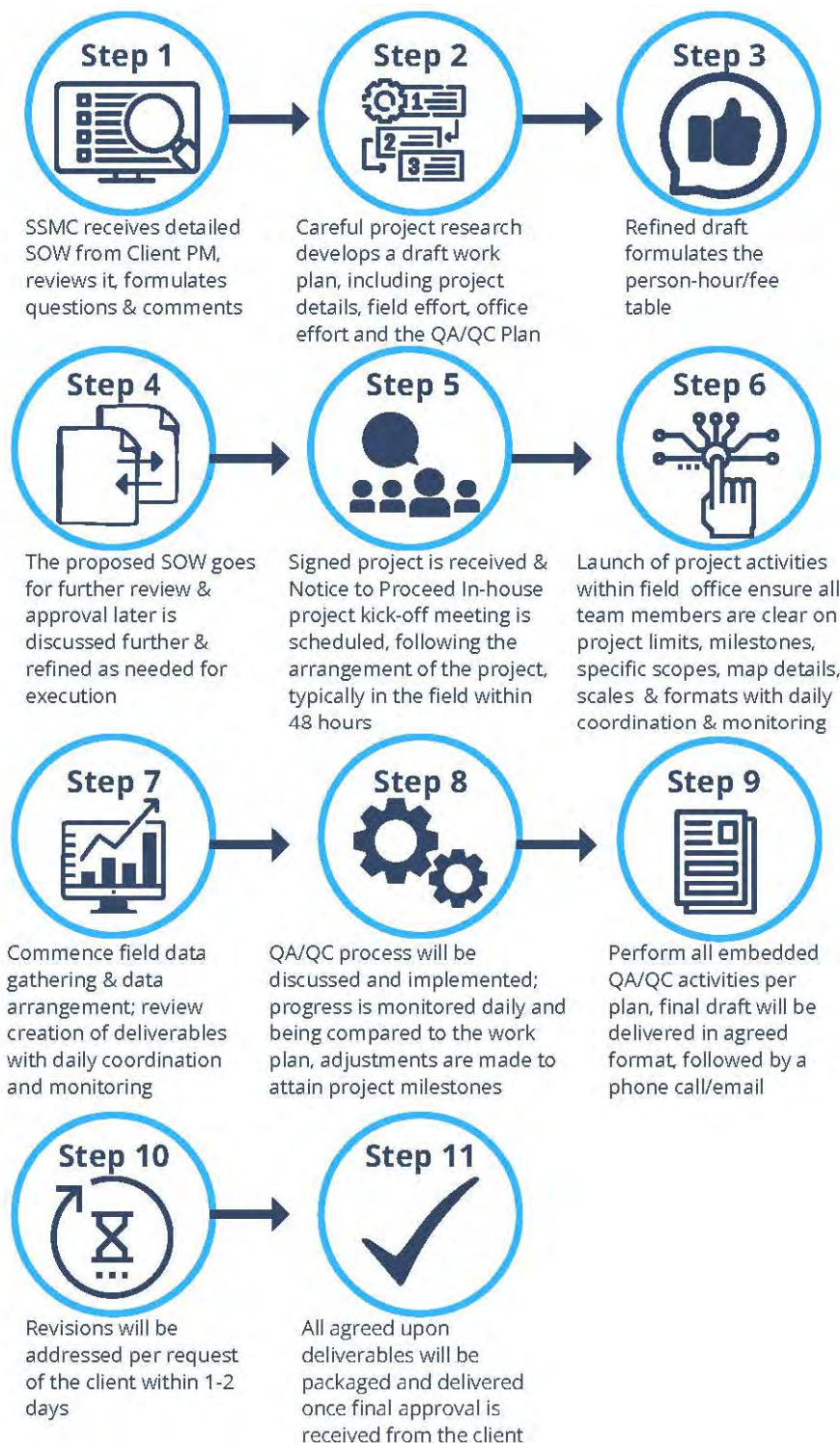
- Working closely with the County throughout the project
- Providing innovative ideas wherever possible to save time and reduce budgets
- Employing our full toolkit and resources to each project assigned
- Providing a safe work environment to staff and the public at all times
- Providing trained and experienced personnel to your project
- Being responsive to every request made by the County
- Communicating clearly and frequently for the duration of all tasks assigned
- Providing a weekly detailed progress report on your project as appropriate
- Aggressively managing all aspects of your project assigned from start to completion
- Expediting schedules as needed
- Serving as an extension of the County while working on all assigned tasks
- Controlling costs, producing a quality product, and meeting deadlines

Our proven approach to completing this project on time and within budget consists of an efficient, standardized, repeatable process that has been successfully deployed on thousands of projects. The foundation of this approach is based on the following principles:

- We view your project with an employee-owner mentality, which means everyone at SSMC, from the field personnel to the Project Manager, is invested in your project's success – if your project is not successful, we are not successful. This approach is not by accident: Since SSMC is a 100% employee-owned company, every staff member you interact with is an owner with a vested interest in the success of your project(s).
- Our complete company toolkit is available to every Project Manager on every project.
- **For your Survey service project needs**, we dedicated a single point of contact – Bill Gilbert, PLS – to ensure your project will be aggressively managed from start to completion. Bill will maintain constant communication with you regarding project status to assure prompt resolution of any issues that may arise. He will also provide weekly progress reports with detailed information about the project status. Bill is assisted by your dedicated **Project Surveyor, Ken Carr, PSM**, and **QA/QC (Quality Assurance/Quality Control) Manager, William Rowe, PSM**.
- We train and promote our staff from within the company, meaning all positions on your project are filled by experienced, qualified people who not only care but understand the project and client needs.
- We provide innovative ideas wherever possible to save time and reduce cost, and we expedite schedules where appropriate.

SSMC has been performing the types of tasks associated with the South Linden Drive LAP Sidewalk project daily for decades, so Hernando County can be assured that our execution of the services required is based on efficient, structured, and repeatable processes.

We begin our design approach with an understanding of the County's anticipated scope of services for this contract, although we understand these may not be the only services required. The specific process we use to ensure timely project completion is detailed below:



Communication Schedule

SSMC knows that to be successful in this field, client satisfaction must be the foundation upon which our work is built, and the only way to build that foundation is through clear communication and an understanding of clients' needs. We could provide the best Professional Services in the County, but if it does not meet customer objectives, then the project fails. Under the direction of **Bill Gilbert, PLS**, SSMC will ensure that Hernando County receives exemplary service and clear, consistent communication throughout all project stages.

To ensure we maintain consistent rules of engagement for client communication, receive meaningful feedback from customers, and remain transparent regarding timeline, budget, and project status, we follow a structured communication process appropriate to the contracted period of performance:

Regular Availability and Responsiveness

Weekly phone calls

- Go over project progress.
- Discuss questions about deliverables.
- Share work as it is completed.
- Discuss what tasks are next.
- Discuss timeline and budget concerns.
- Obtain approval for any deliverables.

Weekly emails

- Provide updates on the project timeline, budget, and milestones.
- Identify any items that need to be reviewed.
- Identify any items that need approval/additional information before proceeding.
- Identify upcoming tasks.

In-person or virtual meetings/milestone meetings

- Three to four days before (or within 24 hours if necessary):
 - Develop an agenda.
 - Identify attendees needed for the meeting.
 - Provide documentation/links to deliverables being discussed.
- During the meeting:
 - Review agenda
 - Present deliverables
 - Discuss questions.
 - Discuss workflow, goals, and critical path tasks.
 - Review schedule
- After meeting:
 - Distribute meeting notes to attendees.
 - Identify action items and individuals who have been assigned.
 - Share deliverables that have been approved or that need additional review.

Rapid Response to Discuss Projects

- Discuss progress or modifications to staffing or workflow.
- Discuss issues with solutions and approvals needed.
- Discuss minor changes in SOW.

Given our shifting business needs, as most recently, during the COVID-19 pandemic, we were especially sensitive to protecting both our clients and our staff and ensuring all client communications are carried out in a safe, secure environment. At the same time, we must ensure clients receive the same depth of information and level of collaboration they traditionally would if attending an in-person meeting. To meet these needs, we utilize remote meetings via Microsoft Teams, which allows voice calls, screen sharing, real-time document collaboration, instant messaging, on-demand meetings, and many other benefits. We are also happy to utilize the clients' preferred remote meeting software of choice, such as WebEx, Zoom, or GoToMeeting. The result of SSMC's proven methodology for engaging with the County representatives is that products and services are delivered on time, within budget, and meet the County's needs.

Availability in An Emergency

SSMC's key personnel will be available to meet with the County staff within one hour, if not sooner when an emergency requires surveying and mapping services. SSMC's staff of trained and experienced technicians is ready to tackle any emergency.

Quality Service and Customer Satisfaction

SSMC's approach to quality service and customer satisfaction is founded on six core principles:

1. **Responsiveness:** Whether it's returning a phone call or email, preparing a request for a quote, or scheduling fieldwork, SSMC is sensitive to our client's busy schedules and strives to maintain the timely service that we're known for.
2. **Knowing our clients' needs:** As discussed earlier in the Project Approach section, ensuring we fully understand all project requirements is critical to completing tasks correctly, on time, and within the agreed-upon budget.
3. **Rigorous quality assurance:** A project is only as good as the data that drives it, and to ensure your data is accurate, we perform meticulous quality assurance on every step of every project. Please see the Quality Assurance section below for a detailed description of our in-house quality assurance, quality control, and cost control processes.
4. **Addressing issues:** We work aggressively on every project to ensure a complete understanding of the project scope and requirements before any work is started, yet we acknowledge that we are fallible and humans, and errors can happen. However, if there is ever an issue with our work, we will fix it promptly and without question. See the Prompt Complaint Resolution section below for a description of our approach to remedying any project issues that may arise.
5. **Going the extra mile:** As a 100% employee-owned company, SSMC personnel understand that "good enough" is not good enough. We know the quality of our work directly impacts the success of the company as a whole, and likewise, anything that affects the company affects every one of us as well. Because of this dynamic, we will always go above and beyond the call of duty to make sure every task is completed to the very best of our ability.
6. **Always improving:** Since its founding, SSMC has experienced radical changes in technology, industry practices, and operating infrastructure.

Learning how we can complete a task more effectively or utilize an old technology in a new way is the lifeblood that keeps our company thriving and moving forward. To ensure we maintain this forward momentum, we hold "lessons learned" sessions after every project to identify what went wrong, what went right, and what we can do differently next time to improve the process.

Prompt Complaint Resolution

SSMC understands issues will arise on projects; however, we work very aggressively early in the project by coordinating with the team, identifying potential issues, and proactively developing solutions, thus ensuring that we get ahead of problems before they arise. Being proactive early on can and will reduce issues and complaints, if not completely eliminate them. This approach is also very consistent with our approach to all activities within a project.

In the event an issue occurs, the SSMC team will focus on three key areas:

1. First, we take ownership of our responsibilities and any involvement that may have caused the issue or complaint, which allows us to be aggressive in developing a clear resolution to the issue.
2. Next, we communicate with the entire project team, who may have had involvement with the issue. Open communication among all parties allows us to investigate the situation in its entirety, brainstorm solutions, and identify the ramifications of each possible solution. This collaboration presents the best opportunity for developing a comprehensive solution for the entire team and not to the benefit of a single party.

Lastly, we take a leading, proactive role in executing the solution according to the plan developed. Years of experience have taught us that adversity is best addressed by being aggressive and not complacent or invisible.

We will negotiate the final fees upon the contract agreement.

Please find our Surveying Hourly Rates below:

Surveying & Mapping Services:

Personnel Classification

	Regular Rate	Night Rate
Professional Surveyor & Mapper/PSM	\$162.00 / per hour	
Expert Witness	\$330.00 / per hour	
Senior Technician	\$122.00 / per hour	
CAD Technician	\$108.00 / per hour	

Survey Division:

One Person Field Crew	\$122.00 / per hour	
Two Person Field Crew	\$163.00 / per hour	\$244.50
Three Person Field Crew	\$214.00 / per hour	\$321.00
Four Person Field Crew	\$265.00 / per hour	\$397.50

Key Staff Resumes

Thomas K. Mead, PSM

1996 Florida Registration #5624
2011 Alabama Registration #32373



Education

- Valencia College
- Continuing Education Training for Geoplane
- Continuing Education License Requirements

Organizations

- Florida Surveying and Mapping Society
- Urban and Region Informational Systems Association
- Florida Global Satellite Systems Users
- Chipola Work Force Board Member
- Education Enhancement Instructor for Junior Achievement Chipley High School

Employment

Southeastern Surveying and Mapping Corporation
President | Principal in Charge

Florida
1988-Present

Thom has **over 37 years** of Professional Surveying and Mapping services experience and is responsible for project coordination and scheduling personnel for a variety of State, federal, and private survey projects. Thom was licensed in 1996 and since that time has worked extensively in all aspects of surveying and mapping services **Right-of-Way Mapping**, Boundary surveys, Topographic surveys, Specific Purpose surveys, Hydrographic/Bathymetric surveys (Multi-Beam), As-built surveys, Construction Layout surveys, Quantity surveys, Laser Scanning surveys, Horizontal and Vertical Geodetic Control surveys, Canal and Levee Cross Sections and Profiles, Field reconnaissance, Professional surveying and mapping review services, GIS (geographic information systems) services, Aerial Photogrammetry, Light Detection and Ranging (LIDAR), Unmanned Aerial Vehicles (UAV) services, and Sub-Surface Utility Locates (SUE). Additionally, Thom has provided leadership in specialty areas such as Wetland Delineation, Habitat Mapping, Means High Water Surveys as well as the use of Mobile and Terrestrial LIDAR techniques, processes, and products. **As Principal-in-Charge, Thom's role will be to make sure all resources, equipment, and personnel are available for all tasks assigned.**

Relevant Experience

- | | |
|------------------------------|------------------------------|
| • Alachua County | • Lee County |
| • Bay County | • Orange County |
| • Brevard County | • Osceola County |
| • Charlotte County | • Pasco County |
| • Citrus County | • Pinellas County |
| • Flagler County | • Sarasota County |
| • Hardee County | • Seminole County |
| • Hernando County | • St. Lucie County |
| • City of Altamonte Springs | • City of Plant City |
| • City of Apopka | • City of Sanford |
| • City of Casselberry | • City of Sarasota |
| • City of Clermont | • City of St. Cloud |
| • City of Cocoa Beach | • City of Tallahassee |
| • City of Daytona Beach | • City of Tampa |
| • City of DeBary | • City of Tavares |
| • City of Gainesville | • City of Titusville |
| • City of Kissimmee | • City of Winter Garden |
| • City of Largo | • City of Winter Park |
| • City of Maitland | • City of Winter Springs |
| • City of Mount Dora | • Town of Astatula |
| • City of New Smyrna Beach | • Town of Hovey-in-the Hills |
| • City of Ocoee | • Town of Lady Lake |
| • City of Orange City | • Town of Montverde |
| • City of Orlando | • Town of Wausau |

22-RG0026/PH | Survey Services for S. Linden Dr. LAP Sidewalk 438651-1-38-01

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President | Principal in Charge

Florida
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- Valencia College
- Continuing Education Training for Geoplane
- Continuing Education License Requirements

Organizations

- Florida Surveying and Mapping Society
- Urban and Region Informational Systems Association
- Florida Global Satellite Systems Users
- Chipola Work Force Board Member
- Education Enhancement Instructor for Junior Achievement Chipley High School

Relevant Experience

- Alachua County
- Bay County
- Brevard County
- Charlotte County
- Citrus County
- Flagler County
- Hardee County
- Hernando County
- City of Altamonte Springs
- City of Apopka
- City of Casselberry
- City of Clermont
- City of Cocoa Beach
- City of Daytona Beach
- City of DeBary
- City of Gainesville
- City of Kissimmee
- City of Largo
- City of Maitland
- City of Mount Dora
- City of New Smyrna Beach
- City of Ocoee
- City of Orange City
- City of Orlando
- Lee County
- Orange County
- Osceola County
- Pasco County
- Pinellas County
- Sarasota County
- Seminole County
- St. Lucie County
- City of Plant City
- City of Sanford
- City of Sarasota
- City of St. Cloud
- City of Tallahassee
- City of Tampa
- City of Tavares
- City of Titusville
- City of Winter Garden
- City of Winter Park
- City of Winter Springs
- Town of Astatula
- Town of Howey-in-the Hills
- Town of Lady Lake
- Town of Montverde
- Town of Wausau



Education

- Valencia College Coursework
- Continuing Education License Requirements

Organizations

- Florida Surveying and Mapping Society
- National Society of Professional Surveyors

Employment

Southeastern Surveying and Mapping Corporation
Project Manager | Point of Contact
Project Surveyor

Florida
2021-Present
2000-20003

Bill has over 40 years of professional surveying services experience, 5 years with SSMC. He will be responsible for project coordination and scheduling field and office personnel for the Hernando County projects. He has been personally responsible for managing hundreds of projects and extensive experience in all aspects of Professional Surveying and Mapping services, and other speciality surveying services. **Bill's commitment as Project Manager is to be your single point of contact, commit to a hands-on role for all tasks assigned, and to deliver a quality product on time and within the agreed-upon budget.**

Relevant Experience

Hillsborough County Municipal Project

City of Plant City Road Transfer – Cason Street (500 +/-)

2021

The scope of this project includes but is not limited to **Professional Survey Services** which included preparing a **Right-of-Way Mapping Survey** to include establishing a survey control baseline while tying in all existing monumentation along Carson Street (North Alexander Street) with necessary section lines. In addition, plotting all existing parcels and recorded plats abutting ROW lines as well as locating and mapping the maintained ROW lines established by County officials. The map met the Hillsborough County Survey and Mapping Manual standards. The survey included establishing Survey Control Baseline on SPC-NAD83-latest-ADJ-US feet and tying in all existing monumentation along Cason Street and necessary section lines. Plotted all existing parcels and recorded plats abutting the ROW line. (Approximately 25 +/-). Located and map-maintained ROW lines to be/or already established by designated County officials. Met with County officials for a "walk-through" to confirm or modify ROW locations to be recorded officially. Reviewed preliminary field findings. Prepared a final plat for recording per County standards. Revisions and set reference points to baseline control.

City of Plant City Project

2021

City Road Transfer-Carson Street

The scope of this project includes but is not limited to preparing a **right-of-way mapping** and establishing a survey control baseline while tying in all existing monumentation along Carson Street with necessary section lines. In addition, plotting all existing parcels and recorded plats abutting right-of-way lines as well as locating and mapping the maintained right-of-way lines established by County officials.

City of Tampa Project, Sub-Consultant

2021

D.L. Trippin Administration Building

The scope of this project includes but is not limited to providing and/or establishing horizontal and vertical controls, control lines, and setting benchmarks and building corners, in addition to preparing an as-built survey.

<p>Pinellas County General Project, Sub-Consultant Tidal Wave Auto Spa - 2600 34th Street North</p>	<p>2021</p>
<p>The scope of this project included a boundary and Topographic Survey to establish the location of all boundary corners and resetting any missing corners, located all improvements and utilities as evidenced by above-ground features, review of initial title commitments to address record easements, servitudes and/or covenants within the subject boundaries regarding the physical location. In addition, horizontally located and marked all private and public subsurface utilities found using ground-penetrating radar and conventional electronic locating equipment excluding service lines, gravity sewer lines.</p>	
<p>City of Dunedin Municipal Project</p>	<p>2021</p>
<p>Lofty Pines Estates & Lofty Pines Estates First Add. Gravity Storm Sewer (1.60 miles +/-) The SSMC team performed Professional Surveying Service for Topographic Survey and Subsurface Utility Designation/Marking (QL-B). The topographic survey included Buena Vista Drive North between Bayshore Boulevard and Douglas Avenue/San Mateo Drive; Topo Buena Vista Drive North between Bayshore Boulevard and San Mateo Drive; Approximate length 440 linear feet; Extended topo 15' beyond right-of-way line.; Located above ground utilities, trees, mailboxes, signs, signing and marking, sidewalk, fences, poles, guy wires, etc.; Sanitary and storm sewer locate structures (inlets and man-holes); Elevation of grate, top of the manhole, EOP, etc.; Pipes: material, size, inverts and direction (N, S, E, W). The topographic survey also included 9 manhole locations and inverts only.</p>	
<p>Manatee County Municipal Projects</p>	<p>2021-Active</p>
<p>Manatee County: Water Main Loops for (Malachite Drive; Bates Street and Hopkins Drive; Jiggs Landing, and 60th Avenue West) The scope of this project included but was not limited to Construction Layout and As-Built (Record) Survey that includes 1. Surveying for the Design of water lines. 2. Surveying for the Construction of water lines. and 3. Surveying for the As-Built of water lines for each of the Water Main Loops.</p>	
<p>City of Dunedin Municipal Project</p>	<p>2021</p>
<p>Lofty Pines Estates & Lofty Pines Estates First Add. Gravity Storm Sewer (1.60 mi +/-) The scope of this project included our team providing and/or establishing horizontal and vertical controls, control lines, and setting benchmarks/building corners, in addition to preparing an as-built survey.</p>	
<p>Tampa Bay Water Project, Sub-Consultant Cypress Creek Facility, Pasco County</p>	<p>2022-Active</p>
<p>The scope of project includes a boundary, topographic survey, utility designation, and verification which included the preparation of a topographic survey of the designated area, as well as the location of designated utilities and existing manhole where the public subsurface utilities were horizontally located, and field marked. In addition, the provided boundary and topographic survey included a well site easement, establishing the location of all boundary corners, and locating internal and external fencing.</p>	
<p>Pinellas County General Project, Sub-Consultant 2600 34th Street North</p>	<p>2021</p>
<p>The scope of this project included a boundary and topographic survey to establish the location of all boundary corners and resetting any missing corners, locate all improvements and utilities as evidenced by above-ground features, review of initial title commitments to address record easements, servitudes and/or covenants within the subject boundaries regarding the physical location. In addition, horizontally locating and marking all private and public subsurface utilities found using ground-penetrating radar and conventional electronic locating equipment excluding service lines, gravity sewer lines.</p>	



Employment

Southeastern Surveying and Mapping Corporation
Project Surveyor

Florida
2021-Present

Ken has over 29 years of Professional Surveying and Mapping experience. Ken is responsible for post processing electronic field book data and manipulation using various types of software. Ken prepares all field survey data for mapping by Computer Aided Technicians (CAD) technicians, assists Project Managers in project research, computations and preparation for field assignments, establishing and managing a variety of projects along with diverse complexities. John's responsibilities include research, reconnaissance, coordination and scheduling of both field and office personnel and activities. **Ken's commitment as the Project Surveyor is to support Bill in assigning and reviewing all Field and office staff assignments Daily.**

Relevant Experience

City of Plant City Project
City Road Transfer-Carson Street

The scope of this project includes but is not limited to preparing a right-of-way mapping and establishing a survey control baseline while tying in all existing monumentation along Carson Street with necessary section lines. In addition, plotting all existing parcels and recorded plats abutting right-of-way lines as well as locating and mapping the maintained right-of-way lines established by County officials.

City of Sarasota Project
North Trail AC Water Main Replacement

2022-Active

The scope of the project in addition to the Professional Surveying and Mapping Services in both traditional and non-traditional forms includes gathering intelligent data a boundary, topographic survey, utility designation, and verification and existing manhole where the public subsurface utilities were horizontally located, and field marked.

Florida Department of Transportation District 3 Project
District Surveying and Right-of-Way Mapping

2012-2022

The scope of this project included but is not limited to geographic information systems right-of-way mapping and data management. The objective of this project was to develop a management solution for right-of-way mapping data, produce web maps, viewers, and applications to showcase right-of-way maps and files. In addition, technical guidance was provided on alternative geographic information systems' best practices and implementation.

Manatee County Municipal Projects
Manatee County: Water Main Loops for (Malachite Drive; Bates Street and Hopkins Drive; Jiggs Landing, and 60th Avenue West)

2021-Active

The scope of this project included but was not limited to Construction Layout and As-Built (Record) Survey that includes 1. Surveying for the Design of water lines. 2. Surveying for the Construction of water lines. and 3. Surveying for the As-Built of water lines for each of the Water Main Loops.

Education

- Brookdale State College: Continuing Education for Licensing Requirements

Organizations

- National Society of Professional Surveyors
- Chipola Chapter of the Florida Surveying and Mapping Society
- Florida Surveying and Mapping Society

Hillsborough County Municipal Project

City of Plant City Road Transfer – Cason Street (500 +/-)

2021

The scope of this project includes but is not limited to **Professional Survey Services** which included preparing a **Right-of-Way Mapping Survey** to include establishing a survey control baseline while tying in all existing monumentation along Carson Street (North Alexander Street) with necessary section lines. In addition, plotting all existing parcels and recorded plats abutting ROW lines as well as locating and mapping the maintained ROW lines established by County officials. The map met the Hillsborough County Survey and Mapping Manual standards. The survey included establishing Survey Control Baseline on SPC-NAD83-latest-ADJ-US feet and tying in all existing monumentation along Cason Street and necessary section lines. Plotted all existing parcels and recorded plats abutting the ROW line. (Approximately 25 +/-). Located and map-maintained ROW lines to be/or already established by designated County officials. Met with County officials for a “walk-through” to confirm or modify ROW locations to be recorded officially. Reviewed preliminary field findings. Prepared a final plat for recording per County standards. Revisions and set reference points to baseline control.

Bay County Municipal Project

2017

Thomas Drive from Joan Avenue to Bristol Street

The scope of this project included but was not limited to the establishment horizontal and vertical controls in Florida State Plane Coordinates adjusted to the 2011 standards by utilizing conventional and non-conventional methods such as static global positioning systems and real-time kinetic all of which was done using a closed level network based on a minimum of three (3) existing control stations. The control stations were established with 4x4 concrete monuments with disk indicating with the point numbers and designated as Bay County Control. All controls were labeled and properly displayed on the final survey.

Escambia County Municipal Projects, as Sub-Consultant

2017

Escambia County Delano Street Drainage and Improvement

The scope of this project includes but is not limited to **Professional Survey Services** which included preparing a Boundary Survey, Topographic Survey.

Jackson County Municipal Project

2017

Jackson County Jackson Rd From Woodrest Rd to the Beginning of Asphalt Pavement in Jacob Phase 1

The scope of this project includes but is not limited to **Professional Survey Services** which included preparing a Special Purpose Survey.

Walton County Municipal Projects, as Sub-Consultant

2017

Walton County Old Landfill Rd Improvements (3.1 miles)

The scope of this project includes but is not limited to **Professional Survey Services** which included a Topographic Survey.



Education

- Bachelors of Science Surveying and Mapping, University of Florida
- Continuing Education for Licensing Requirements
- Mean High Water Surveying Training for Florida Department of Environmental Protection Methodology

Organizations

- Past President of the Florida Surveying and Mapping Society (2014-2015)
- Central Florida Chapter of the Florida Surveying and Mapping Society
- Florida Surveying and Mapping Political Action Committee
- National Society of Professional Surveyors

Employment

Southeastern Surveying and Mapping Corporation

Florida

Quality Assurance/Quality Control (QA/QC)/CAD Manager

1998-Present

Bill has over 34 years of Professional Surveying and Mapping Services experience. In addition, he has served as QA/QC/CAD Manager on numerous similar in nature Surveying Services Contracts for right-of-way mapping projects. The task associated with these contracts are but are not limited to, Right-of-Way (ROW) Mapping, Topographic Surveys, Boundary Surveys, American Land Title Association/American Congress on Survey and Mapping, Boundary Surveys, As-Built Surveys, Construction Layouts, Control Surveys, Hydrographic Surveys, Wetland Delineation Surveys, Quantity Surveys, Land Platting, and other Special Purpose Surveys. **Bill's commitment to your project will be to ensure high-quality and accurate products and that all of your data is delivered in a format that is compatible with your project-specific database.**

Relevant Experience

Hillsborough County Municipal Project

City of Plant City Road Transfer – Cason Street (500 +/-)

2021

The scope of this project includes but is not limited to **Professional Survey Services** which included preparing a **Right-of-Way Mapping Survey** to include establishing a survey control baseline while tying in all existing monumentation along Carson Street (North Alexander Street) with necessary section lines. In addition, plotting all existing parcels and recorded plats abutting ROW lines as well as locating and mapping the maintained ROW lines established by County officials. The map met the Hillsborough County Survey and Mapping Manual standards. The survey included establishing Survey Control Baseline on SPC-NAD83-latest-ADJ-US feet and tying in all existing monumentation along Cason Street and necessary section lines. Plotted all existing parcels and recorded plats abutting the ROW line. (Approximately 25 +/-). Located and map-maintained ROW lines to be/or already established by designated County officials. Met with County officials for a "walk-through" to confirm or modify ROW locations to be recorded officially. Reviewed preliminary field findings. Prepared a final plat for recording per County standards. Revisions and set reference points to baseline control.

City of Plant City Project

2021

City Road Transfer-Carson Street

The scope of this project includes but is not limited to preparing a **Right of Way Mapping** and establishing a survey control baseline while tying in all existing monumentation along Carson Street with necessary section lines. In addition, plotting all existing parcels and recorded plats abutting ROW lines as well as locating and mapping the maintained ROW lines established by County officials.

City of Tampa Project, Sub-Consultant

2021

D.L. Trippin Administration Building

The scope of this project includes but is not limited to providing and/or establishing horizontal and vertical controls, control lines, and setting benchmarks and building corners, in addition to preparing an as-built survey.

Pinellas County General Project, Sub-Consultant

Tidal Wave Auto Spa - 2600 34th Street North

The scope of this project includes but is not limited to a boundary and **Topographic Survey** to establish the location of all boundary corners and resetting any missing corners, locate all improvements and utilities as evidenced by above-ground features, review of initial title commitments to address record easements, servitudes and/or covenants within the subject boundaries regarding the physical location. In addition, horizontally locating and marking all private and public subsurface utilities found using ground-penetrating radar and conventional electronic locating equipment excluding service lines, gravity sewer lines.

City of Dunedin Municipal Project

2021

Lofty Pines Estates & Lofty Pines Estates First Add. Gravity Storm Sewer (1.60 mi +/-)

The scope of this project includes but is not limited to providing and/or establishing horizontal and vertical controls, control lines, and setting benchmarks and building corners, in addition to preparing an as-built survey.

Manatee County Municipal Projects

2021-Active

Manatee County: Water Main Loops for (Malachite Drive; Bates Street and Hopkins Drive; Jiggs Landing, and 60th Avenue West)

The scope of this project included but was not limited to Construction Layout and As-Built (Record) Survey that includes 1. Surveying for the Design of water lines. 2. Surveying for the Construction of water lines. and 3. Surveying for the As-Built of water lines for each of the Water Main Loops.

City of Dunedin Municipal Project

2021

Lofty Pines Estates & Lofty Pines Estates First Add. Gravity Storm Sewer (1.60 mi +/-)

The scope of this project includes but is not limited to providing and/or establishing horizontal and vertical controls, control lines, and setting benchmarks and building corners, in addition to preparing an as-built survey.

Florida Department of Transportation Project, Sub Consultant

2021

SR 542 Dundee Road Noise Wall, Polk County

The scope of this project included but was not limited to horizontally and vertically locating and are setting control benchmarks with construction layout staking for noise wall center point of approximant 15 columns. In addition, an as-built survey was prepared.

Kirk R. Hall, EI GISP, CST I

2012 Florida EI Certificate #1100016888

2014 Geographic Information Systems #84800

National Certified Survey Certificate #905-2359



Education

- Bachelors of Science in Civil Engineering, University of Central Florida
- Bachelors of Science in Environmental Engineering, University of Central Florida
- Bachelors of Arts in Philosophy, University of Delaware
- Architectural Drafting and Design, Indian River Community College

Organizations

- American Society of Civil Engineers
- Central Florida Chapter of the Florida Surveying and Mapping Society- Associate Member
- Central Florida Global Navigation Satellite Systems Users Group
- Central Florida Satellite Systems Workshop

Employment

Southeastern Surveying and Mapping Corporation
Geographic Information Systems (GIS) Director

Florida
2004-Present

Kirk has over 18 years in geographic information systems services experience. Kirk is responsible for the collection and processing of the global positioning systems field data as well as the preparation of the geographic information systems maps, databases, reports, web and software applications. Kirk has extensive using ArcGIS desktop software, ArcGIS Pro, ArcGIS Online, Structured Query Language, Quantum GIS, and Python. **Kirk to this project is to support Bill in all GIS related activities and deliverables.**

Relevant Experience

Southwest Florida Water Management District, Sub Consultant
Pearce Drain Gap Cree Watershed Management Plan 1 and 2

2018

The scope of this project included but was not limited to preparation and delivery of culvert surveys whereas the dimensions, upstream and downstream were obtained, weir structure surveys whereas the elements will include slot, office and weir dimensions, drop structure surveys whereas the required elements of weir hydraulic elevations and the first downstream outfall pipe will be collected and a separate drop culvert will be established, and bridge structure surveys whereas the main channels will be surveyed to include the length, width, material, number to establish the size and shape of each pier and channel bottom. In addition, cross-sections will be established for the channel and roadway overtopping elevations.

Pinellas County Board of Commissioners , Sub Consultant
South Creek Watershed Management Plan

2020-Active

The scope of this project includes but is not limited to a hydraulic feature inventory field survey, a topographic survey of stormwater structure features utilizing global positioning systems to establish local and vertical controls while clearly marking all horizontal and vertical coordinates. In addition, culvert features will also be surveyed to establish the horizontal and vertical controls as well as the cross-sections determined. Once all data is collected, it will be transferred into the geographic information system.

Lake County Municipal Projects
Lake County Flood Mapping System Update

2020-Active

The scope of projected in addition to the Professional Surveying and Mapping Services in both traditional and non-traditional forms included gathering intelligent data which included rigorous use of real-world coordinates with all graphics. These services included but were not limited to the rights-of-way surveys, boundary surveys, topographic surveys, special purpose surveys and roadway surveys.

Southwest Florida Water Management District, Sub Consultant
2010 Everglades Restoration Department

2010

The scope of this project was to capture specific geographical system positioning with specific coordinates to designation aerial targets for vegetation mapping.



Employment

Southeastern Surveying and Mapping Corporation Florida
Utility Division Regional Manager 2017-Present

Austin has over 5 years of subsurface utility engineering (SUE) experience. Austin's responsibilities include managing multiple large utility location and designation projects for various clients including local government agencies, utility companies, engineering firms, and the FDOT. Austin is responsible for the supervision and training of crews to ensure quality, safety, schedule and budget goals. He has extensive experience using state-of-the-art electronic utility locating equipment and ground penetrating radar. He has extensive experience in all aspects of utility location/vacuum excavation, as well as other related SUE service. Austin commits to having the available resources and equipment needed to complete any SUE-related task on your project on time and within budget.

Certifications

- Florida Department of Transportation Approved Maintenance of Traffic Certification
Ground Penetrating Radar
Confined Space Entry Awareness

SSMC's Organizations

- Sunshine State One Call
American Public Works Association, Central Florida Branch
Florida Utility Coordinating Committee
Florida chapter of the Urban and Regional Information Systems Association

Relevant Experience

City of Sarasota Project 2021

North Tamiami Trail Water Main Replacement

The scope of project included Subsurface Utility Designation and Verification which included the preparation of a topographic survey of the designated area, as well as the location of designated utilities and existing manhole where the public subsurface utilities were horizontally located, and field marked.

Manatee County Municipal Projects 2021-Active

Manatee County: Water Main Loops for (Malachite Drive; Bates Street and Hopkins Drive; Jiggs Landing, and 60th Avenue West)

The scope of this project includes and is not limited to Utility Designation services.

Hillsborough County Municipal Project

City of Plant City Road Transfer - Cason Street (500 +/-) 2021

The scope of this Right-of-Way (ROW) Mapping project included but was not limited to Professional Survey Services involving Subsurface Utility Designation and Verification as such: location of designated utilities and existing manhole where the public subsurface utilities were horizontally located, and field marked.

Duke Energy, Sub Consultant 2021

Safety Harbor Substation, Pinellas County

The scope of this project included but was not limited to horizontally locating and marking all private and public subsurface utilities found using ground-penetrating radar and conventional electronic locating equipment within designated areas of the proposed excavation.

City of Sarasota Project Active

North Trail AC Water Main Replacement

The scope of this project included but is not limited to Professional Survey Services included Subsurface Utility Designation and Verification. The utility designation and verification location of designated utilities and existing manhole where the public subsurface utilities were horizontally located, and field marked.

Hillsborough County Municipal Project 2022-Active
MacDill AFB – Baskerville Donovan - MacDill AFB

The scope of this project included but was not limited to Subsurface Utility Designation services.

Duke Energy, Sub Consultant 2021
Safety Harbor Substation, Pinellas County

The scope of this project included but was not limited to Subsurface Utility Designation services that involved horizontally locating and marking all private and public subsurface utilities found using ground-penetrating radar and conventional electronic locating equipment within designated areas of the proposed excavation.

City of Sarasota Project Active
North Trail AC Water Main Replacement

The scope of the project in addition to the Subsurface Utility Designation and Verification and existing manhole where the public subsurface utilities were horizontally located, and field marked.



38 Years Professional Experience

Professional Registration

Professional Surveyor and Mapper
Florida LS6414

Professional Affiliation

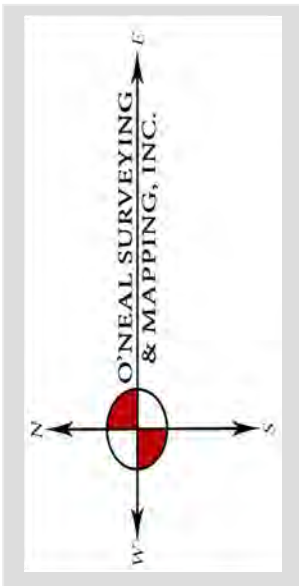
Florida Surveying and Mapping Society

Vice President, NW Chapter, Florida Surveying and Mapping Society

Software Aptitude

Land Desktop/AutoCAD, Civil 3D, MicroStation, ArcGIS, Microsoft Word, Adobe and Excel.

Mary E. O'Neal, PSM



PROFESSIONAL PROFILE

Ms. O'Neal serves as Principle in Charge as well as Survey Project Manager for O'Neal Surveying & Mapping, Inc. (OSM), a woman owned DBE/MBE with the State of Florida, the Florida Department of Transportation, multiple cities and counties throughout Florida, as well as being a certified Small Business.

Ms. O'Neal's responsibilities have included a diverse range of surveying and mapping activities including: large scale sectional surveys of up to 27,000 acres, construction/subdivision layout, boundary, topographic, heavy industrial lay-out/as-built, hydrographic surveys, roadway, sidewalk and trail design, subdivision layout/platting, wetland locations, right-of-way control surveys for right-of-way acquisition. She has over 30 years' experience with preparing legal descriptions, including such for BP2000. She has performed these surveying and mapping services for a wide variety of clients such as Calhoun County School Board, Florida State University, FAMU, BP2000, St Joe Land Company, Florida Department of Transportation Districts Two, Three, and Seven, Leon County Public Works, Jacksonville Aviation Authority, City of Tallahassee and numerous private development and engineering firms.

EXAMPLES OF PROJECT MANAGEMENT EXPERIENCE:

Florida Department of Environmental Protection – Bureau of Design and Construction - Topographic Surveys to facilitate design in over 25 State Parks. The scope of services included recovery and or establishment of horizontal and vertical control points, full topographic survey of all existing above ground features and visible utilities to facilitate design of: sidewalks, trails, lift stations, detention ponds, boardwalks, new roadways, bridges, drainage structures, utilities, fencing, buildings, paving, parking, boat ramps, docks and camp sites. Wetland location surveys, mean high water, coastal control construction line. Hydrographic Surveys for underwater utility crossings. Construction stakeout and as-built surveys for various contractors. Examples of State Parks we have worked in include Homosassa Springs, Jonathan Dickenson, Myakka River, Hontoon Island, DeLeon Springs, Florida Caverns and Ft Clinch.

Florida Fish and Wildlife Conservation Commission – Recreation Division - Topographic Surveys to facilitate design in over 25 Wildlife Management Areas. The scope of services included recovery and or establishment of horizontal and vertical control points, full topographic survey of all existing above ground features and visible utilities to facilitate design of: sidewalks, trails, drainage structures, utilities, fencing, buildings, paving, parking, boat ramps, docks and camp sites. Wetland location surveys.

Examples of FWC management areas we have worked in include: Chinsegut WEA, Chassahowitzka WMA, Weekiwachee WMA, Homosassa WMA, Gainesville Lab, Crooked Lake, Lake Wales Ridge and Apalachicola.

Construction stakeout and as-built surveys for various contractors. OSM is currently in their 11th year of continuing services contracts with FWC.

Leon County Public Works - OSM is currently working under a 3-year continuing services contract for Leon County Public Works. Work history includes: Topographic Surveys to facilitate design, Boundary Surveys, Sketch and Legal Descriptions for Utility Easements and Stormwater Pond Inventory of over 270 pond sites with ArcGIS deliverables provided. Septic to Sewer project for the Community of Woodville for 1500 new connections. Over 27 miles of route surveys to facilitate design.

Florida Department of Transportation - Bike Trail from Panacea to St. Marks, along U.S. 98 (FPN 439926-1-32-01 and FPN 440550-1-32-01). Design/Wetland/Control and Boundary Location Surveys. Title Reports for use in Right of Way Acquisition and Temporary Construction Easements. Currently a part of two, five-year, continuing services contracts for Surveying and Mapping in District 3.

TP Smith Water Treatment Facility, City of Tallahassee – Upgrades and additions to the current water treatment facility, parking, sidewalks and additional structures. Scope of work including recovery and establishment of horizontal and vertical control points, construction stakeout and as-built surveys for all above and underground improvements to the facility.

BP2000 Capital Cascades – City of Tallahassee – Large municipal project to help alleviate flooding in Metro sections of the City of Tallahassee and to provide a City Park. Survey services include: 1) boundary surveys for property acquisition, 2) Sketch and Legal descriptions to assist in determination of property ownership and easements, 3) topographic surveys for design. OSM has provided Expert Witness Testimony for BP2000 on boundary issues.

Tallahassee International Airport, City of Tallahassee/Leon County, Florida – Layouts and As-Built Survey as subcontractor for CW Roberts. This work included stakeout of fiber optic lines and As-Built of fiber optic lines, runways and taxiway pavement, NAVIDS, lighting and signage. Runways 9/27 and 18/36. Currently working under a 5 Year Continuing Services Contract.

FAMU Recreation Center – Topographic and Boundary Survey for design of new recreation area. Scope of services included recovery and or establishment of horizontal and vertical control points, boundary survey, full topographic survey of all existing above ground features and visible utilities, stakeout of new construction including: sidewalks, drainage structures, fencing, buildings, paving and ball fields. Construction stakeout and as-built surveys.

Calhoun County School Board - Topographic and Boundary Survey for design of new high school. Scope of services included recovery and or establishment of horizontal and vertical control points, boundary survey, full topographic survey of all existing above ground features and visible utilities. Two-mile route survey to facilitate design for tie-in to the city utilities in Blountstown, including location of all utilities/drainage structures, lift stations, sidewalks, and driveways. Wetland Locations.

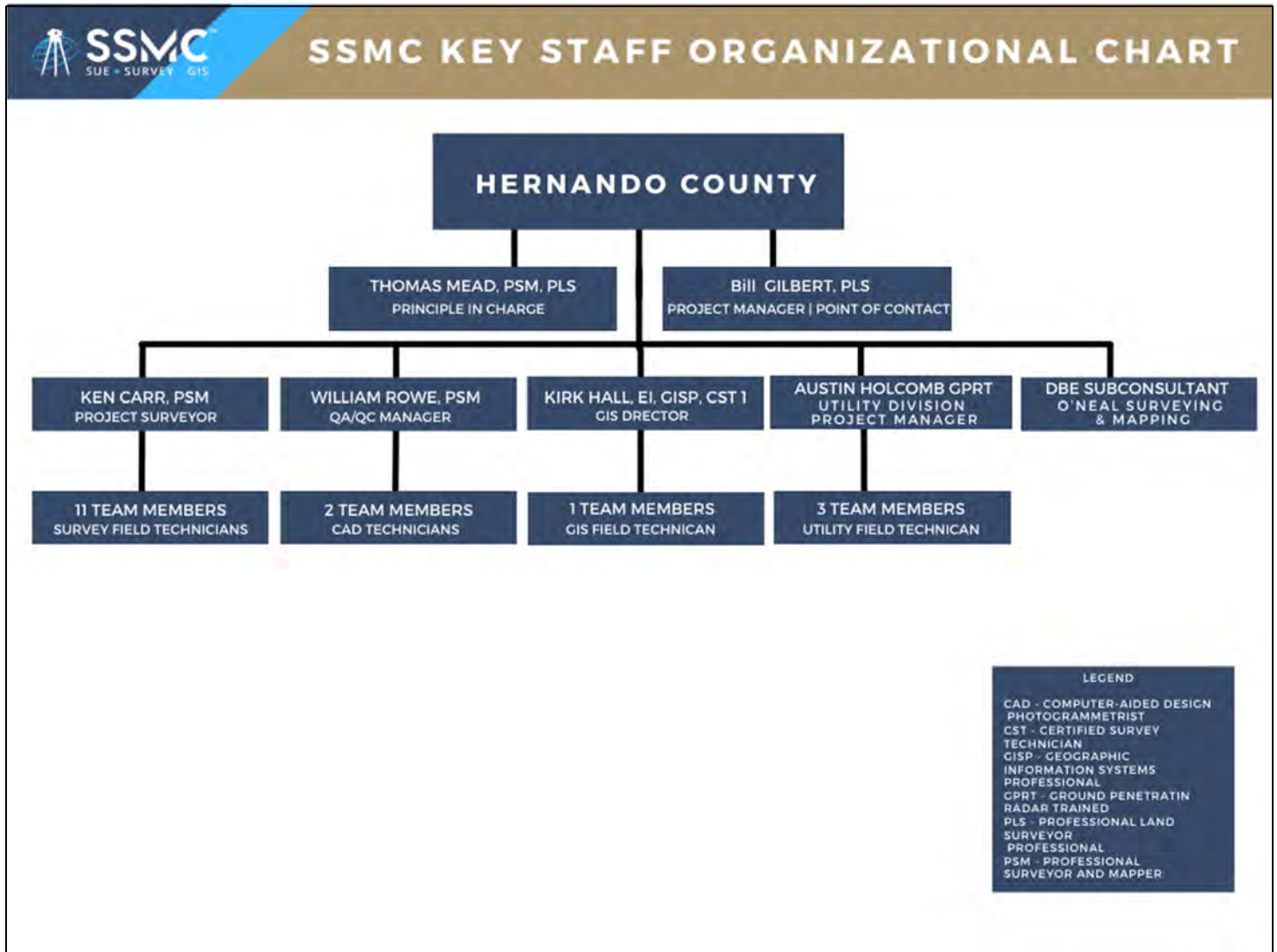
Apollo Beach Fishery – Design and Boundary survey for FWC collaboration with Tampa Electric Company/TECO for an educational facility for school children in the Tampa Bay area. Sidewalk survey and description for easement to Hillsborough County.

RELEVANT FLORIDA DEPARTMENT OF TRANSPORTATION, DISTRICT 3, PROJECT EXPERIENCE

- Tram Road over Miller Creek - Holmes County – Design Survey and R/W Mapping - FPN 441157-1-32-01
- State Road 30A - Gulf County – R/W Mapping - FPN 416943-1-32-01
- State Road 389 - Bay County – Design Survey 3R / R/W Mapping – FPN 428744-1-32-01
- State Road 389 - Bay County - Design, Control Survey and R/W Mapping – FPN 428744-1-32-01
- FDOT Pond Sites (5 - 11 acres Each) Topographic Survey – Bay County, Florida – FPN 220866-1-52-01
- State Road 75 – Jackson County – Design Survey 3R – FPN 432532-1-32-01
- State Road 207 – Hasting Ditch near Orange Street – Duval County – R/W Mapping – FPN 211024-1-32-15
- Tram Road over Miller and Reedy Creeks – Holmes County – Design Survey, R/W Map – 441156&7-1-32-01
- State Road 65 – Gadsden County – Design Survey 3R – FPN 28746-1-32-01

Section B: Project Team

SSMC's experienced, customer-centric staff is focused on improving the experience of Hernando County and its team by providing quality services, products, and solutions that earn your trust and strengthen our valued relationship with the County. Successful teamwork helped us build our relationship based on high-quality service and innovative approaches. With the population in Hernando County continuing to increase, our infrastructure experience throughout Hernando County alone is top of mind as growth continues. Our relationships and experience bring working knowledge of similar projects to include extensive in-house **Professional Surveying**, Mapping, Geographic Information Systems (GIS), Subsurface Utility Engineering (GIS) data that allows us efficient support to complete all of the Survey Services for South Linden Drive LAP Sidewalk Project, plans, and growth, all of which are **cost** and **time savings**.



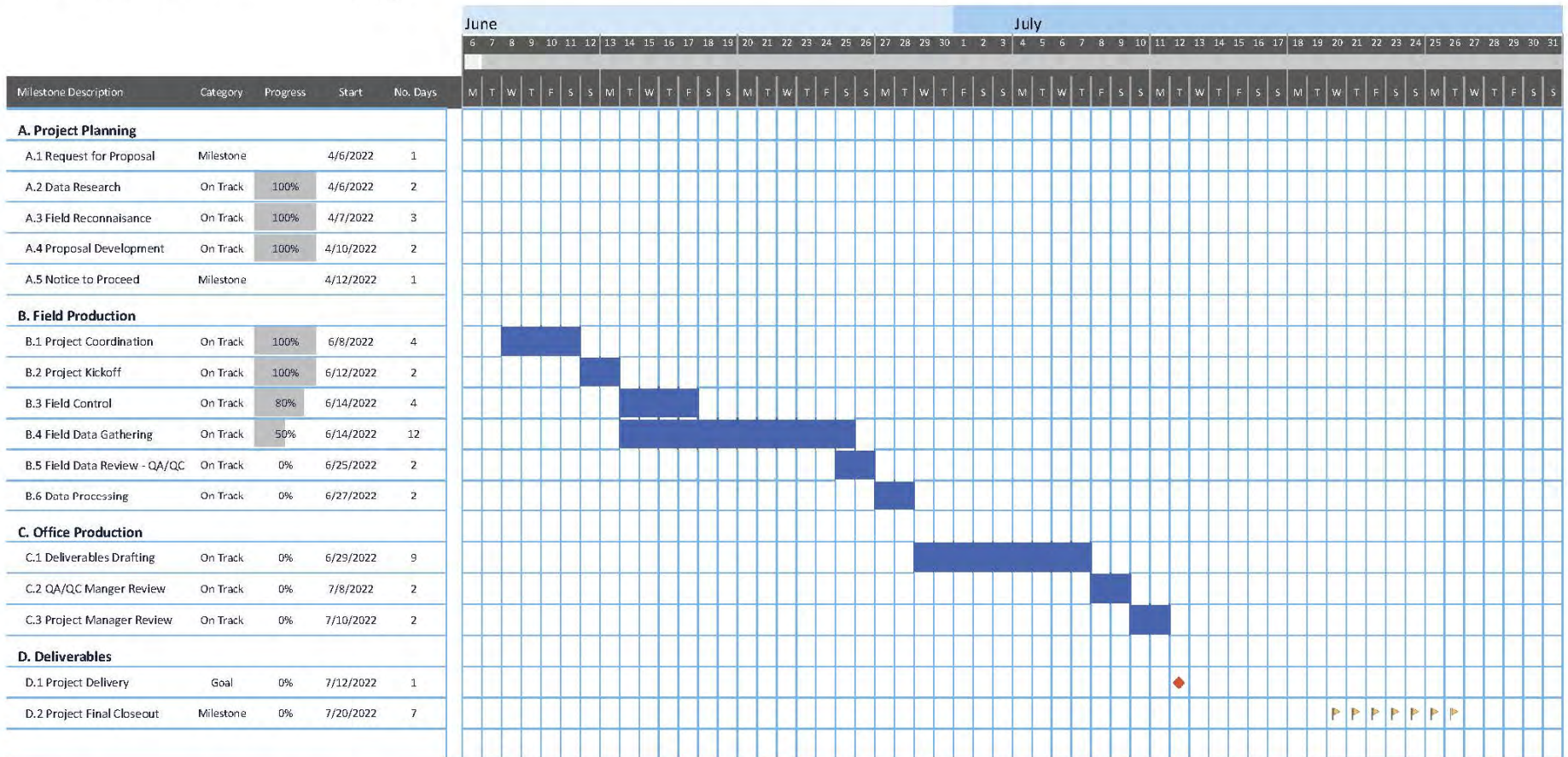
Team's Workload:

Sample - Project Production Schedule

Project Production Schedule - The Hernando County - 22-RG0026/PH | Survey Services for S. Linden Dr. LAP Sidewalk 438651-1-38-01

Southeastern Surveying and Mapping Corp.
 Project Manager: Bill Gilbert, PSM

6/6/2022



SSMC's Recent, Current, and Projected Workload

SSMC has submitted this availability of staff informational diagram below based on our recent, current, and projected workload for the Tampa office and the Orlando office (which will provide surge support) that will more accurately convey the message that we want to convey. SSMC team resources and workload allow significant time to be applied to the South Linden Drive LAP Sidewalk project.

SSMC commits and has a record of dedicating all necessary company resources, and equipment in a timely fashion, to expedite services as needed and to complete all services on time and within an agreed-upon budget.

SSMC commits to Hernando County that the management and administration of all Professional Services performed for the County will be under the direction of your dedicated Project Managers' hands-on experience. SSMC commits to the County that the Quality Assurance/Quality Control (QA/QC) of all tasks will be reviewed for accuracy, completeness, and compliance with the agreed-upon scope by your dedicated Project Manager Bill Gilbert, PLS, QA/QC Manager William Rowe. The SSMC team has available 57% of current staff capability ready to be applied to your contract. SSMC has a track record of being willing and able to meet all time, schedule, and budget constraints.

SSMC's Key Team Recent, Current and Projected Workload

Project Personnel	Project Role	% of Availability	Estimated Hrs. per/Month
Thomas Mead, PSM, PLS	Principal in Charge	Approximately 54%	86
Bill Gilbert, PLS	Project Manager and Point of Contact	Approximately 55%	88
Ken Carr, PSM	Project Surveyor	Approximately 56%	90
William Rowe, PSM	QA/QC/CAD Manager	Approximately 56%	90
Kirk Hall, EI, GISP, CST I	GIS Director	Approximately 56%	90
Austin Holcomb, GPRT	Utility Division Regional Manager	Approximately 56%	90

SSMC's Key Team Current and Projected Availability

Project Personnel	No.	Total Hours	Previous Contracts	Hours Available	% Hours Available
Professional Surveyors and Mappers	11	22000	9800	12200	55%
Survey Field Team Manager	1	2000	850	1150	57%
Technicians (Senior Survey and Senior CAD)	10	20000	9000	11000	55%
Technicians (Survey, CAD, GIS, Utility), GPS Coordinators, and Specialists	83	166000	70850	95150	57%
Professional Engineer/GIS Project Engineers	2	4000	1750	2250	56%
Utility Division/Utility Division Regional/Utility - Project Managers	4	8000	3550	4450	56%
Administrative / Network Administrators	14	28000	12550	15450	55%
TOTALS	125	250,000	108,350	141,650	57%

Due to our extensive staff and resources, we can quickly start work on any task the County may need. Our average time to review and begin projects is 24 – 48 hours depending on the logistics and complexity of the work.

Section C: Past Experience

The following tables below show previous customers during the past five (5) years for work of similar size and scope. The services provided to these clients have characteristics similar to those requested in the RFQ.

Project 1: Manatee County: Water Main Loops for (Malachite Dr; Bates St and Hopkins Dr; Jiggs Landing, 60th Ave; and 62nd)

Client name, address, telephone number, and email	Manatee County Public Works 1022 26th Avenue East, Bradenton, FL, 34208 Contact: Albert Rosenstein, PE, CPM Project Engineer II p. 941.708.7450 x. 7219 m. 941.281.5573 albert.rosenstein@mymanatee.org
Description of services provided:	<p>The SSMC team performed Professional Scope of Land Surveying and Mapping Services, and in accordance with the Standards of Practice for Surveyors and Mappers as set forth in Chapter 5J-17, Florida Administrative Code, and the Manatee County Administrative Code applicable to Land Surveying. The tasks for each of the Water Main Loops are Construction Layout and As-Built (Record) Survey that includes 1. Surveying for the Design of water lines. 2. Surveying for the Construction of water lines. and 3. Surveying for the As-Built of water lines for each of the Water Main Loops:</p> <ul style="list-style-type: none"> • Malachite Drive Water Main Loop • Bates Street and Hopkins Drive Water Main Loop • Jiggs Landing Water Main Loop (63rd Street East at Linger Lodge Road, Bradenton, FL) • 60th Avenue West Water Main Loop • 62nd Street West Water Main Replacement
Time Period of Project or Contract	<p>2020 – 2021 (Malachite Drive) 2021 – Active (Bates Street and Hopkins Drive) 2020 – Active (Jiggs Landing) 2020 – Active (60th Avenue West) 2020 – 2021 (62nd Street West)</p>
Project Budget	<p>\$20,040.48 (Quoted) 12,280.68 (Invoiced) – Malachite Drive \$32,588.46 (Quoted) \$11,783.52 (Invoiced to date) – Bates Street and Hopkins Drive \$35,423.46 (Quoted) \$0.00 (Invoiced to date) – Jiggs Landing \$36,573.66 (Quoted) \$11,324.52 (Invoiced to date) – 60th Avenue West \$32,782.86 (Quoted) \$23,309.66 (Invoiced) – 62nd Street West</p>
Project completed on time?	<p>2021 (Malachite Drive) Active (Bates Street and Hopkins Drive) Active (Jiggs Landing) Active (60th Avenue West) 2021 (62nd Street West)</p>
Project completed within budget?	<p>Yes (Under Budget) - Malachite Drive N/A – Project is Active - Bates Street and Hopkins Drive N/A – Project is Active - Jiggs Landing N/A – Project is Active - 60th Avenue West Yes (Under Budget) - 62nd Street West</p>
Proposed Team Members that were Team Members for Project?	<p>Thomas K. Mead, PSM, PLS Principal in Charge Bill Gilbert, PLS Project Manager Ryan Johnson Project Manager (PM only for 62nd Street West project) Ken Carr, PSM Project Surveyor William Rowe, PSM QA/QC Manager Austin Holcomb Utility Division Regional Manager Kirk Hall, EI, GISP, CST I GIS Director (Available on an as-needed basis)</p>

Project 2: City of Dunedin: Lofty Pines Estates & Lofty Pines Estates First Add. Gravity Storm Sewer (1.60 miles +/-)

Client name, address, telephone number, and email	City of Dunedin Public Works 1415 Pinehurst Road, Suite F, P.O. Box 1348, Dunedin, FL 34697 Contact: Mr. Russel Ferlita, Ph.D., P.E. Section Engineer 727.298.3186 RFerlita@DunedinFL.net
Description of services provided:	The SSMC team performed on our Continuing Services Survey and Right-of-Way Mapping Contract - Lofty Pines Subdivision including establishing the horizontal control in state plane coordinate (Florida West). 27.2 Vertical Project Network Control - Established the Vertical Control in NAVD 88 Datum and set 20 permanent site benchmarks. 27.6 Digital Terrain Model DTM/3D - Located all improvements to include pavements, curbing, drainage, signs, mailboxes, etc. lying within the Right of Way plus 15 feet outside thereof included will be Finish Floor elevation of each existing Foundation. 27.8 Roadway Cross-Sections/Profiles - Cross sections will be at 50-foot or less intervals for the project. 27.10 Underground Utilities - Provide full designation of all sub-surface utilities within the project corridor and field locate. Investigated and determined limits of existing septic tanks, cleanouts, and connections for 141 adjacent properties. Performed and located SUE test holes along designated lines to support the design and minimize conflict areas both in soft and hard conditions and including permitting based on 50 Test holes. 27.12 Drainage Survey - Provided full detail including lateral of 1 lift pumping station along Belcher Road along with all existing structures within the project limits. 27.25 R/W Staking R/W Lines - Located existing Monumentation as depicted on plats of lofty pines Estates first add. for each of the roadways for the project. Computed the positions and show the Right of way lines on the Final Drawings. 27.26 Line Cutting - Located trees being 4 inches or greater within the project limits to include landscaping areas. 27.28 Miscellaneous Surveys - Located septic tanks and cleanouts or attachment points for 141 adjoining properties to include invert elevation of laterals. 27.31 Field Reviewed - This is for notification and coordination with each landowner after working with the city to develop the accepted process and for field check once the project is completed and before delivery. 27.34 Supervision. 27.35 Coordination.
Time Period of Project or Contract	2/5/2021 – 6/30/2021
Project Budget	\$116,563.00 (Fee Quoted)) \$8,416.60 (Invoiced)
Project completed on time?	Yes (The project was completed 1 week ahead of schedule.)
Project completed within budget?	Yes (Under Budget)
Proposed Team Members that were Team Members for Project?	Thomas K. Mead, PSM, PLS President Project Surveyor William Rowe, PSM QA/QC Manager Austin Holcomb Utility Division Regional Manager Kirk Hall, EI, GISP, CST I GIS Director (Available on an as-needed basis)

Project 3: Hillsborough County: City of Plant City Road Transfer – Cason Street (500 +/-)

Client name, address, telephone number, and email	Hillsborough County Board of Commissioners, Florida Geospatial & Land Acquisition Services Department 601 E. Kennedy Blvd., Tampa, FL 33602 Contact: Mr. Chris Snyder, PSM Survey & Mapping Manager p. 813.307.4782 SnyderC@HillsboroughCounty.org
Description of services provided:	The scope of this project includes but is not limited to Professional Survey Services that involved preparing a Right-of-Way (ROW) Mapping Survey to include establishing a survey control baseline while tying in all existing monumentation along Carson Street (North Alexander Street) with necessary section lines. In addition, plotting all existing parcels and recorded plats abutting ROW lines as well as locating and mapping the maintained ROW lines established by County officials. The map met the Hillsborough County Survey and Mapping Manual standards. The survey included establishing Survey Control Baseline on SPC-NAD83-latest-ADJ-US feet and tying in all existing monumentation along Cason Street and necessary section lines. Plotted all existing parcels and recorded plats abutting the ROW line. (Approximately 25 +/-). Located and map-maintained ROW lines to be/or already established by designated County officials. Met with County officials for a “walk-through” to confirm or modify ROW locations to be recorded officially. Reviewed preliminary field findings. Prepared a final plat for recording per County standards. Revisions and set reference points to baseline control.
Time Period of Project or Contract	6/28/2021 – 7/26/2021
Project Budget	\$19,405.03
Project completed on time?	Yes
Project completed within budget?	Yes (Within Budget)
Proposed Team Members that were Team Members for Project?	Thomas K. Mead, PSM, PLS Principal in Charge Bill Gilbert, PLS Project Manager William Rowe, PSM QA/QC Manager Austin Holcomb Utility Division Regional Manager (Available on an as-needed basis) Kirk Hall, EI, GISP, CST I GIS Director (Available on an as-needed basis)

Project 4: MacDill AFB – Baskerville Donovan - MacDill AFB

Client name, address, telephone number, and email	Baskerville Donovan, 449 West Main Street, Pensacola, Florida 32502 Contact: Mr. Robert Scott Mills, PLS p. 850.438.9661 m. 850.393.9269 smills@Baskervilledonovan.com
Description of services provided:	The SSMC will perform Professional Survey Services and Subsurface Utility Designation Quality Level B services. The Topographic Survey will include: Locate all improvements and utilities, as evidenced by above-ground features or if designated and marked by the Utility Owners or their designated representative or a contracted service at the original time of field visit.; Obtain spot elevations on natural ground and existing improvements suitable for interpolation of one-foot contours to be shown on the final drawing.; 3. Establish a minimum of two (2) site benchmarks.; and Topographic coverage will be limited to a specified corridor of approximately thirty feet (30') by approximately fourteen thousand eight hundred feet (14,800') in length containing approximately ten acres (10 acres) as indicated on Survey Limits Exhibit. The Subsurface Utility Designation Quality Level B will include: horizontally locating and field marking (painting and flagging) all public subsurface utility mains found excluding service lines, gravity sewer lines, and irrigation (description of area).; Utility designation limits will be limited specified corridor of approximately thirty feet (30') by approximately fourteen thousand eight hundred feet (14,800') in length containing approximately ten acres (10 acres).
Time Period of Project or Contract	3/1/2022 – Active
Project Budget	\$38,072.00
Project completed on time?	N/A – Project is active.
Project completed within budget?	N/A – Project is active.
Proposed Team Members that were Team Members for Project?	Thomas K. Mead, PSM, PLS Principal in Charge Bill Gilbert, PLS Project Manager Ken Carr, PSM Project Surveyor William Rowe, PSM QA/QC Manager Austin Holcomb Utility Division Regional Manager Kirk Hall, EI, GISP, CST I GIS Director (Available on an as-needed basis)

Project 5: City of Dunedin: Bayshore Boulevard Watermain Replacement

Client name, address, telephone number, and email	City of Dunedin Public Works 1415 Pinehurst Road, Suite F, P.O. Box 1348, Dunedin, FL 34697 Contact: Mr. Patrick Prusak Public Works Designer 727.298.3181 pprusak@dunedinfl.net
Description of services provided:	The SSMC team performed Professional Surveying Service for Topographic Survey and Subsurface Utility Designation/Marking (QL-B) . The topographic survey included Buena Vista Drive North between Bayshore Boulevard and Douglas Avenue/San Mateo Drive: Topo Buena Vista Drive North between Bayshore Boulevard and San Mateo Drive; Approximate length 440 linear feet; Extended topo 15' beyond right-of-way line.; Located above ground utilities, trees, mailboxes, signs, signing and marking, sidewalk, fences, poles, guy wires, etc.; Sanitary and storm sewer locate structures (inlets and manholes); Elevation of grate, top of the manhole, EOP, etc.; Pipes: material, size, inverts and direction (N, S, E, W). The topographic survey also included 9 manhole locations and inverts only.
Time Period of Project or Contract	10/7/2021 – 11/25/2021
Project Budget	\$10,686.00 (Quote) \$8,416.60 (Invoiced)
Project completed on time?	Yes
Project completed within budget?	Yes (Under Budget)
Proposed Team Members that were Team Members for Project?	Thomas K. Mead, PSM, PLS Principal in Charge Bill Gilbert, PLS Project Manager Ken Carr, PSM Project Surveyor William Rowe, PSM QA/QC Manager Austin Holcomb Utility Division Regional Manager (Available on an as-needed basis) Kirk Hall, EI, GISP, CST I GIS Director (Available on an as-needed basis)

Section D: Quality/Cost Control

Ability to Meet County's Needs, and Steps to Control the Quality and Project Cost

The SSMC team is managed by an experienced Project Manager, who is assisted by experienced Project Surveyors. Bill Gilbert, PLS, and your dedicated Project Manager, Ken Carr, PSM are responsible for monitoring the task work orders and assignment schedule daily to ensure assigned staff and DBE sub-consultant are successfully performing the work and meeting all the County's needs for this Hernando County Survey Services for South Linden Drive LAP Sidewalk project.

Once SSMC has been given the Notice to Proceed, Bill and Ken will prepare a staffing assignment plan that provides the required personnel, equipment, and resources to meet your task assignment schedule. The appropriate staff will be assigned and committed to your task assignment.

The SSMC team is committed to working nights and weekends, if required, to expedite or maintain your task assignment schedule. These changes in resources and personnel are a result of the production meeting held every Friday among all Project Managers and other offices to discuss current and future workloads.

In addition to the weekly production meetings, Bill will communicate daily with the assigned SSMC team and evaluate if the task assignment is on schedule. The task assignment schedule is reviewed during scheduled project meetings with the Project Surveyor and SSMC team. If a task assignment is not on schedule, any or all of these actions may be taken to get the task assignment back on schedule.

- Review the task assignment scope and the methods being employed to identify specific issues.
- Provide hands-on mentoring to a specific team member(s) if needed.
- Provide additional team members if needed.
- Provide more appropriate or upgraded equipment/resources if that is required.
- Provide an opportunity for team members to work long workdays if necessary.

Bill will coordinate daily with SSMC Project Surveyors and field and office team members to confirm that the schedule is being maintained and to decide if changes need to be implemented. SSMC Project Managers can review their task assignment status at any time with the touch of a mouse using our new Deltek Vantagepoint ERP system that tracks all products in real-time at every level.

Specialized Problem Solving

As with any project, challenges exist that may affect a project's approach, workflow, schedule, or budget. This project is no different as it presents additional challenges relative to the survey work required.

SSMC's approach to problem-solving is first based on years of experience completing hundreds of right-of-way mapping projects very similar in scope to the County's project. The first step in any problem-solving strategy is always to identify requirements and possible related issues early during the proposal phase and to work with the County to develop a mitigation plan detailing how each requirement will be handled individually. This early identification ensures workflow and schedule are collectively managed throughout the entire project and that one issue does not affect or create another issue. Additionally, early identification ensures that specific requirements are addressed for each function of the work scope while including all area specifics along the route. Our extensive experience on similar projects has familiarized us with common issues that need to be identified early on and addressed before workflow commences, such as effects to adjoining businesses, permitting for potential lane closures, or night work requirements. All our efforts are designed to minimize efforts, streamline for efficiency, and harmonize project deliverable accuracy.

Early coordination on projects is mandatory to minimize negative impacts and misinformation. Learning business peak hours or special events can modify workflow patterns to ensure maximum efficiency while minimizing impacts. This information can then be passed on to other phases and partners involved in the project, so they in turn can perform their duties using the same information.

Permitting is another issue that can impact a project if not identified and handled early on, and through our experience, we have learned that not addressing permitting early can greatly affect the project schedule. Permitting will be completed early in the project once areas of concern are identified so we can maximize efficiency. In some cases, early identification of potential issues will lead to a night work requirement. SSMC routinely performs night work on route surveys when traffic volume dictates that daytime work can cause negative impacts on the traveling public. The potential for night work will also be identified early on so that scheduling can be coordinated. For any issues identified, SSMC will at minimum update the County on what the issue is, what the resolution is to the issue, and what impacts, if any, may be encountered on the schedule.

SSMC will work with the County to obtain all plans, data, and survey information available to be included in the development of the scope. This will be extremely valuable in establishing the workflow and schedule, but also will help in coordinating efforts with the County to fulfill their expectations for the goals of the project.

While experience plays a major part in addressing potential issues and is extremely important in identifying them early on, training our highly experienced staff ensures they have the appropriate knowledge to resolve each issue both aggressively and comprehensively. SSMC carries out this specialized training continuously and has practiced this training for decades. Each field staff member is either FDOT Temporary Traffic Control (Maintenance of Traffic) certified at the Intermediate level or is actively working toward this certification. Those who have completed the certification are qualified to direct traffic, are authorized to perform lane closures, and are also familiarized with how and when to pull permits. SSMC staff also have training in CSX railroad certifications, confined space entry, first aid, and OSHA's Hazardous Waste and Emergency Response Standard (HAZWOPER), to name a few.

Once the Project Manager and County agree to the milestones and delivery dates, SSMC goes to work. Adherence to schedules starts immediately using our proven project management practices and we ensure the right tools and the right staff is used to ensure adherence to schedule and budget. The Project Manager begins by assembling the project team and coordinates with survey field staff, office staff, SUE staff, and supervising personnel to develop project workflow and other project aspects already discussed. During this meeting, milestones will be established to evaluate adherence to the schedule. Once the workflow has been created it will be forwarded to Hernando County to gain concurrence. As the project progresses, daily and weekly progress meetings are maintained to review scope conformance, gathered data, and schedule comparisons to milestones. These evaluations provide SSMC with the knowledge to immediately address potential problems, develop solutions, and assign or reassign staff as needed.

Oftentimes project circumstances dictate that a schedule must be expedited, and for SSMC, aggressive schedules are common practice. We have completed very aggressive project schedules when other firms said it could not be done. Meeting these expedited schedules is where size matters: Our seven offices and over 200 personnel provide ample resources to assign additional highly trained staff members to a project and expedite production as needed. In addition to extra staff, we will also complete daily processing of data and drafting simultaneously with data gathering while field and office coordination is performed in real-time using Bluetooth technology. QA/QC will be performed as sections of the project are completed and can be delivered to the County immediately upon completion. In using this expedited method SSMC has routinely reduced schedules by 25% or more.

SSMC will be extremely proactive and aggressive when dealing with problems while providing proven solutions, eliminating or minimizing impacts, and providing a high-quality and user-friendly product, all while staying within the agreed-upon schedule and budget.

SSMC utilizes the following practices to expedite workflow and delivery on Hernando County's project:

- Collect real-time data using Bluetooth technology to allow SSMC office staff to view data in real-time as it is collected
- Budget utility designation test holes (QL-A) to identify unknown underground utilities before conflict test holes
- Use flexible crew configurations when tasks can be accomplished safely with one-man crews using technologically advanced robotics and GPS/RTK
- Allow flexible work hours with longer days and/or weekends as needed
- Use cross-trained employees to provide easy coordination between survey and SUE crews
- Provide a dedicated SSMC employee to manage all permitting, tickets, records, and research

To further expedite workflow and delivery, we suggest Hernando County provide the following items as early as possible in the project:

- Promptly provide test hole locations so permits can be applied for in a timely manner
- Allow blanket permits
- Provide a dedicated employee to manage all permitting processes
- Provide all available utility records

Quality Control/Quality Assurance/Cost Control Procedures

SSMC's long history of providing meticulous technical management and coordination of projects could not be achieved without utilizing QA/QC/CC techniques daily. Our QA/QC/CC approach is embedded within our project management plan. Rather than being a single prescriptive, static document, QA/QC/CC is comprised of many living documents that are subject to change as project needs dictate. As an extension of the Hernando County's staff, SSMC is committed to making those changes as the project requires without sacrificing the project schedule or budget.

QA/QC/CC as Part of Project Management

All QA/QC/CC efforts begin with a good project management plan. For Hernando County, **your dedicated QA/QC/CAD Manager William Rowe, PSM**, and your dedicated Project Manager, Bill Gilbert, PLS, will review the scope of services (SOS) in detail with you before starting the project and will invite the appropriate team members. In this meeting, the group agrees on project needs, roles, and schedules, which provides cost savings as time and resources are not wasted. Daily coordination of the agreed-upon resources enables Bill and your dedicated Project Surveyor, Ken Carr to adjust manpower and equipment resources as required, which is a critical part of **ensuring timely project completion, and cost-effective solutions.**

Another critical aspect of our successful quality control program is **your QA/QC Manager, Mr. Rowe**. For this project, Mr. Rowe is assigned separately from the project team. Therefore, he will be reviewing all aspects of each project independently and objectively.

Mr. Rowe brings 34 years of Professional Surveying and Mapping experience in the industry, 24 with SSMC. He will be heavily involved in the review of field and office data at each stage, along with being the final set of eyes just prior to delivery.

The next step in QA/QC is thorough project research and reconnaissance. The appropriate maps, aerials, plats, descriptions, certified corner records, benchmarks, and local survey information are gathered from several sources, including government websites, in-house records, City, Town, County, or State survey or engineering offices, and local surveying records, if appropriate. Thorough project research is the foundation of QA/QC efforts, as surprises within the project scope aren't generally favorable. Project area field reconnaissance to plan the survey field effort is also critical, as it allows the Project Manager and Project Surveyor to become familiar with specific project conditions.

Next, project assignments are finalized, and field efforts are outlined step by step with accompanying project milestones to ensure accountability. As the project proceeds, communication between Bill/Ken and field team members occurs two to three times daily. All SSMC personnel enter their hours worked daily, and a record of entered time is available to each Bill/Ken/William at the touch of a mouse, which allows for adjustments to manpower and equipment resources as described previously. As field data flows into the office, it is reviewed by **your CAD Manager, Mr. Rowe**, and Project Management to ensure everything is going as planned. The result of this near-instant cost/schedule reporting is SSMC's ability to control costs, maintain schedules, and adjust resources as necessary. As fieldwork progresses, the CAD Technician assigned to the project prepares base maps electronically to expedite the project schedule, which can be furnished to the project team in a preliminary format by email daily.

Once fieldwork is complete, field notes are reviewed for completeness and conformity with good survey practices and the project scope. The files are then processed, and the final drawing is prepared at the agreed-upon scale and in the agreed-upon deliverable CAD format. **CAD file to be used in 2019 Civil3D** as requested within the SOS. When drawings are complete, they receive a rigorous mapping review by SSMC's in-house QA/QC staff using in-house QA/QC manuals to ensure only clear and correct data is delivered to the end-user. Drawings are also taken into the field so a field check can be performed to eliminate any missing or erroneous data.

Innovative Concepts to Quality Control

Checklists are helpful, but only for a broad overview of product specifications. Checklists help organize the review process, and they can summarize the main elements of the SOS, but they cannot substitute for the digit-by-digit or character-by-character analysis of every component of every product.

The SOS is the first step. Small jobs have an SOS implied by industry custom, and large ones have an SOS established by contract or customer intent. The SOS can be the basis for an elementary checklist, with other detailed items added to complete the list and respond to detailed job requirements that often are unspoken or not covered in contracts. A job that is technically perfect but fails to fulfill one or more of the customer's expectations is as flawed badly as one that contains egregious errors in measurements.

After the completion of each assignment, Bill Gilbert, PLS, and other project staff meet for a project "lessons learned" to evaluate what worked, what didn't, and what could be modified for better performance. Below are some of the changes SSMC has made to our work processes as a result of these experiences.

First, we created a short checklist to provide a high-level verification of project tasks:

Quality Control Review Instructions

- Discuss scope with the Project Managers.
- Choose the appropriate checklist from the SSMC QA/QC Manual or as provided by the client.
- Review all documents in the project folder.
- Perform multiple readings of the legal description.

- Verify preparation and filing of certified corner records.
- Follow and utilize the SSMC QA/QC plan.
- Perform field review of projects and compare drawing data to field conditions and scope.
- Examine QC checklist topics and sign off.
- Clean up folder contents (Close-out Checklist).
- Re-check corrected work against the mark-up.
- Verify the inclusion of all required deliverables in the submittal package.

Next, we created a more detailed set of rules for the QA/QC process to be followed in conjunction with the QA/QC Manual. Note that rules have different levels of importance depending on their application to specific projects. For this reason, the order here does not necessarily reflect the importance of their application to a specific project – that is, a judgment call to be made by the QA/QC Manager or Project Manager.

QA/QC Rules

1. Every field survey, drawing, report, or technical document issued by SSMC must undergo a QA/QC check according to the rules in this policy and employ either a checklist specifically prepared for the project or taken from the QA/QC Manual.
2. A specific quality control plan must be developed for large projects to plan in detail the QC questions that demand special responses and the best approach to answering them. Usually, this plan should be in the form of a special checklist and should include a list of report files and worksheets that will document the job.
3. Every drawing, report, or technical document issued by SSMC staff must bear the handwritten initials of the staff member who has checked the work according to this policy and who is prepared to defend the integrity of the work.
4. Checking that dimensions and labels are in their correct place is insufficient; they must be the correct dimensions and the correct labels by reference to closure sheets, legal description source documents, plats, certified corner records, and all other source information. Every source involved in the production of the product should be available to the Quality Control Manager, and all of it must be reviewed for conformity with the product.
5. Job economy is best served if a typical drawing goes through three iterations on its path to completion:
 - a. The first markup, to be completed by **Bill**, should advise how the rough draft is to evolve into a complete drawing.
 - b. The second markup, to be completed by **Mr. Rowe, your QA/QC/CC Manager**, should be a careful check of every character, symbol, and line.
 - c. The final product should be reviewed again by both Bill and William after plotting to verify that all markups have been addressed. Preceding markups should be saved temporarily to facilitate this last process.
6. For projects whose boundaries are closed figures, bearing and distance calls must be checked as follows:
 - a. Mathematical closure against graphic bearing and distance calls.
 - b. Legal description against boundary graphics.
 - c. Legal description against source documents (deeds, exhibits, etc.).
7. Documents that were the basis for checking work should be listed on the work product or transmittal. For example, section corner monumentation should be checked against published plats and historic certified corner records, and at a minimum, the modern certified corner record document numbers should be annotated on the survey drawing.
8. Graphic software's ability to automatically label lines is a seductive temptation to accept drawings as-is and must be resisted. No closed figure or arrangement of lines with inter-relationships can be accepted without a printed COGO bearing and distance list to support the CAD drafting work.
9. Production staff has a reasonable expectation of being furnished standards, a manual, and checklists that convey detailed production approaches to facilitate standardized decision-making.
10. Graphic style and standardization are elements of corporate identity and are important. Though they may evolve, they deserve attention for their marketing value.
After having produced a product that fulfills its technical requirements, there should always be time for adhering to the client's desired graphic standards and style.
11. All in-house worksheets and some final products that are based on State Plane Coordinate Systems should include grid lines to facilitate scaling and matching with other products.

Public Agency Projects within FDOT and other Rights-Of-Way

Please refer to Section G, "Qualifications, Knowledge, and Project Experiences with FDOT/LAP projects".

Historical Cost Control

SSMC has a long history of completing projects on time and within budget, and we have thousands of satisfied customers who can attest to the quality of our work. Historically we have closely managed costs on all projects.

Cost Control of the Survey Process

Mr. Gilbert has over 42 years of experience managing complex projects such as this project. As is the practice of all SSMC Project Managers, Bill closely supervises each stage of the project and scrutinizes each task assignment to ensure only the most cost-effective methods are used to achieve the desired goal.

When initially making personnel choices, Bill evaluates the following items to help control costs and ensure the County receives the most value for its money:

- The geographic location of the task assignment relative to assigned personnel
- The expertise of assigned personnel relative to the task assignment
- Choice of specialized equipment that will be used to complete the task assignment
- Team size and resources assigned to each task as related to project size and schedule
- Available methods/means of maintaining a robust production rate without compromising quality

This approach to evaluating and monitoring each task, and its related budget, involves working with the County to fine-tune the scope of services that not only meet your needs but also meet your budget limits. SSMC commits to working with you to stay within your allotted budget and will make any necessary recommendations to accomplish that goal, including providing alternate project approaches that will help keep costs down. Our hands-on approach to project management ensures all aspects of the project are continuously monitored and modifications are made as necessary to ensure the health of the project.

Open Communication/Robust Coordination

The SSMC team is aware that good communication and coordination are critical to the success of your project. Good open communication and robust coordination are encouraged and embedded in every level of each task assignment and are a critical component of our Quality Assurance/Quality Control program. It is not just something we do when you are looking; it is something that we do when no one is looking. As your one point of contact, Bill will provide a hands-on approach to providing that coordination on your projects and will serve as your communication and coordination source for each task assignment.

Bill is responsible for the daily management of each task assigned to ensure that Hernando County's needs and schedules are being followed. Bill meets daily with the project team to determine the status of task assignments and answer any questions that may come up.

The SSMC Project Manager is responsible for day-to-day communication and coordination with the project team and the County Contract/Project Manager. As your Project Manager, Bill will typically coordinate communication using one or more of these methods:

- Face to face meetings in person at the County's office, at the SSMC office, or on-site
- Remote meetings (as during the COVID-19 pandemic) via Microsoft Teams or software of the client's choice, such as WebEx, Zoom, or GoToMeeting
- Teleconferencing
- E-mail
- FTP site to distribute and receive files

SSMC's management approach to all assignments is designed to minimize the time required by the County staff. We are aware that if County staff had sufficient time to complete these task assignments in-house, you would not need this contract. The result of this detailed process for conducting daily business ensures that all work assigned will be successful in adhering to full cost controls. **SSMC will not settle for anything else!**

Section E: Qualifications Summary:

Why SSMC?

Our nearly **50 years** working with clients similar to Hernando County has taught us the critical elements of completing successful Professional **Survey Services Project Contracts**, just like this pursuit, including:

- SSMC's Project Managers will work closely with Hernando County on all surveying services needs associated with this project, and will not be limited.
- SSMC's nearby Tampa office team allows us to be exceptionally responsive to the County, better meet the County's growth challenges, and support efforts to achieve its strategic project goals.
- SSMC brings our experience, knowledge, and **best-value solutions** to Hernando County and its staff.
- **100% Employee Owned:** We view every project with an employee-owner mentality, which means everyone at SSMC, from the field personnel to **your dedicated Project Manager, Bill Gilbert, PLS**, is invested in your project's success – if you are not successful, we are not successful. This approach is not by accident: Since SSMC is a 100% employee-owned company, every staff member you interact with is an owner.
- **Creative Thinking:** SSMC's management team is highly skilled at developing solid solutions to meet or exceed our client's needs and expectations. Our extensive experience allows us to formulate innovative ideas wherever possible to save time, reduce budgets, and minimize schedules.
- **Careful, Non-Stop Quality Assurance and Control:** SSMC's infrastructure includes continually updated Quality Assurance/Control, Operations, Field Procedures, and Graphic Standards Manuals originated and maintained in-house. The manuals bring discipline and standardization to the work that is easy to translate to customer standards.
- **Rapid Response to All Assignments:** SSMC's close client communication and daily task monitoring provide constant insight into project health. This, when coupled with our ample staff and statewide coverage, allows us to respond to any task or assignment quickly.
- **Good Project Planning and Management: your Project Surveyor, Ken Carr, and Bill, your single point of contact**, will review the scope in detail with you before starting your project. This detailed project understanding ensures SSMC knows what you need and when you need it. Ken and Bill coordinate production with both field and office personnel daily, enabling him to adjust the workforce and level of effort as needed.
- **Constant Client Communication:** Good communication and coordination are critical to the success of any project. SSMC's structured communication process ensures each project has a single Project Manager/point of contact to provide daily communication with both the project team and Hernando County's Project Manager.
- **Results Delivered in the User's GIS and CAD Format as Intelligent Data:** To ensure all electronic CAD files are referenced to established coordinate systems, such as Florida State Plane Coordinates, SSMC utilizes intelligent data. This type of data uses real-world coordinates to provide an accurate depiction of all features of a mapped area, allowing drawings to be easily integrated into other drawings and GIS databases. This aspect of electronic file delivery is ignored by some surveyors but is critically important to end-users. SSMC has years of experience delivering data for hundreds of similar projects, and intelligent data is the only format we use.
- **Skilled Staff, including nationally Certified Survey Technicians (CSTs), Unmanned Aerial Vehicle (UAV) pilots, Engineers in Training (EI), Surveyors in Training (SIT), and nationally Certified GIS Professionals:** SSMC is proud to support the CST/UAV/EI/GISP Examination Program, and we currently have **38** certified CST's, **five (5)** SIT's, **five (5)** licensed UAV's, **two (2)** certified EI's, and **five (5)** certified GIS Professionals.

Responding to all County and staff needs on the same day or being on-site in 12 hours or less, if required, for all assigned tasks, including construction activities, and within one to two hours for emergency needs.

Qualifications, Knowledge, and Project Experiences with FDOT/LAP projects

SSMC offers an expansive range of tools and experience for this Hernando County project. We have been working for FDOT since 1991 on a variety of contracts for Districts 1, 2, 3, 4, 5, 7, the Turnpike, and the Central Office, and during that time have completed over **1,200 jobs** totaling over **66 million dollars**. Based on our team's decades of FDOT experience, we know quality and responsiveness, often within an aggressive time frame, are of critical importance. SSMC commits to providing this high level of quality and responsiveness while ensuring our field teams and the public's safety are addressed through proper work zone safety and are monitored through a daily job hazard analysis. SSMC is qualified to work in the following FDOT Work Group categories: 8.1: Control Surveying, 8.2: Design, Right of Way, and Construction Surveying, **8.3: Photogrammetric Mapping**, 8.4: Right of Way Mapping, and 13.7: Transportation Statistics.

SSMC approaches every assignment with an eye toward safety for both our staff and the traveling public. All SSMC field staff throughout the company are either FDOT Temporary Traffic Control (Maintenance of Traffic) certified at the Intermediate level or are actively working toward this certification.

To acquire survey-grade data within the roadways and intersections, SSMC employs the use of both Mobile LiDAR and Terrestrial Static LiDAR using Topolift. SSMC's TopoLift platforms are efficient and improve safety by removing survey personnel from contact with traffic, thus reducing the need for lane closures and minimizing disruption of traffic flow. SSMC has used terrestrial Static LiDAR as a sub-consultant to complete intersection surveys for a combination of District 5, Orange, Seminole, Osceola, and Indian River County and we have used terrestrial Mobile LiDAR to collect I-10 pavement cross-sections for District 3 (over 200 miles to date).

SSMC's QA/QC process is ongoing from the moment we receive the Notice to Proceed and runs continuously throughout the life of the project, including database and mapping phase submittals. All data is reviewed and checked by one of SSMC's licensed Professional Surveyors and Mappers, who ensures compliance with the requirements set forth in Chapter 5J-17 of the Florida Administrative Code, Chapter 177 of the Florida Statutes, the FDOT Surveying Handbook, the FDOT Survey Safety Handbook, and the FDOT Map Preparation and Review Quality Assurance Control Management Plan, dated July 18, 2018.

The table below shows a sample of our survey services for similar projects within an FDOT right-of-way and within urban environments.

Sample FDOT Projects	Location
FDOT D-1 - US 41 Green Bridge	Bradenton, FL
FDOT D-1 - Design Services for US 98 from Edgewood Drive to Main Street	Lakeland, FL
Tampa Electric Company (TECO)/FDOT/D1 - Polk County Suntrax Test Facility	Auburndale, FL
TECO/FDOT D-1 - Polk County Suntrax Test Facility Wetland 3	Auburndale, FL
FDOT D-1 - TECO Auburndale Trail Site 2	Auburndale, FL
FDOT D-7 - US 41, Nebraska Ave, Hillsborough Ave to Sligh Ave	Tampa, FL
FDOT D-7 - Reconstruction of I-275 in Tampa, FL R/W Monumentation (Design-Build)	Tampa, FL
FDOT D-7 - I-75 (US 93) Design Build, from S. of SR 50 SLD Mile Post 5.389 to the Sumter County Line	Sumter County, FL
FDOT D-1 - Manatee Operations Center	Bradenton, FL
FDOT D-1 - SR 572 - Mast Arm Stakeout for FIP 429148-1-52-01	Lakeland, FL
FDOT D-5 - SR 35 (US 301) at Commercial Street and Warm Springs Avenue	Coleman, FL

SSMC's understanding of multiple funding sources dates back to 2004 when we first started performing on [Local Agency Program \(LAP\) projects](#). Our experience with multiple funding sources is demonstrated by the LAP projects listed in the table below.

SSMC LAP Projects
Bay County/FDOT - CR 30/Front Beach Road Sidewalk Design - Phases 1 & 2
Calhoun/FDOT - Altha Elementary School Sidewalks
Flagler County/FDOT - CR 304 Resurfacing & Roadway Safety Improvements Project (10.5 miles +/-)
Franklin County/FDOT - CR 67 from Ave A to Crooked Creek Rd Sidewalk
Lake County/FDOT - Lake Wekiva Trail from SR 46 to Hojin Street Segment 2 (3.1 miles)
Marion County/FDOT - Belleview Bypass from US Hwy 441 to Baseline Rd (SR 35) (Southeast 92nd Loop)
Orange County/FDOT - International Drive Transit Lanes - Phase II (2.8 miles +/-)
Osceola County/FDOT - Carroll Street Final Design
Osceola County/FDOT - PD&E Study: Simpson Road Widening Project (4.2 miles)
Seminole County/FDOT - CR 46A Sidewalk (0.75 miles)
Seminole County/FDOT - CR 46A Design Survey & R/W Survey/Mapping
Seminole County/FDOT - SR 434 Montgomery Rd to I-4 ROW Mapping
Volusia County/FDOT - Turnbull Bay Bridge Replacement (1 mile)
City of Destin/FDOT - Zerbe Street & Calhoun Avenue
City of Melbourne/FDOT - Sherwood Elementary (SRTS) Sidewalk
City of Orlando/FDOT - International Dr. Congestion Management Design (1.5 miles)

The table below is a sample of SSMC's Right-of-Way Mapping projects in some counties surrounding Hernando County.

Projects	County
CR 486 Widening (8.8 miles)	Citrus, FL
City of Largo: 14th Avenue NW Sidewalk Infill	Pinellas, FL
Duke Energy of Florida: Storm Protection Plan (SPP) – J895 Walsingham	Pinellas, FL

Section F: Licenses:

SSMC's Business License (LB2108):

SSMC's Tampa Office Business Tax Receipt (268582):

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

License No.: **LS5624**
Expiration Date: February 28, 2023

Professional Surveyor and Mapper License
Under the provisions of Chapter 472, Florida Statutes

THOMAS KNOX MEAD
6500 ALL AMERICAN BLVD
ORLANDO, FL 32810

Nicole Fried

NICOLE "NIKKI" FRIED
COMMISSIONER OF AGRICULTURE

2021 - 2022 HILLSBOROUGH COUNTY BUSINESS TAX RECEIPT EXPIRES SEPTEMBER 30, 2022

ACCOUNT NO: 268582
RENEWAL

OCC. CODE: 260.010000 LAND SURVEYOR/MAPPER

Receipt Fee: 30.00
Hazardous Waste Surcharge: 0.00
Law Library Fee: 0.00
LB2108

BUSINESS: SOUTHEASTERN SURVEYING AND MAPPING CORPORATION
10770 N 46TH ST C300
TAMPA, FL 33617

2021 - 2022

NAME: SOUTHEASTERN SURVEYING AND MAPPING CORPORATION
MAILING ADDRESS: 8800 ALL AMERICAN BLVD ORLANDO, FL 32810

Paid 20-680-001316
07/28/2021 30.00

BUSINESS TAX RECEIPT NANCY C MILLAN, TAX COLLECTOR
813-435-5200
THIS BECOMES A TAX RECEIPT WHEN VALIDATED.

SSMC's Key Staff Licenses:

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

License No.: **LS5624**
Expiration Date: February 28, 2023

Professional Surveyor and Mapper License
Under the provisions of Chapter 472, Florida Statutes

THOMAS KNOX MEAD
6500 ALL AMERICAN BLVD
ORLANDO, FL 32810

Nicole Fried

NICOLE "NIKKI" FRIED
COMMISSIONER OF AGRICULTURE

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

License No.: **LS5300**
Expiration Date: February 28, 2023

Professional Surveyor and Mapper License
Under the provisions of Chapter 472, Florida Statutes

WILLIAM L GILBERT
40 UPPER ROCK CIR APT 107
ROCKVILLE, MD 20850-4471

Nicole Fried

NICOLE "NIKKI" FRIED
COMMISSIONER OF AGRICULTURE

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

License No.: **LS5195**
Expiration Date: February 28, 2023

Professional Surveyor and Mapper License
Under the provisions of Chapter 472, Florida Statutes

JOHN KENNETH CARR
4524 SHADBERRY DR
TAMPA, FL 33624-5400

Nicole Fried

NICOLE "NIKKI" FRIED
COMMISSIONER OF AGRICULTURE

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

License No.: **LS5225**
Expiration Date: February 28, 2023

Professional Surveyor and Mapper License
Under the provisions of Chapter 472, Florida Statutes

WILLIAM C ROWE
246 VIA RUSSO LN
LAKE MARY, FL 32746-1540

Nicole Fried

NICOLE "NIKKI" FRIED
COMMISSIONER OF AGRICULTURE

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

License No.: **LS6414**
Expiration Date: February 28, 2023

Professional Surveyor and Mapper License
Under the provisions of Chapter 472, Florida Statutes

MARY E O'NEAL
4511 NASSAU RD
BRADENTON, FL 34210-2134

Nicole Fried

NICOLE "NIKKI" FRIED
COMMISSIONER OF AGRICULTURE

(DBE) Sub-Consultant Business License (LB7713):

(DBE) Sub-Consultant Proof of DBE Certification:

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

License No.: **LB7713**
Expiration Date: February 28, 2023

Professional Surveyor and Mapper Business License
Under the provisions of Chapter 472, Florida Statutes

O'NEAL SURVEYING & MAPPING INC
267 JOHN KNOX RD #207
TALLAHASSEE, FL 32303

Nicole Fried

NICOLE "NIKKI" FRIED
COMMISSIONER OF AGRICULTURE

Selection Criteria:
Vendor: O'NEAL SURVEYING & MAPPING INC

Vendor Name: O'NEAL SURVEYING & MAPPING INC
DBE Certification: CERTIFIED MBE Certification: Certified
DBA: Former Name:
Business Description: SURVEYING AND MAPPING
Mailing Address: 267 JOHN KNOX ROAD STE 207 TALLAHASSEE, FL 32303
Contact Name: MARY O'NEAL Phone: (850) 270-2138 Fax: (850) 270-2138
Email: MARY@OSMSE.COM
Statewide Availability: Y ACDBE Status: N

Certified NAICS
541340 Drafting Services
541370 Surveying and Mapping (except Geophysical) Services
541990 All Other Professional, Scientific, and Technical Services

Relevant Certifications:

SSMC proudly supports the National Society of Professional Surveyors' CST program and is a frontrunner in helping provide the education surveyors need to become certified. Through our in-house CST education program, SSMC provides structured courses, course materials, study groups, and sample testing free of charge to anyone in the community. SSMC also helped launch CST-approved assistance and mentorship programs through the support of the Florida Surveyors and Mappers Society – Central Florida chapter.

Copies of all 38 team members' certifications can be found in the below table.



Copies of SSMC's Additional In-House Specialized Certifications can be provided upon request for the following:

- Unmanned Aircraft System Remote Pilot Certification
- National Geographic Information Systems (GIS) Professional (GISP) Certification
- Certified Engineer Intern (EI) Certifications
- Ground Penetrating Radar (GPR) Certificates
- Florida Department of Transportation (FDOT) Approved Temporary Traffic Control (TTC) Certificates

TAB 4 | Required Forms as identified in Section IV (Required Forms)

Please find Attachments 1 through 18 on the following pages:

SSMC – Single Stop Survey Shop.

SECTION IV REQUIRED FORMS

ATTACHMENT 1

STATEMENT OF NO PROPOSAL

If you do not intend to submit a Proposal, please return this form immediately to:

**Hernando County
Purchasing and Contracts Department
15470 Flight Path Drive
Brooksville, FL 34604**

We, the undersigned, have declined to submit a Proposal on: RFQ No. 22-RG0026/PH – SURVEY SERVICES FOR THE SOUTH LINDEN DRIVE LAP SIDEWALK PROJECT.

Reason:

- Specifications too tight, geared toward one brand or manufacturer (explain below)
- Insufficient time to respond.
- Specifications unclear (explain below)
- We do not offer this product/services.
- Our present schedule does not permit us to perform.
- Unable to meet specifications or provide services.

Remarks:

Not Applicable (SSMC is submitting).

We understand that if this Statement of No Proposal is not executed and returned, our name may be deleted from the list of qualified Proposers.

COMPANY NAME: **Southeastern Surveying and Mapping Corporation**
ADDRESS: **10770 North 46th Street, Suite C-300, Tampa, Florida 33617**

PHONE: **813.898.2711**

SIGNATURE: _____


Brian R. Garvey, PE, GISP | Vice President | 5.4.22

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SECTION IV REQUIRED FORMS

ATTACHMENT 2

PROPOSER'S CERTIFICATION

I have carefully examined the Request for Qualifications (RFQ), Instructions to Proposers, General and/or Special Conditions, Specifications, RFQ Proposal and any other documents accompanying or made a part of this invitation.

I hereby propose to furnish the goods or services specified in the Request for Qualifications at the prices or rates quoted in my Proposal. I agree that my RFQ will remain firm for a period of up to one hundred and eighty (180) days in order to allow the County adequate time to evaluate the Proposals. Furthermore, I agree to abide by all conditions of the Proposal.

I certify that all information contained in this RFQ is truthful to the best of my knowledge and belief. I further certify that I am a duly authorized to submit this RFQ on behalf of the Consultant/Firm as its act and deed and that the Consultant/Firm is ready, willing and able to perform if awarded the Contract.

I further certify that this RFQ is made without prior understanding, agreement, connection, discussion, or collusion with any person, firm or corporation submitting a RFQ for the same product or service; no officer, employee or agent of the Hernando County BCC or of any other Proposer interested in said RFQ; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

I further certify that having read and examined the specifications and documents for the designated services and understanding the general conditions for Contract under which services will be performed, does hereby propose to furnish all labor, equipment, and material to provide the services set forth in the RFQ.

I hereby declare that the following listing states any clarifications, any and all variations from and exceptions to the requirements of the specifications and documents. The undersigned further declares that the "work" will be performed in strict accordance with such requirements and understands that any exceptions to the requirements of the specifications and documents may render the Proposer's Proposal non-responsive.

NO EXCEPTIONS ALLOWED AFTER THE RFQ IS SUBMITTED:

Please check one:

- I take NO exceptions.
- Exceptions:

(If more space is needed, please indicate exceptions here and attach additional pages as needed)

Brian R. Garvey, PE, GISP | Vice President **5.4.22**

Name & Title Signature Date

This document must be completed and returned with your Submittal


SECTION IV REQUIRED FORMS

ATTACHMENT 3

DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087 (Current Edition), hereby certify that,
(print or type name of firm) Southeastern Surveying and Mapping Corporation

- Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Workplace named above, and specifying actions that will be taken against violations of such prohibition.
- Informs employees about the dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or Contractual services that are under Proposal a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or Contractual services that are under Proposal or Proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, pleas of guilty or nolo contendere to, any violation of Chapter 893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the workplace, no later than five (5) days after such conviction, and requires employees to sign copies of such written statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free workplace through the implementation of the Drug Free Workplace program.
- "As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein".
- Drug-Free Workplace will not be used as a tiebreaker with this RFQ.


Brian R. Garvey, PE, GISP
Vice President
 Authorized Signature

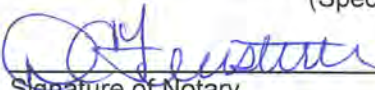
5.4.22
 Date Signed

State of: Florida

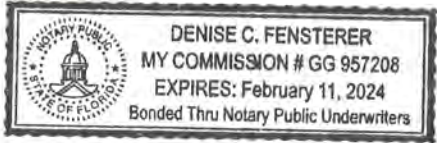
County of: Orange

Sworn to and subscribed before me this 4 day of May, 2022

Personally known X or Produced Identification N/A
(Specify Type of Identification)


Signature of Notary

My Commission Expires: 2/11/2024



This document must be completed and returned with your Submittal

SECTION IV REQUIRED FORMS

ATTACHMENT 4

AFFIDAVIT OF NON-COLLUSION AND OF NON-INTEREST OF HERNANDO COUNTY EMPLOYEES


Brian R. Garvey, PE, GISP | Vice President, * being first duly sworn, deposes and says that he (it) is the Offeror in the above Proposal, that the only person or persons interested in said Proposal are named therein; that no officer, employee or agent of the Hernando County Board of County Commissioners (BOCC) or of any other Offeror is interested in said Proposal; and that affiant makes the above Proposal with no past or present collusion with any other person, firm or corporation.



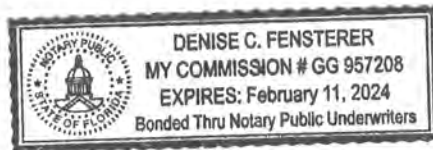
Affiant

STATE OF Florida
COUNTY OF Orange

The foregoing instrument was acknowledged before me this 4th day of May, 2022 by Brian R. Garvey, PE, GISP, who is personally known to me or who has produced N/A as identification and who did take an oath.



Notary Public
My Commission Expires: 2/11/2024



*NOTICE: State name of Proposer followed by name of authorized individual (and title) that is signing as Affiant. If Proposer is an individual, state name of Proposer only.

This document must be completed and returned with your Submittal

SECTION IV REQUIRED FORMS

ATTACHMENT 5

SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a), (CURRENT EDITION) FLORIDA STATUTES, IN PUBLIC ENTITY CRIMES

1. This sworn statement is submitted to

_____ County of Hernando _____

Brian R. Garvey, PE, GISP | Vice President

by _____

[print individual's name and title]

for **Southeastern Surveying and Mapping Corporation** _____

[print name of entity submitting sworn statement]

whose business address is 10770 North 46th Street, Suite C-300, Tampa, Florida 33617


(if applicable) its Federal Employer Identification Number (FEIN) is 59-1621976

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement):

- 2. I understand that a "public entity crime" as defined in Paragraph 287.133 (1)(g) (Current Edition), Florida Statutes, means a violation of any public entity or with an agency or political subdivision of any other State or of the United States, including, but not limited to, any Proposal or Contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
- 3. I understand that "*convicted*" or "*conviction*" as defined in Paragraph 287.133 (1)(b) (Current Edition), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
- 4. I understand that an "*affiliate*" as defined in Paragraph 287.133 (1)(a) (Current Edition), Florida Statutes, means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "*affiliate*" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment 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 thirty-six (36) months shall be considered an affiliate.
- 5. I understand that a "*person*" as defined in Paragraph 287.133(1)(e) (Current Edition), 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 Proposals or applies to Proposal on Contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
- 6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement: [indicate which statement applies]
 - Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
 - _____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
 - _____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of

the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted Consultant/Firm list [attach a copy of the final order].

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31, OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT.

 5.4.22

[signature] [date]

STATE OF FLORIDA
COUNTY OF Orange

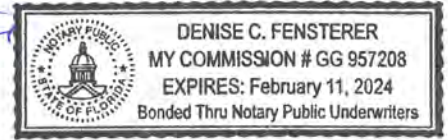
PERSONALLY APPEARED BEFORE ME, the undersigned authority

Brian R. Garvey, PE, GISP who, after first being sworn by me, affixed his signature in the space

[Name of Individual Signing]
provided above on this 4th day of May 2022.

NOTARY PUBLIC 

My commission expires: 2/11/2024



This document must be completed and returned with your Submittal

SECTION IV REQUIRED FORMS

ATTACHMENT 6

CONSULTANT/FIRM INFORMATION

In addition to General conditions, your PROPOSAL may be disqualified if the following Consultant/Firm information is not returned with your PROPOSAL.

Firm Name: Southeastern Surveying and Mapping Corporation

Mailing Address: Corporate: 6500 All American Boulevard
Orlando, Florida 32810

Telephone No. 407.292.8580 x2235 Fax No. 407.292.0141

Email Address: info@southeasternsurveying.com Web Address: www.southeasternsurveying.com

Consultant/Firm is:
() Corporation
() Partnership
() Sole Proprietorship
() Other _____ (Explain)

Federal Employer Identification Number or Social Security Number: 59-1621976

Do you collect Florida State Sales Tax? () Yes () No

AUTHORIZED SIGNATURES/NEGOTIATORS

The Consultant/Firm represents that the following persons are authorized to sign and/or negotiate Contracts and related documents to which the Proposer will be duly bound:

Name	<u>Thomas K. Mead, PSM, PLS</u>	Title	<u>President</u>	Phone No.	<u>850.638.0790</u>
Name	<u>Brian R. Garvey, PE, GISP</u>	Title	<u>Vice President</u>	Phone No.	<u>407.292.8580</u>
Name	<u>Rebecca Bess</u>	Title	<u>General Counsel</u>	Phone No.	<u>407.292.8580</u>

Commodity or Service Supply: Professional Survey and Mapping, Subsurface Utility
Engineering, Geographical Information Systems

If Consultant/Firm is quoting, as a manufacturer's representative and the purchase order should be addressed to the manufacturer in care of the Consultant/Firm, so indicate.

If remittance address is different from the mailing address so indicate below.

Submitted by (SIGNATURE): 

Name & Title Printed: Brian R. Garvey, PE, GISP | Vice President

This document must be completed and returned with your Submittal

SECTION IV REQUIRED FORMS

ATTACHMENT 7

HERNANDO COUNTY E-VERIFY CERTIFICATION

RFQ/Contract No: RFQ NO. 22-RG0026/PH

Financial Project No(s): 438651-1-38-01

Project Description: Hernando County - Survey Services for South Linden Drive LAP Sidewalk

Consultant/Firm acknowledges and agrees to the following:

Consultant/Firm shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the Consultant/Firm during the term of the Contract to perform employment duties within Florida; and
2. All persons, including Sub-Consultants, assigned by the Consultant/Firm to perform work pursuant to the Contract with the Department.

Company/Firm: Southeastern Surveying and Mapping Corporation

Authorized Signature: 

Print Name: Brian R. Garvey, PE, GISP

Title: Vice President

Date: 5.4.22

This document must be completed and returned with your Submittal

SECTION IV REQUIRED FORMS

ATTACHMENT 8

VENDOR REGISTRATION

HERNANDO COUNTY, FL

To be completed by vendor:

Vendor type:

() Corporation

() Partnership

() Sole Proprietorship

() Other _____ (Explain)

Federal Employer Identification

Number or Social Security Number: 59-1621976

Please attach your completed W-9 Form

PAYMENT WILL NOT BE MADE UNTIL A COMPLETED W9 HAS BEEN RECEIVED.

Firm Name: Southeastern Surveying and Mapping Corporation

Mailing Address: 1077 North 46th Street, Suite C-300

City Tampa State Florida Zip 33617

Telephone No. 813.898.2711 Fax No. 407.292.0141

Web Address: www.southeasternsurveying.com EMail: info@southeasternsurveying.com

Commodity or Service Supply: Professional Surveying and Mapping, Subsurface Utility Engineering, Geographical Information Systems

If remittance address is different from the mailing address so indicate below.

Firm Name: N/A

Mailing Address: _____

City _____ State _____ Zip _____

An ACH electronic payment method is offered as an alternative to a payment by physical check.

() Please check this box if you accept the ACH electronic payment method.
(Recommended and Preferred)

Signature:  _____

Name & Title Printed: Brian R. Garvey, PE, GISP | Vice President

SECTION IV REQUIRED FORMS

ATTACHMENT 9

ADDENDUM ACKNOWLEDGEMENT

The undersigned acknowledges receipt of the following addenda to the Request for Qualifications (indicate number and date of each):

Addendum No. 1 Dated 4.27.22 Addendum Attached.

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

FAILURE TO SUBMIT ACKNOWLEDGEMENT OF ANY ADDENDUM THAT AFFECTS THE PRICING AND OR SCOPE IS CONSIDERED A MAJOR IRREGULARITY AND MAY BE CAUSE FOR REJECTION OF ANY PROPOSAL.

VENDOR SURVEY

Please provide information on where you received the knowledge of the Bid/Request for Proposals (mark all that apply):


BIDNET DIRECT

NEWSPAPER

PURCHASING AND CONTRACTS ADVERTISEMENT BOARD

REFERRED BY: _____

OTHER (PLEASE SPECIFY): _____



Signature **Brian R. Garvey, PE, GISP | Vice President**

5.4.22

Date

This document must be completed and returned with your Submittal

ADDENDUM NO. ONE (1)

TO
THE CONTRACT DOCUMENTS FOR

**SURVEY SERVICES FOR SOUTH LINDEN DRIVE LAP SIDEWALK PROJECT
4338651-1-38-01**

IN
HERNANDO COUNTY, FLORIDA

SOLICITATION NO. 22-RG0026/PH

PROPOSAL DUE DATE: MAY 4, 2022 AT 3:00 PM

NOTICE

PROPOSERS ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF
THIS ADDENDUM BY SIGNATURE AT THE BOTTOM OF
THIS ADDENDUM IN THE SPACE PROVIDED AND
RETURNED AT THE TIME OF THE PROPOSAL DUE DATE.

QUESTIONS AND ANSWERS

1. Question: In regard to Exhibit B of the RFQ (page 88) – Are we supposed to fill the survey out for Hernando County to send out? Or are we sending these to the client contact for them to sign and then be reviewed by the County's Chief Procurement Officer?

Answer: This is a sample evaluation form that will be used to evaluate the performance of the selected firm.

2. Question: In regard to Exhibit B of the RFQ (page 88) – How many of these forms is the County requiring for a submittal? (One for each project referenced?)

Answer: It is not necessary to fill out this form.

3. Question: What is the budget for this RFQ?

Answer: The budget for the design phase of this project, including survey, is \$92,610.00.

4. Question: Is it the intentions of the County to issue a contract for this singular project, or is the overall RFQ for this project and future projects?

Answer: The County will issue a contract for this singular project.

5. Question: Is the reference of "Department" within Attachment 13, Hernando County's goal for firms to achieve 10.65% DBE Utilization or FDOT's goals and non-applicable? Attachment 13, DBE Utilization, "Contract specific goals are not placed on Federal/State contracts; however, the Department has an overall 10.65% DBE goal it must achieve.

Answer: Department in the Attachment 13 refers to FDOT's goals and is not required to be met, but good faith efforts must be documented.

6. Question: Within Tab 3, Sections D and E are not listed.

Answer: Please change Sections F, G and H to Sections D, E and F.

7. Question: Does this effort require a full FDOT-type right-of-way map and accompanying control survey?

Answer: Yes, these are required.

BOARD OF COUNTY COMMISSIONERS
HERNANDO COUNTY



Acknowledged Brian R. Garvey, PE, GISP



Patty Hall, CPPB
Purchasing Coordinator

Issued: April 27, 2022

SECTION IV REQUIRED FORMS

ATTACHMENT 10

HERNANDO COUNTY EMPLOYMENT DISCLOSURE CERTIFICATION STATEMENT

5.4.22

(date)

Hernando County
Purchasing and Contracts
15470 Flight Path Drive
Brooksville, FL 34604

The undersigned certifies that to the best of his/her knowledge:

Is any Officer, Partner, Director, Proprietor, Associate or Member of the Business Entity a former employee of Hernando County within the last two (2) years? No Yes


Is any Officer, Partner, Director, Proprietor, Associate or Member of the Business Entity a Relative or Member of the Household of a current Hernando County Employee that had or will have any involvement with this Procurement or Contract Authorization?
No Yes

If the answer to either of the above questions is "Yes", complete the "Relatives and Former Hernando County Employees - Roles and Signatures" table (Part A and/or Part B, as applicable).

Bidder:

marketing@ssmc.us | info@southeasternsurveying.com

(Email address)



(Signature required)

Brian R. Garvey, PE, GISP

(Print name)

Vice President

(Print title)

10770 North 46th Street, Suite C-300

(Address)

813.898.2711

(Phone)




407.292.0141

(Fax)

59-1621976

(Federal Taxpayer ID Number)

Relatives and Former Hernando County Employees – Roles and Signatures

Part A: Employees that left Hernando County in the last two years.			
Employee Name/Signature	Job Performed for Hernando County	Current Role with Business Entity	Date Left Hernando County
Name: <u>Not Applicable</u> Sign:  • Involved with this Procurement on behalf of Hernando County? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> • Involved with Proposal development for this Procurement? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>			
Name: <u>Not Applicable</u> Sign:  • Involved with this Procurement on behalf of Hernando County? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> • Involved with Proposal development for this Procurement? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>			
Name: <u>Not Applicable</u> Sign:  • Involved with this Procurement on behalf of Hernando County? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> • Involved with Proposal development for this Procurement? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>			

Part B: Identify Officers, Partners, Directors, Proprietors, Associates or Members of the Business Entity that are Relatives or Members of the Household of Hernando County employees currently working for Hernando County, if Hernando County employee had or will have any involvement with this Procurement of Contract.

Firm Officer, Partner, Director, Proprietor, Associate or Member Name	Name and Relationship of Relative or Member of Household Employed at Hernando County	Role at Hernando County	Hernando County employee's Role with this Procurement
Not Applicable			

(Make copies of this form as needed to list additional employees.)

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

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

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

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

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

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

Name of Consultant:

By: Brian R. Garvey, PE, GISP Date: 5.4.22

Authorized Signature



Title: Vice President

ATTACHMENT 12

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION DISCLOSURE OF LOBBYING ACTIVITIES

375-030-34
PROCUREMENT
02/16

Is this form applicable to your firm?

YES NO

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

1. Type of Federal Action: a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: a. bid/offer/application b. initial award c. post-award	3. Report Type: a. initial filing b. material change For Material Change Only: Year: _____ Quarter: _____ Date of last report: _____ (mm/dd/yyyy)
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Southeastern Surveying and Mapping Corporation 6500 All American Blvd., Orlando FL 32810 <hr/> Congressional District, if known: 4c _____		5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: _____ <hr/> Congressional District, if known: _____
6. Federal Department/Agency: <hr/> <hr/>	7. Federal Program Name/Description: <hr/> <hr/> CFDA Number, if applicable: _____	
8. Federal Action Number, if known: <hr/>	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): <hr/> <hr/>	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): <hr/> <hr/>	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature:  Print Name: Brian R. Garvey, PE, GISP Title: Vice President Telephone No.: 407.431.0384 Date (mm/dd/yyyy): 5.4.22	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the fullname, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

DBE Utilization

The Department began its DBE race neutral program January 1, 2000. **Contract specific goals are not placed on Federal/State contracts;** however, the Department has an overall 10.65% DBE goal it must achieve. In order to assist contractors in determining their DBE commitment level, the Department has reviewed the estimates for this letting.

As you prepare your bid, please monitor potential or anticipated DBE utilization for contracts. When the low bidder executes the contract with the Department, information will be requested of the contractor's DBE participation for the project. While the utilization is not mandatory in order to be awarded the project, continuing utilization of DBE firms on contracts supports the success of Florida's DBE Program, and supports contractors' Equal Employment Opportunity and DBE Affirmative Action Programs.

Any project listed as 0% DBE availability does not mean that a DBE may not be used on that project. A 0% DBE availability may have been established due to any of the following reasons: limited identified subcontracting opportunities, minimal contract days, and/or small contract dollar amount. Contractors are encouraged to identify any opportunities to subcontract to DBE's.

Please contact the Equal Opportunity Office at (850) 414-4747 if you have any questions regarding this information.

DBE Reporting

If you are the prime contractor on a project, enter your DBE participation in the Equal Opportunity Compliance system prior to the pre-construction or pre-work conference for all federal and state funded projects. This **will not** become a mandatory part of the contract. It will assist the Department in tracking and reporting planned or estimated DBE utilization. During the contract, the prime contractor is required to report actual payments to DBE and MBE subcontractors through the web-based Equal Opportunity Compliance (EOC) system.

All DBE payments must be reported whether or not you initially planned to utilize the company. In order for our race neutral DBE Program to be successful, your cooperation is imperative. If you have any questions, please contact EOOHelp@dot.state.fl.us.

Bid Opportunity List

The Federal DBE Program requires States to maintain a database of all firms that are participating or attempting to participate on FDOT-assisted contracts. The list must include all firms that bid on prime contracts or bid or quote subcontracts on FDOT-assisted projects, including both **DBE's and non-DBE's**.

Please complete the Bidders Opportunity List through the Equal Opportunity Compliance system within 3 business days of submission of the bid or proposal for ALL subcontractors or sub-consultants who quoted to you for specific project for this letting. The web address to the Equal Opportunity Compliance system is: <https://www.fdot.gov/equalopportunity/eoc.shtm>.

DBE/AA Plans

Contractors bidding on FDOT contracts are to have an approved DBE Affirmative Action Plan (FDOT Form 275-030-11B) on file with the FDOT Equal Opportunity Office before execution of a contract. DBE/AA Plans must be received with the contractors bid or received by the Equal Opportunity Office prior to the award of the contract.

Plans are approved by the Equal Opportunity Office in accordance with Ch. 14-78, Florida Administrative Code. Plans that do not meet these mandatory requirements may not be approved. Approvals are for a (3) three year period and should be updated at anytime there is a change in the company's DBE Liaison Officer and/or President. Contractors may evidence adoption of the DBE/AA Policy and Plan and/or a change in the designated DBE Liaison officer as follows:

- Print the first page of the document on company stationery ("letterhead") that indicates the company's name, mailing address, phone number, etc.
- Print the company's name in the "____" space; next to "Date" print the month/day/year the policy is being signed; record the signature of the company's Chief Executive Officer, President or Chairperson in the space next to "by" and print the full first and last name and position title of the official signing the policy.
- Print the DBE Liaison's full name, email address, business mailing address and phone number the bottom of email.

E-mail the completed and signed DBE AA Plan to: **eeoforms@dot.state.fl.us**.

The Department will review the policy, update department records and issue a notification of approval or disapproval; a copy of the submitted plan will not be returned to the contractor.



Signature **Brian R. Garvey, PE, GISP | Vice President**

5.4.22

Date

ATTACHMENT 14

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
TRUTH IN NEGOTIATION CERTIFICATION

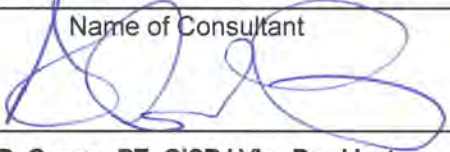
375-030-30
PROCUREMENT
05/14

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

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

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

Southeastern Surveying and Mapping Corporation

Name of Consultant

By: _____
Brian R. Garvey, PE, GISP | Vice President

5.4.22

Date

ATTACHMENT 15

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

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

375-030-32
PROCUREMENT
11/15

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

Name of Consultant/Contractor: Southeastern Surveying and Mapping Corporation

By: Brian R. Garvey, PE, GISP

Date: 5.4.22

Title: Vice Present

Instructions for Certification

Instructions for Certification - Lower Tier Participants:

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

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

CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION FOR CONSULTANT/CONTRACTOR/TECHNICAL ADVISORS

I certify that I have no present conflict of interest, that I have no knowledge of any conflict of interest that my firm may have, and that I will recuse myself from any capacity of decision making, approval, disapproval, or recommendation on any contract if I have a conflict of interest or a potential conflict of interest.

Consultants/Contractors are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the Department, and therefore may not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision of theirs, or to reward a past decision. Consultants performing work for the Department should avoid any conduct (whether in the context of business, financial, or social relationships) which might undermine the public trust, whether or not that conduct is unethical or lends itself to the appearance of ethical impropriety.

I will maintain the confidentiality of all information not made public by the Florida Department of Transportation ("Department") related to the procurement of the above-referenced ("Project") that I gain access to as a result of my involvement with the Project ("Procurement Information"). I understand that Procurement Information includes, but is not limited to, documents prepared by or for the Department related to procurement of the Project. I also understand that Procurement Information includes, but is not limited to, documents submitted to the Department by entities seeking an award of the Project ("Proposers"). I understand that Procurement Information may include documents submitted by Proposers related to letters of response/letters of interest, technical proposals, price proposals, financial proposals, and information shared during exempt meetings. I also understand that Procurement Information may also include documents that evaluate or review documents submitted by Proposers, and information regarding Project cost estimates. I also agree not to discuss the Project with anyone who is a member of or acting on behalf of a Proposer.

Unless so ordered by a court of competent jurisdiction or an opinion of the Office of the Florida Attorney General, I will not divulge any Procurement Information except to individuals who have executed a Conflict of Interest/Confidentiality Certification which has been approved by the Department ("Project Personnel"). I understand that a list of Project Personnel will be maintained by Department. If I am contacted by any member of the public or the media with a request for Procurement Information, I will promptly forward such request to the Department's Procurement Office. I will also maintain security and control over all documents containing Procurement Information which are in my custody.

I agree not to solicit or accept gratuities, unwarranted privileges or exemptions, favors, or anything of value from any firm under consideration for an agreement associated with the Project, and I recognize that doing so may be contrary to statutes, ordinances, and rules governing or applicable to the Department or may otherwise be a violation of the law.

I agree not to engage in bid tampering, pursuant to Section 838.22, Florida Statutes.

I realize that violation of the above mentioned standards could result in the termination of my work for the Department. I further realize that violation of the above mentioned statute would be punishable in accordance with Section 838.22, Florida Statutes..

Advertisement No./ Solicitation No	Description	Financial Project Number(s)
22-RG0026/PH	Survey Services for S Linden Dr LAP Sidewalk	438561-1-38-01

Each undersigned individual agrees to the terms of this Conflict of Interest/Confidentiality Certification.

Printed Names Brian R. Garvey, PE, GISP	Signatures 	Date 5.4.22
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**LOCAL AGENCY PROGRAM FEDERAL-AID TERMS
For PROFESSIONAL SERVICES CONTRACTS**

TERMS FOR FEDERAL AID CONTRACTS (APPENDIX I):

The following terms apply to all contracts in which it is indicated that the services involve the expenditure of federal funds:

- A. It is understood and agreed that all rights of the Local Agency relating to inspection, review, approval, patents, copyrights, and audit of the work, tracings, plans, specifications, maps, data, and cost records relating to this Agreement shall also be reserved and held by authorized representatives of the United States of America.
- B. All tracings, plans, specifications, maps, computer files and/or reports prepared or obtained under this Agreement, as well as all data collected, together with summaries and charts derived therefrom, will be considered works made for hire and will become the property of the Agency upon completion or termination without restriction or limitation on their use and will be made available, upon request, to the Agency at any time during the performance of such services and/or completion or termination of this Agreement. Upon delivery to the Agency of said document(s), the Agency will become the custodian thereof in accordance with Chapter 119, Florida Statutes. The Consultant will not copyright any material and products or patent any invention developed under this agreement. The Agency will have the right to visit the site for inspection of the work and the products of the Consultant at any time.
- C. It is understood and agreed that, in order to permit federal participation, no supplemental agreement of any nature may be entered into by the parties hereto with regard to the work to be performed hereunder without the approval of the U.S. Department of Transportation, anything to the contrary in this Agreement notwithstanding.
- D. The consultant shall provide access by the Florida Department of Transportation (recipient), the Agency (subrecipient), the Federal Highway Administration, the U.S. Department of Transportation's Inspector General, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the consultant which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
- E. Compliance with Regulations: The Consultant shall comply with the Regulations: relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- F. Nondiscrimination: The Consultant, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of material and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- G. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations made by the Consultant, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials and leases of equipment, each potential subcontractor or supplier shall be notified by the Consultant of the Consultant's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- H. Information and Reports: The Consultant will provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Local Agency, Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or Federal Motor Carrier Safety Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of the Consultant is in the exclusive possession of another who fails or refuses to furnish this information, the Consultant shall so certify to the Local Agency, Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
- I. Sanctions for Noncompliance: In the event of the Consultant's noncompliance with the nondiscrimination provisions of this contract, the Local Agency shall impose such contract sanctions as it or the Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or Federal Motor Carrier Safety Administration may determine to be appropriate, including, but not limited to,
 - 1. withholding of payments to the Consultant under the contract until the Consultant complies and/or
 - 2. cancellation, termination or suspension of the contract, in whole or in part.
- J. Incorporation or Provisions: The Consultant will include the provisions of Paragraph C through K in every subcontract, including procurements of materials and leases of equipment unless exempt by the Regulations, order, or instructions

LOCAL AGENCY PROGRAM FEDERAL-AID TERMS
For PROFESSIONAL SERVICES CONTRACTS

issued pursuant thereto. The Consultant shall take such action with respect to any subcontract or procurement as the Local Agency, Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions, including sanctions for noncompliance. In the event a Consultant becomes involved in, or is threatened with, litigation with a subconsultant or supplier as a result of such direction, the Consultant may request the Local Agency to enter into such litigation to protect the interests of the Local Agency, and, in addition, the Consultant may request the United States to enter into such litigation to protect the interests of the United States.

- K. Compliance with Nondiscrimination Statutes and Authorities: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).
- L. Interest of Members of Congress: No member of or delegate to the Congress of the United States will be admitted to any share or part of this contract or to any benefit arising therefrom.
- M. Interest of Public Officials: No member, officer, or employee of the public body or of a local public body during his tenure or for one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof. For purposes of this provision, public body shall include municipalities and other political subdivisions of States; and public corporations, boards, and commissions established under the laws of any State.
- N. Participation by Disadvantaged Business Enterprises: The Consultant shall agree to abide by the following statement from 49 CFR 26.13(b). This statement shall be included in all subsequent agreements between the Consultant and any subconsultant or contractor.
1. The Consultant, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the Consultant to carry out these requirements is a material breach of this contract, which may result in termination of this contract or other such remedy as the recipient deems appropriate.
- O. It is mutually understood and agreed that the willful falsification, distortion or misrepresentation with respect to any facts related to the project(s) described in this Agreement is a violation of the Federal Law. Accordingly, United States Code, Title 18, Section 1020, is hereby incorporated by reference and made a part of this Agreement.
- P. It is understood and agreed that if the Consultant at any time learns that the certification it provided the Local Agency in compliance with 49 CFR, Section 26.51, was erroneous when submitted or has become erroneous by reason of changed circumstances, the Consultant shall provide immediate written notice to the Local Agency. It is further agreed that the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction" as set forth in 49 CFR, Section 29.510, shall be included by the Consultant in all lower tier covered transactions and in all aforementioned federal regulation.
- Q. The Local Agency hereby certifies that neither the consultant nor the consultant's representative has been required by the Local Agency, directly or indirectly as an express or implied condition in connection with obtaining or carrying out this contract, to

LOCAL AGENCY PROGRAM FEDERAL-AID TERMS
For PROFESSIONAL SERVICES CONTRACTS

1. employ or retain, or agree to employ or retain, any firm or person, or
2. pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind;

The Local Agency further acknowledges that this agreement will be furnished to a federal agency, in connection with this contract involving participation of Federal-Aid funds, and is subject to applicable State and Federal Laws, both criminal and civil.

R. The Consultant hereby certifies that it has not:

1. employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for the above contractor) to solicit or secure this contract;
2. agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out this contract; or
3. paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for the above contractor) any fee contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the contract.

The consultant further acknowledges that this agreement will be furnished to the Local Agency, the State of Florida Department of Transportation and a federal agency in connection with this contract involving participation of Federal-Aid funds, and is subject to applicable State and Federal Laws, both criminal and civil.

S. The Consultant shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the term of the Contract and shall expressly require any subcontractors performing work or providing services pursuant to the Contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the Contract term.



Signature **Brian R. Garvey, PE, GISP | Vice President**

5.4.22

Date

ATTACHMENT 18

APPENDICES A and E

Revised 01/2015

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

- (1.) **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- (2.) **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3.) **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- (4.) **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5.) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
 - a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or
 - b. cancellation, termination or suspension of the contract, in whole or in part.
- (6.) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit*

Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the Contractor may request the Florida Department of Transportation to enter into such litigation to protect the interests of the Florida Department of Transportation, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

- (7.) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).



Signature

Brian R. Garvey, PE, GISP | Vice President

Printed Name

5.4.22

Date

SOLICITATION - OFFER - AWARD

SOLICITATION No.: 22-RG0026/PH	SOLICITATION TITLE: Survey Services for South Linden Drive LAP Sidewalk Project 438651-1-38-01	DATE ISSUED: April 6, 2022	CONTRACT No.: 22-RG0026/PH
ISSUED BY: BOARD OF COUNTY COMMISSIONERS HERNANDO COUNTY, FLORIDA Steve Champion, Chairman John Allocco, Vice Chairman Beth Narverud, Second Vice Chairman Wayne Dukes Jeff Holcomb		SUBMIT BID OFFER TO: PURCHASING AND CONTRACTS DEPARTMENT 15470 FLIGHT PATH DRIVE BROOKSVILLE, FL 34604 <p style="text-align: center;"><i>Toni Brady</i> Chief Procurement Officer</p>	

SOLICITATION

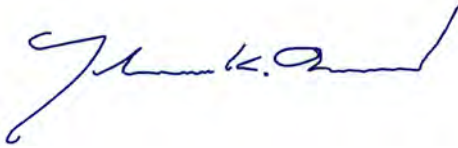
SEALED OFFERS, IN ONE (1) ORIGINAL, FOUR (4) COPIES AND ONE (1) CD OR FLASH DRIVE, FOR FURNISHING THE SERVICES DESCRIBED HEREIN WILL BE RECEIVED AT THE PURCHASING AND CONTRACTS DEPARTMENT, 15470 FLIGHT PATH DRIVE, BROOKSVILLE, FL 34604, **UNTIL 3:00 P.M., LOCAL TIME ON MAY 4, 2022.** NO PROPOSALS WILL BE ACCEPTED AFTER THE ABOVE STIPULATED DATE AND TIME. THIS IS AN ADVERTISED SOLICITATION.

PURSUANT TO FS 119.071 (Current Edition), SEALED BIDS, PROPOSALS, OR REPLIES RECEIVED BY AN AGENCY PURSUANT TO A COMPETITIVE SOLICITATION ARE EXEMPT FROM INSPECTION UNTIL SUCH TIME AS THE AGENCY PROVIDES NOTICE OF AN INTENDED DECISION OR UNTIL THIRTY (30) DAYS AFTER OPENING THE BIDS, PROPOSALS, OR FINAL REPLIES, WHICHEVER IS EARLIER.

ITEM NO.	DESCRIPTION OF SERVICE/SUPPLIES/EQUIPMENT	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT
1	Hernando County is requesting sealed Proposals from qualified individuals or firms to provide Survey Services for the South Linden Drive LAP Sidewalk Project. <u>PLEASE SUBMIT ONE (1) ORIGINAL SIGNED DOCUMENT, FOUR (4) COPIES AND ONE (1) CD OR FLASH DRIVE.</u> (SEE ATTACHED SPECIFICATIONS)	XXXX	XXXX	XXXXXXXX	XXXXXXXXXXXXXX

OFFER

(TERMS, CONDITIONS AND SPECIFICATIONS ARE INCLUDED AS PARTS HEREOF)

IN COMPLIANCE WITH THE ABOVE, THE UNDERSIGNED, BEING DULY AUTHORIZED TO SIGN THIS PROPOSAL FOR THE PROPOSER.			
DISCOUNT FOR PROMPT PAYMENT: N/A % 10 CALENDAR DAYS N/A % 20 CALENDAR DAYS N/A % N/A CALENDAR DAYS			
OFFEROR'S INFORMATION Thomas K. Mead, PSM, PLS President <hr/> Company Name Southeastern Surveying and Mapping Corporation <hr/> Address 10770 North 46th Street, Suite C-300 <hr/> City State Zip Code Tampa Florida 33617 <hr/> Phone Number Fax Number Email Address 813.537.0869 813.898.2712 bgilbert@southeasternsurveying.com	NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER: OFFEROR'S SIGNATURE <div style="text-align: center; font-size: 2em; color: blue;">  </div> OFFER DATE 5/4/2022		

AWARD

(TO BE COMPLETED BY COUNTY)

REVIEWED FOR LEGAL SUFFICIENCY 3/25/2022	LR No.: 2022-167	BY: Kyle J. Benda
ACCEPTED AS TO ITEM(S) No:	AMOUNT:	ACCOUNTING CODE:
SUBMIT INVOICES TO: HERNANDO COUNTY DEPARTMENT OF PUBLIC WORKS 1525 E. Jefferson Street Brooksville, FL 34601		NAME AND TITLE OF PERSON AUTHORIZED TO SIGN ACCEPTANCE AND AWARD FOR THE COUNTY: <hr/> SIGNATURE:
		AWARD DATE: