

A TRADITION OF INNOVATIVE ENGINEERING

CIVIL SURV



RFQ NO. 23-04

SURVEYING CONTINUING SERVICES AGREEMENT

DUE: SEPTEMBER 12, 2023 BEFORE 9:00 AM

CONTACT PERSON:
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September 12, 2023

City of Haines City



RE: RFQ # 23-04 – Surveying Continuing Services Agreement

The **CivilSurv Team** is pleased to submit our qualifications for the above referenced request for qualifications to provide specified services for the City of Haines City. We have assembled a focused, experienced, and responsive Team that was intentionally matched to the scope of services by combining the strengths of **proven performers** for Haines City (City). You can be confident that we understand budget challenges, regulatory uncertainties, and knowledge of not only surveying, but also utility system design and construction. Our Team sincerely desires to serve and assist the area through small or large projects, and we have the team to perform both. We will always be there as your trusted ally for maintaining and anticipating your infrastructure and facilities' needs.

CivilSurv Design Group, Inc. (CivilSurv) has served the area since 1980 and fully understands the City's needs. We have local experience, along with experience in the surrounding areas. Our veteran staff of surveyors and mappers, professional engineers, and urban planners have provided a wide range of services for many of the region's largest projects, yet we still remain small enough that our principals continue active involvement with our clients.

Our management focus is to develop innovative, cost-effective solutions and to provide accurate, responsive service. We ask that you note the following unique attributes of the CivilSurv Team:

- **Proven, Responsive Team** - We have established successful relationships with numerous clients working under contracts of this type and have strong relationships with staff and elected officials. This is a people business, and our people know your people!
- **Depth of Resources** - Our Team offers the City a resource pool that includes 8 experienced field crews, 5 licensed Professional Surveyors and Mappers, and 11 total licensed/certified staff. Our crews are prepared and equipped to access any work site with our hydrographic vessel, bathymetric skiff, airboat, four-wheel drive vehicles, ATVs and a UTV. We are the only Lakeland-based firm to offer Utility Coordination and Comprehensive SUE services, including locations, designations, vacuum excavation, and ground penetrating radar. With a sharp eye on the future, our own Tim Morris, PSM is a certified UAV (drone) pilot and is proficient in use to produce photogrammetry products. We have been implementing Static Terrestrial LiDAR for several years and have been highly successful.
- **Comprehensive Approach** - We have the ability, resources, and experience to complete any survey task. We have completed complex boundary retracements, enormous land-acquisition surveys, and complex infrastructure projects. We are skilled in vertical control, design, and hydrographic surveys. We have extensive mining, landfill, and earthworks experience. We are the area consultants for FDOT, SFWMD, and SWFWMD.
- **Safety** - Our comprehensive safety program sets the standard for our industry. With weekly safety meetings and regular tail-gate briefings, we endeavor to maintain the safety of our personnel and our work zone. Our survey personnel have had FDOT MOT training, Mining MSHA training, CSX Rail Corridor Safety Training, OSHA Confined Space Entry, and Red Cross First Aid certifications.

As the Prime Consultant, CivilSurv will contract directly with the City and be responsible for the overall management of our Team. We will take the lead for utility locating and surveying with staff for subsurface utility engineering. **Our leadership team of Tim Morris, PSM, Gary Allen, PLS, and Kenneth Glass, PSM** are accomplished industry veterans and will ensure that our Team functions as a cohesive unit for seamless service. This is still a "people business," and we have brought the best people forward to lead our team. The organization chart included in this proposal illustrates that we have all of the in-house, multi-disciplinary capabilities identified in your request for qualifications.

In closing, the CivilSurv Team can provide the City Haines City with the experience, expertise, resources, flexibility, and responsiveness required to surpass the goals established for successful and efficient completion of projects assigned under this contract. Our Team is committed to providing you with outstanding and highly personalized customer service with a sincere and effective commitment to the community.

Respectfully submitted,

Kenneth T. Glass, Vice President of Surveying/Secretary

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kglass@civilsurv.com

www.CivilSurv.com
Small Business Enterprise

A handwritten signature in blue ink that reads "Kenneth T. Glass".



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SECTION 2: FIRM INFORMATION



CivilSurv Design Group, Inc. is one of Central Florida's oldest local firms in the region with corporate roots dating back to 1980. We currently employ 40 full-time employees with offices in Lakeland, Vero Beach, Sebring, and Port St. Lucie. We have provided Engineering and Land Surveying & Mapping services as CivilSurv from our headquarters office in Lakeland, Florida at 2525 Drane Field Road, Suite 7 since 2010. We currently serve Polk County and surrounding cities in similar Continuing Contract relationships and seek this opportunity to continue and expand our successful relationship with the City of Haines City. As a licensed Engineering, Surveying, and Planning firm, CivilSurv is a FDOT-certified



Small Business firm. Municipal Engineering and Surveying & Mapping are our core disciplines and CivilSurv was purposefully created to service infrastructure projects. The **CivilSurv Team** is distinctively qualified to serve the City. Unlike most multidisciplinary firms, our business focus is on local government services; thus, we can serve the City without the interest conflicts that might arise if we were also serving the area's developers.

As the founding discipline of CivilSurv Design Group, we are proud of our reputation and tradition as a Land Surveying firm. While the practice of Surveying and Mapping is a time-honored profession, firmly rooted in the traditions and legal principles of the past, modern technology has provided us with equipment that greatly expedites the successful completion of projects. Haines City and the surrounding communities are our home. We know the people, projects, infrastructure, and the culture. Because this is also our home, we have a vested interest in the success of our local communities. We have close working relationships with the Regional Planning Council, Southwest Florida Water Management District, Florida Department of Environmental Protection, and the Florida Department of Transportation.

CivilSurv is a full-service Engineering, Planning, and Surveying firm and is capable of providing most of the services required by the City with our in-house staff. **This contract would be serviced from our home office in Lakeland, Florida.** This ability to provide comprehensive services in-house will provide for better continuity of effort and, based on our experience, represents a more cost-effective means of project delivery. For those services requiring specialized expertise, we team with other professionals who are prominent in their fields of expertise. We have effectively operated as an extension of our clients' staff for a number of political jurisdictions of various sizes and complexities throughout the State of Florida.

Surveying and Mapping Experience

CivilSurv Design Group is the best choice for this project, as we are committed to serving in a cost-effective manner. Technology has greatly enhanced our tool-box and we embrace new methods of data capture that increase efficiency, safety, and accuracy. CivilSurv is a LEADER in the Surveying and Mapping Profession.

We strive to understand the entire project scope and tailor our services accordingly. Our corporate experience working for various agencies makes us aware of schedule and budgetary constraints. We are committed to establishing appropriate work plans, delivering quality products on time, and within the budget. We provide rapid response to all project concerns in order to minimize client difficulties, which, in turn, maximizes client satisfaction with our services.

We are presently completing surveying projects throughout the area, including Polk County, St. Petersburg, Plant City, Hernando County, and Sarasota County. We complete not only topographic design surveys but also ALTA/boundary, hydrographic, right-of-way, tree, construction layout, subsurface utility engineering (SUE), and as-builts. We have completely upgraded our equipment in the last couple years to allow for UAS, LiDAR, and high-precision GPS.

SECTION 2: FIRM INFORMATION

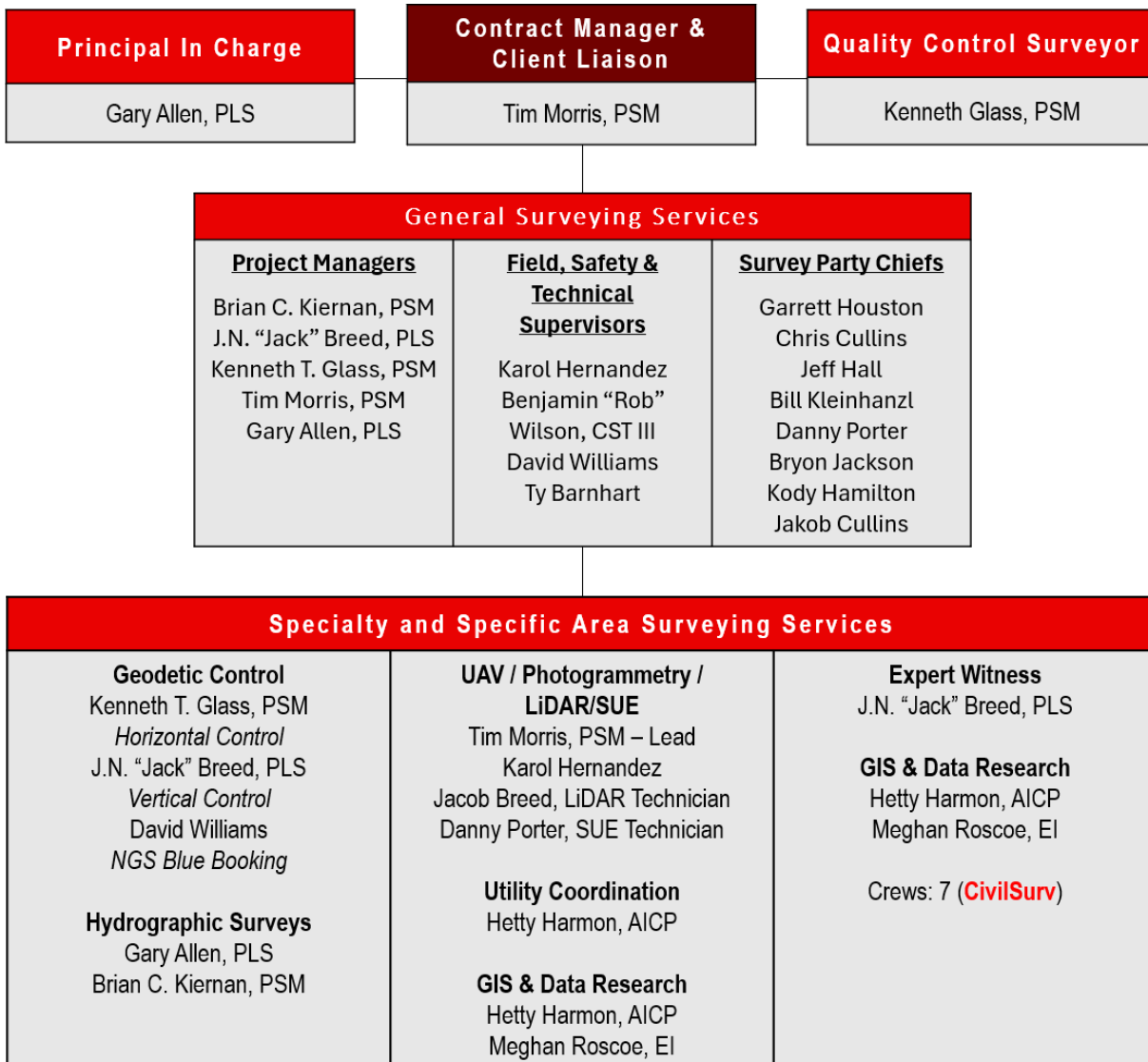


Unique Awards

Our work on complex Public Works projects has been recognized for excellence with two recent awards in the prior year:

- ASCE Project of the Year 2022 – Lakeland Park Drive Extension
- APWA Consultant of the Year 2021 (awarded 3/2/22)
- F.E.S. Project of the Year, Lake Parker Outfall Immediate Maintenance Project
- A.S.C.E. Project of the Year, US17 / Circle Drive Streetscapes
- A.S.C.E. Project of the Year, Griffin Road Stormwater Treatment System
- A.S.C.E. Project of the Year, Joker Marchant Stadium Renovations (Detroit Tigers Spring Training Stadium)
- APWA Project of the Year, Parker Street Beautification.
- Diversity Award and Safety Award, Avetta 2023

Our contract management plan is a proven system that will provide an experienced professional resource capable of delivering multiple projects of varying sizes, on time and within budget. Long-term relationships, like the decades of service we have in the area, require a focused commitment. Every project has its challenges; but with dozens of completed area projects, we trust that our **COMMITMENT** to the Region is firmly established. Projects create problems, and we dedicate our efforts to solving problems. *CivilSurv will not be using subcontractors in pursuance of this contract.*



Mr. Glass is a multi-faceted surveying and mapping professional with over 38 years of experience. He has been responsible for managing a team of eight field crews and seven office staff. His expertise includes providing all aspects of survey services required for a wide range of transportation projects. He has been responsible for the production of Florida Department of Transportation Design and Right-of-Way Mapping Surveys for minor design projects such as sidewalk and trails to major interstate design projects. Mr. Glass has experience producing survey products required for multiple types of municipal projects for utility infrastructure expansion, roadway, drainage and building design. In addition to design survey projects, he and his team have completed both Southwest and South Florida Water Management District projects. His team provides subsurface utility exploration services and uses the latest equipment and techniques including terrestrial LiDAR, UAS Mapping to efficiently complete survey and mapping projects.

Project Experience

Surveyor of Record | West Landover Sidewalk | Hernando County Board of County Commissioners | Spring Hill, Florida | 2021 | \$39,222: This project involved the design of 1.2 miles of new sidewalk along Landover Boulevard from Northcliffe Road to Elgin Boulevard. The County contracted with CivilSurv to complete the design survey utilizing UAS (drone) and photogrammetric mapping methods. CivilSurv's survey deliverable was used by the County's Engineering Department as the basis for design of the new sidewalk.

Surveyor of Record | Old Northeast Infrastructure | City of St. Petersburg | St. Petersburg, Florida | 2021 to Present | \$340,360: This project is for the design and upgrading of the water service and improving the drainage system in the area. Much of the existing infrastructure in this area dates back to the early 1900s. Due to its age and other considerations, the existing infrastructure is antiquated and in need of replacement. CivilSurv established the horizontal and vertical control, collected topographic and storm sewer information, and recovered the existing right of way. The survey will be used as the basis for design of infrastructure improvements.

Surveyor of Record | Five Points Roundabout | City of Lakeland | Lakeland, Florida | 2022 to Present | \$21,556: This project involved the design of a new roundabout at the intersection of Lake Beulah Drive, Sloan Avenue, and West Main Street in Lakeland, Florida. The project will serve as a gateway to the City's Downtown West area and improve access to Bonnet Springs Park. CivilSurv's responsibilities for the project included SUE Level A utility locates.

Surveyor of Record | 2nd Street SW Complete Streets Project | City of Winter Haven | Winter Haven, Florida | 2022 | \$8,500: This project involved designing the subject corridor in downtown Winter Haven as a Complete Streets project. CivilSurv supported this project as a subconsultant to Kimley-Horn and Associates, providing topographic survey data collection using terrestrial LiDAR scanning methods.

Surveyor of Record | Tyler Street Stormwater Improvements | City of Plant City | Plant City, Florida | 2022 | \$16,500: This CDBG funded project involved the design of new sidewalks and stormwater improvements in three areas of Plant City: West Spencer Street; West Warren Street; and Dr. Martin Luther King Jr. Boulevard. As a subconsultant to Patel, Greene and Associates, CivilSurv provided 3D survey data, alignments and exiting right of ways to serve as the basis for infrastructure improvement construction plans.

Surveyor of Record | Memorial Drive Multi-Use Trail | Highlands County Board of County Commissioners | Sebring, Florida | 2020 to Present | \$150,000: This project involved the design of 1.4-miles of a new 8-foot-wide multi-use trail within the existing Memorial Drive right of way. The multi-use trail connects with an existing multi-use trail at Pompano Drive and existing sidewalk at Sebring Parkway. The drainage system design concept for the project involved the utilization of existing drainage infrastructure, where possible. This innovative approach required the use of multiple typical cross sections throughout the project and resulted in significant reductions to the overall project costs. The project was performed under a Local Agency Program (LAP) project agreement between FDOT and Highlands County.



Expertise

- Surveying & Mapping
- Project Management

Education

- BS / Surveying & Mapping / University of Florida / With Honors

Licenses /

Certifications

- Professional Surveyor & Mapper FL# LS5713

Affiliations

- FL Surveying & Mapping Society (President, 2012-2013, President Elect 2011-2012, Treasurer 2008-2010)
- Ridge Chapter of the Florida Surveying & Mapping Society (President, 2001-2002, Vice President 2000-2001)
- Former member of the FDOT Survey Technical Advisory Committee

Mr. Allen has practiced land surveying for over 40 years and has participated in every aspect of the profession. He has both field and office survey experience and has acted in the role of Project Surveyor for the past 33 years. His Project Surveyor experience includes an extensive list of clients and duties. Mr. Allen has completed platting projects for CivilSurV's land development partners, FDOT Design, Right of Way Control Surveys and Mapping Projects, FDEP Florida Forever acquisitions, Water Management District projects and numerous County and Municipal clients. He has even filled the role of County Surveyor due to county staffing deficiencies.

Project Experience

Consultant County Surveyor | Misc. Development Review | Manatee County Board of County Commissioners | Manatee County, Florida | 2021 to 2022 | \$72,000: Mr. Allen performed the duties of County Surveyor reviewing subdivision plats while the County Surveyor position was vacant. He reviewed numerous plats of various size for compliance with FS 177 and County Code.

Project Manager | District Continuing Surveying and Mapping Services Contract | FDOT District Seven | 2016 to Present | \$5,000,000: Mr. Allen has been the survey project manager for various tasks on these contracts that are primarily transportation related. He has been involved in the historic alignment retracements, design and right of way control surveys.

Consultant County Surveyor | Misc. Development Review Applications | Polk County Board of County Commissioners | Polk County, Florida | 2020 to 2021 | \$80,000: Mr. Allen has performed the duties of County Surveyor primarily reviewing subdivision plats while the County Surveyor position was vacant. He reviewed over 40 plats varying in size from 4 lots to over 200 lots for compliance with FS 177 and County Code.

Project Manager | District Wide Survey and Right of Way Mapping | FDOT District One | 1993 to Present | \$1.5 million: Mr. Allen has been the survey project manager for various tasks on these contracts that are primarily transportation related. He has been involved in the historic alignment retracements, design and right of way control surveys.

Project Manager | Surveying and Mapping Continuing Services | Polk County Board of County Commissioners | Polk County, Florida | 1990 to Present: Mr. Allen has been the survey project manager for various different projects to support Polk Counties Operations. These have included drainage surveys, roadway design, land fill construction and upgrades, Polk County Jail improvements and utility projects. He is also temporarily serving as County Surveyor and is presently reviewing all plats for the County.

Project Surveyor | North River Road Right of Way Mapping | Sarasota County Board of County Commissioners | Sarasota County, Florida | 2020 | \$282,252: Mr. Allen performed Project Surveyor duties for this Right of Way Mapping project for Sarasota County. The total length of the project was 5.5 miles starting at US 41 and ending at Venice Avenue and had 26 parcels. Since North River Road was being transferred to FDOT as a design-build construction project, the maps had to be produced in 3 months. The CivilSurV team met the challenge.

Project Manager | Don Emerson Drive Roundabout | City of Lakeland | Lakeland, Florida | 2020 | \$69,250: Mr. Allen managed the Design Surveying and Right-of-Way Mapping effort for this project in the City of Lakeland. The project involves the design of a new roundabout at the entrance to the entrance of the Publix Headquarters on SR 572. The LAP project was completed as a sub-consultant to Patel, Greene and Associates

Project Surveyor | SR 572 (Drane Field Road) at Waring Road Roundabout | FDOT District One | Lakeland, Florida | - Ongoing | \$94,366: This project is underway and involves the design of a new roundabout at the congested intersection in Lakeland. CivilSurV and Mr. Allen are performing the design, control survey and right of way mapping as a sub-consultant to RK&K.



Licenses / Certifications

- Professional Surveyor & Mapper
FL# LS4756
Issued: 2/13/1990

Expertise

- Platting and Plat Review
- ALTA/NSPS Land Title Surveys
- Boundary, Topographic, As-built (Record) and Jurisdictional Surveys
- Preparation of Legal Descriptions
- Project Management

Affiliations

Florida Surveying and Mapping Society Ridge chapter

Mr. Morris has over 23 years of experience surveying, 20 years in responsible charge of accuracy and completeness of boundary surveys, A.L.T.A./A.C.S.M. surveys, topographic surveys, jurisdictional wetland delineation surveys, construction staking / layouts, as-built surveys, record platting, bridge deformation monitoring, Florida Department of Transportation right of way control surveys, right of way maps, and design surveys. He currently is charged with the operation of our Subsurface Utility Services, and Unmanned Aerial Systems mapping including the project planning and production of deliverables.

Project Experience

Project Surveyor | Misc. Drainage Improvements | City of Plant City | Plant City, Florida | 2022 | \$101,391: This project involved drainage system analysis at several locations throughout the City. Oversaw the establishment of control at multiple sites & performed topographic mapping in support of the engineering analysis.

Project Surveyor | Webster Turn Drive Reconstruction & Rehabilitation | Sebring Airport Authority | Sebring, Florida | 2021 to Present | \$132,546: This project involved the design for reconstruction and, in certain areas, repair of existing pavement along the 0.7-mile 2-lane rural roadway section within the airport district. Existing stormwater pipes crossing under Webster Turn Drive were evaluated for rehabilitation or replacement needs. Services included utility coordination, SWFWMD Environmental Resource Permit modification, and bid phase assistance.

Project Surveyor | West Landover Sidewalk | Hernando County Board of County Commissioners | Spring Hill, Florida | 2021 | \$39,222: This project involved the design of 1.2 miles of new sidewalk along Landover Boulevard from Northcliffe Road to Elgin Boulevard. The County contracted with CivilSurv to complete the design survey utilizing UAS (drone) and photogrammetric mapping methods. CivilSurv's survey deliverable was used by the County's Engineering Department as the basis for design of the new sidewalk.

Project Surveyor | Old Northeast Infrastructure | City of St. Petersburg | St. Petersburg, Florida | 2021 to Present | \$340,360: This project is for the design and upgrading of the water service and improving the drainage system in the area. Much of the existing infrastructure in this area dates back to the early 1900s. Due to its age and other considerations, the existing infrastructure is antiquated and in need of replacement. CivilSurv established the horizontal and vertical control, collected topographic and storm sewer information, and recovered the existing right of way. The survey will be used as the basis for design of infrastructure improvements.

Project Surveyor | 2nd Street SW Complete Streets Project | City of Winter Haven | Winter Haven, Florida | 2022 | \$8,500: This project involved designing the subject corridor in downtown Winter Haven as a Complete Streets project. CivilSurv supported this project as a subconsultant to Kimley-Horn and Associates, providing topographic survey data collection using terrestrial LiDAR scanning methods. Responsibilities included management of survey data collection and mapping of the exiting right of way.

Project Surveyor | SR 572 (Drane Field Road) at Don Emerson Drive Roundabout | City of Lakeland/PGA | Polk County, Florida | 2020 | \$89,000: Purpose of project was for the design of roundabout. Update the existing SR 572 Design Survey complete by us for FDOT District One in 2016 for FP 438013-1 to provide coverage need for the roundabout design. The scope of this work included updating baseline reference points, recovering and/or replacing project control points and benchmarks as needed to provide a FDOT District One compliant design survey, locate any jurisdictional lines flagged and up to 15 geo-tech investigation points completed by others. Provide Subsurface Utility Investigations Levels A, B, C and D and Utility Coordination Services along with utility constructability reviews. Provide right of way mapping services necessary to support the right of way acquisition.



Expertise

- LiDAR
- Subsurface Utility Engineering
- Mapping with Unmanned Aerial Systems
- Project Management

Education

- BS / Geomatics / University of Florida / With Honors
- AA / Engineering / Hillsborough Community College, / With Honors

Licenses /

Certifications

- Professional Surveyor & Mapper FL# LST7261 Issued: 9/25/2019
- Mapping with Small Unmanned Aerial Systems Certificate University of Florida
- FAA Remote Pilot #4223793

Affiliations

- Florida Surveying and Mapping Society
- Ridge Chapter of the Florida Surveying & Mapping Society Vice President 2023

Mr. Kiernan is a proven Surveyor and Mapper with over 40 years of experience. He has coordinated with both private and public sectors in preparing boundary surveys, topographic surveys, plat preparation for recordation, ALTA/ACSM surveys, rights of way mapping, route surveys, jurisdictional boundary surveys, as-built surveys, legal descriptions and easement preparation.

Mr. Kiernan possesses thorough knowledge of principles, practices and procedures of Land Surveying relating to the minimum technical standards, Florida Administrative Code. His superb skills make him proficient at prioritizing and planning work activities; using time efficiently; setting goals and objectives; organizing and scheduling team members and their tasks.

Project Experience

Project Surveyor | Surfside, North Hutchinson Island Drainage Study | Kimley-Horn | St. Lucie County, Florida | 2022 | \$23,750: Post processed field data and prepared a Topographic Route Survey along roadways within Surfside Subdivision for the design and installation of new drainage system.

Project Surveyor | 34th Avenue Drainage Study | Kimley-Horn | Vero Beach, Indian River County, Florida | 2022 | \$9,975: Prepared a Topographic Route Survey along existing drainage canal at rear of residential lots along 34th Avenue for the design and installation of new drainage system.

Project Surveyor | Palmetto Flats | Environmental land Development, Inc. | St. Lucie County, Florida | 2021 | \$28,342.50: Prepared a multi-lot subdivision within the state and local guidelines suitable for approval and recordation by St. Lucie County Board of County Commissioners.

Project Surveyor | Miscellaneous Projects | Jacquin & Sons, Building Contractors | St. Lucie County, Florida | 2021 | \$31,412.50: Prepared initial Boundary and Topographic survey for engineering design of commercial sites. Provided Construction staking, As-Built Surveys and prepared Easement documents for the appropriate agencies.

Project Surveyor | Misc. Surveying Services | Ahrens Companies | Port St. Lucie, Florida | 2020 | \$25,900: Provided Construction staking, As-Built Surveys and prepared Easement documents for the Port St. Lucie Priveville Water Treatment plant additions.

Project Surveyor | Salerno Road Sidewalk Improvements | Martin County Board of County Commissioners | Martin County, Florida | 2020 | \$13,850: Post processed field data and prepared a Topographic Route Survey of approximately 1 mile of right-of-way improvements along Southeast Salerno Road for the design and installation of public sidewalks.

Project Surveyor | Treasure Coast Research and Education Park – Core Campus Re-Plat | St. Lucie County Board of County Commissioners | Fort Pierce, Florida | 2019 | \$16,195: This site was collectively created by the County and the University of Florida as an agriculturally-and-biotechnologically-focused research park and is anchored by the USDA's 170,000-sf Horticultural Research Laboratory and the 90,000-sf UF Institute of Food and Agricultural Sciences' Research and Education Center. The site consists of 356-acres with plans for future expansion to over 1,000-acres. Responsibilities includes preparation re-plat of the County property together with the accompanying boundary survey.

Project Surveyor | Port Salerno-New Monrovia Topographic Survey, Neighborhood Water and Sanitary Sewer, Drainage / Road Improvements Program | Martin County Board of County Commissioners | Martin County, Florida | 2019 | \$161,900: Prepared a topographic survey of approximately 13.5 miles of residential roadway right-of-way, including the finished floor elevations of the adjacent homes.



Expertise

- Boundary and Topographic Surveying
- Platting
- Construction Surveying
- Project Management

Education

- Indian River State College

Licenses / Certifications

- Professional Surveyor & Mapper
FL# LS6101 Issued 7/11/2000

Affiliations

- Indian River Chapter of the Florida Surveying & Mapping Society
- Greater Palm Beach JDRF (Juvenile Diabetes Research Foundation) Walk Committee

Mr. Wilson has been in the land survey profession for over 35 years. His past experiences include right of way monumentation, control surveys, construction surveys, route surveys and design surveys. He also is experienced in supervisory and management skills in field surveying and is highly trained in the processing of survey computer data including FDOT’s Electronic Field Book (EFB) Data collection, FDOT Connect for OpenRoad Designer, FDOT SS10, Microstation, TopoDot, Geopak, and AutoCAD Civil 3D. Mr. Wilson uses these software packages to produce 3D Models that are the basis for engineering design for a variety of clients.



Project Experience

Survey Technician | District Continuing Surveying and Mapping Services Contract | FDOT District Seven | 2016 to Present | \$5,000,000: Mr. Wilson has served as the lead survey technician for this contract which had 18 task work orders. He has used his experience to produce detailed 3D Models of the existing roadways for transportation to District Standards using FDOT Connect and SS10 software. He also created jurisdictional wetland maps that were required for a US301 project that crossed the flood plain of the Hillsborough River.

Survey Technician/Plats Review | City of Indian Rocks Beach-Continuing Services Contract | City of Indian Rocks Beach | Indian Rocks Beach, Florida | 2010 to Present: Mr. Wilson has performed the duties of lead survey technician for a number of projects for the City. He has aided in the review of various plats and other permit related documents for this beachfront city in Pinellas County.

Survey Technician | City of Lake Wales Continuing Services Contract | City of Lake Wales | Lake Wales, Florida | 2010 to Present: Mr. Wilson has performed survey technician duties for a variety of tasks for the City located in Polk County Florida. These have included boundary surveys, elevation certificates, design surveys and right of way staking.

Survey Technician | District Wide Survey and Right of Way Mapping | FDOT District One | 1993 to Present | \$1.5 Million: Mr. Wilson has served as the lead survey technician for this contract for over 10 years. He has used his experience to produce nearly 100 roadway design surveys, control surveys and other transportation related surveys to the District Standards using FDOT Connect and SS10 software.

Survey Technician | Surveying and Mapping Continuing Services Contract | Polk County Board of County Commissioners | 1990 to Present: Mr. Wilson has been the survey technician for various different projects to support Polk Counties Operations. These have included drainage surveys, roadway design, land fill construction and upgrades, Polk County Jail improvements and utility projects. He has also aided plat reviews assisting the County Surveyor when there have been vacant positions.

Survey and Mapping Technician | City of Winter Haven-Avenue K Sidewalk from South Lake Silver Drive to Martha Drive | City of Winter Haven | Winter Haven, Florida | 2020 | \$14,340: Mr. Wilson was the lead survey and mapping technician for this major project that involved the design of half a mile of new sidewalk along Avenue K NE in Winter Haven. The sidewalk project was required to connect the Winter Haven campus of Polk Community College to the sidewalks around Lake Silver. The project was completed as a sub-consultant to Kimley-Horn and Associates. Mr. Wilson managed the survey data collection, mapping of the exiting right of way, sub-surface utility locates and designates along with production of the required utility easement legal descriptions.

Project Manager | Don Emerson Drive Roundabout | City of Lakeland | Lakeland, Florida | 2020 | \$69,250: Mr. Wilson managed the Design Surveying and Right-of-Way Mapping effort for this project in the City of Lakeland. The project involves the design of a new roundabout at the entrance to the entrance of the Publix Headquarters on SR 572. The LAP project was completed as a sub-consultant to Patel, Greene and Associates.

Survey Technician | SR 33 (Lakeland Hills Blvd.) from Parkview Place to Granada Street | FDOT District One | Polk County, Florida | 2018 | \$105,723: Mr. Wilson was the lead survey technician for this project as a sub-consultant to Patel, Greene and Associates. The project was needed to improve the roadway and drainage systems through the urban section of Lakeland. CivilSurv was responsible for the design survey. All work was performed to District One standards.

Expertise

- Project Management
- Data Processing

Education

- AA / Liberal Arts / Polk State College

Licenses / Certifications

- Certified Survey Technician

Training

- FDOT Electronic Field Book (EFB) training
- Geopak Survey Training

SECTION 4: FIRM REFERENCES, PREVIOUS WORK



Lakeland Park Connector – Carpenters Way to Lakeland Park Drive

Contact Person: Greg James, Assistant Public Works Director
Location: Lakeland, FL
Phone: 863-834-6040
Client Name: City of Lakeland
Consultant Cost: \$677,369

Change Orders: Yes; additional funds for lighting plan design
Const. Changes: None
Email: greg.james@lakelandgov.net
Start / End Dates: 2014/2019 (December 2022 construction)

Project Description:

This project provides for a new road connecting Carpenters Way to Lakeland Park Drive in north Lakeland. The length of the road is 0.42 miles mostly through wetlands. The project tasks included survey, roadway and lighting design, utility coordination, and permitting through the Southwest Florida Water Management District and the Army Corps of Engineers.

The CivilSurv Surveying and Mapping team provided the design survey services, along with control survey maps of the adjacent parcels. The control survey was then converted to a right-of-way map that showed the parcel takings. Included in the right of way mapping was the creation of the taking parcel legal descriptions.

Project Survey Team: Ken Glass, PSM, Gary Allen, PLS, David Williams, Rob Wilson, Jack Breed, PLS, Jeff Hall, Bill Kleinhanzl, Danny Porter, Hetty Harmon, AICP



SECTION 4: FIRM REFERENCES, PREVIOUS WORK



Drane Field Road Roundabout Design Survey & Right-of-Way Mapping

Contact Person: Greg James
Location: SR572 (Drane Field Road) at Don Emerson Drive, Lakeland, FL
Phone: 863-834-6000
Email: greg.james@lakelandgov.net
Start / End Dates: October 2020/October 2020

Client Name: City of Lakeland
Consultant Cost: \$89,110
Change Orders: None
Const. Changes: None

Project Description:

This project was completed to create a roundabout at the intersection of Drane Field Road and Don Emerson Drive which is the entrance to the Publix Headquarters in Lakeland. CivilSurv completed the necessary field and office work to prepare the design survey work which included horizontal and vertical control, jurisdictional surveys and location of existing features. Since right of way acquisition was required, CivilSurv completed a Control Survey to determine the locations of the existing properties. Once the design team determined the right of way requirements, CivilSurv created the right of way maps and legal descriptions. Since this was an LAP funded project, the work was completed to FDOT standards. The project is currently under construction.

The current construction estimate is \$1,805,327, which will be funded by FDOT. The City of Lakeland is funding the design through a professional services agreement with Patel, Greene & Associates, LLC for a not to exceed the amount of \$538,425.82. Construction is currently estimated at 235 days not inclusive of weather delays or holidays. The single-lane roundabout project is designed to improve traffic flow at the intersection, improve drainage, and improve safety. The project will feature increased highway lighting and landscaping.



Project Survey Team: Ken Glass, PSM, Tim Morris, PSM, Gary Allen, PLS, David Williams, Rob Wilson, Jack Breed, PLS, Bryon Jackson, Jeff Hall, Bill Kleinhanzl, Danny Porter, Hetty Harmon, AICP

SECTION 5: SUBCONSULTANTS & EXPERIENCE



CivilSurv Design Group, Inc. stands as a comprehensive and expert entity in the world of surveying & mapping. Through our skilled and dedicated team, we have the capacity to independently fulfill all facets of this contract's scope of services. We possess an in-house team of experts who excel in various domains. Our seamless collaboration, leading-edge technology, and expansive knowledge enable us to address every facet of the project internally, ensuring precision, efficiency, and a streamlined workflow from start to finish. **Though we are not using subconsultants, CivilSurv is making strategic use of this dedicated section to utilize page limitations. By allocating this section, we aim to present essential information concisely while effectively conveying our capabilities, experience, and understanding of the contract's needs.**

First, we must mention the very purpose of CivilSurv. This firm was created by the assembling of proven industry professionals with a passion for Public Infrastructure. Unlike most Surveying and Mapping firms, we do not come to the table with the conflicts of serving both the Public Sectors and the Private Sectors. We are focused on projects exactly like this Haines City contract. The CivilSurv Team has served every local, state, and federal agency for similar services and our Team's client list includes the Army Corps of Engineers, Florida Department of Environmental Protection, the Florida Department of Transportation, Florida's Water Management Districts, and numerous City and County Agencies. We have completed thousands of survey assignments in the last 13 years as CivilSurv.

CivilSurv is committed to serving in a cost-effective manner. Technology has greatly enhanced our tool-box and we embrace new methods of data capture that increase efficiency, safety, and accuracy. We strive to understand the entire project scope and tailor our services accordingly. Our goal is to be **nimble, responsive, and cost-effective**. Our corporate experience working for various agencies makes us aware of schedule and budgetary constraints. We are committed to establishing appropriate work plans, delivering quality products on time, and within the budget. We provide rapid response to all project concerns in order to minimize client difficulties which, in turn, maximizes client satisfaction with our services.

CivilSurv Design Group, Inc. provides a diverse array of services which entail the production of a multitude of products. All work products and processes are to be reviewed under the QA/QC program, including Contract Documents, Technical Specifications, Equipment Calibration, Survey Project Research and Field Reconnaissance, Horizontal and Vertical Control, Control Adjustment and Evaluation, Survey Field Data Collection, Data Processing, Survey Analysis and Resolution, Final Drawings and Reports, Permit Documents, and Project Close-Out.

Since this is a Master Services Contract, a variety of survey tasks may be assigned. The following is a brief approach to the various surveys outlined in the scope of services, along with our data capture and processing procedures:

Boundary Surveys - Resolution of complex title issues require an orderly, thorough approach and careful documentation. Any conflicts ultimately end up in court, and we use a methodical approach that recognizes the importance of both relevant and admissible evidence with sound procedures. As the titles of our Industry-Standard texts prove, the key to Boundary work is EVIDENCE and PROCEDURES. Our professionals understand and distinguish between all forms of evidence to establish lines of title by analysis and comparison of Descriptive Calls, Monumentation, Measurements, and Occupation by use, Occupation by construction, and Lines of Title of Adjoiners.

Right-of-Way Surveys - Once the right-of-way requirements are decided, ownership and encumbrance reports are ordered for the affected parcels. Closures are printed for each take and parent tract and then compared against the controlling R/W maps to ensure closure. Real property descriptions are compared to the maps to ensure all dimensions are included. The maps and descriptions go through a thorough review, including our QA/QC checklist, before submittal. Our Quality Assurance Surveyor reviews the entire process to ensure all quality control procedures are being followed.

SECTION 5: SUBCONSULTANTS & EXPERIENCE



Horizontal and Vertical Geodetic Control Surveys - We utilize Trimble Global Positioning System (GPS) equipment to establish state plane coordinates on Primary Network Control stations. Surveys will implement static GPS methods utilizing first order control points from the National Geodetic Survey database or other existing acceptable control. Trimble Geomatics Office software is used to process the observed baselines and the final network adjustment is completed using VECTOR GPS network adjustment software. A signed and sealed network map that shows the independent vectors, station locations on a location map, and a listing of the final coordinates will be created, along with station location sheets. Secondary Network Control will be established from the established Primary stations using traditional second or third order traverse methods or by GPS, Real Time Kinematic, or Fast Static methods. The City's standards and deliverables are adhered to for these submittals. For Vertical Control work, we use a Topcon 2nd Order digital level to complete vertical survey observations and TDS software is used to do the adjustment of the level lines. Once the adjustment is completed, a Benchmark form with location sketch will be completed for each mark.



Canal, Mining, Solid Waste, and Levee Projects

– As a phosphate mining consultant for over 13 years, we have a superior resume in canals, dams, levees, and other similar earthworks projects. Our Team understands the difference between maintenance surveys, design surveys, and permit compliance work, thus we have no learning curve in serving the City. With our vast resume of completed projects and with our comprehensive safety program, we set the standard for the industry.

Topographic Surveys – Our field survey data is collected using Trimble/TDS Data collection software and/or FDOT's Electronic Field Book computer program. The data is collected in segments containing a week of work. Once the segment data is processed, Civil 3D, CAiCE, or Geopak software is used to edit the survey line and point data and to create a baseline of survey. We then develop a Digital Terrain Model (DTM) using any one of these software platforms. Hard copy plots of the data are then given to a field crew supervisor to complete a field review and assure data is not missing, along with checking drainage pipe sizes and other critical project details.

Hydrographic Surveys – Technology has revolutionized our approach to bathymetric mapping. With 4 different vessels ranging from a simple skiff to an Airboat or an offshore vessel, we have the in-house resources to reach every City site.

Construction Layout Surveys – This is the highest liability area for the Professional Surveyor and our Approach is three-fold: 1) PROCEDURES. 2) PROCEDURES, and 3) PROCEDURES. Our Director of Surveying has a 3-decade career in complex construction surveying ranging from towering beachfront condominiums to detailed dam construction and complex mining applications. Our zeal for correct procedures and documentation assures the City of the quality of our services.

Quantity & Solid Waste Working Face Surveys – The key to providing quantity surveys is safety, as these projects typically occur in an active construction work zone. We have worked major earthworks sites for many years and have a considerable resume of completed projects throughout the State of Florida. With our thorough understanding of County operations and processes, we have no learning curve. Our comprehensive safety program sets the standard for our industry. Of particular note is our detailed experience working with “working face” mapping in solid waste disposal facilities, which is one of the most

SECTION 5: SUBCONSULTANTS & EXPERIENCE



difficult quantity surveys to perform. With weekly safety meetings and regular briefings, we endeavor to maintain the safety of our personnel and our work zone. Our survey personnel have FDOT MOT training, Mining MSHA training, CSX Rail Corridor Safety Training, OSHA confined Space Entry and Red Cross First Aid certifications.

Wetlands Survey – Technology has revolutionized our approach to data capture, and we have particular expertise in wetlands identification and species mapping. One of the critical components of this type of work is mobility. With four-wheel drive vehicles, ATVs, a UTV, and 4 different vessels, we have the in-house resources to reach every project site in the most cost-effective manner.

Tree Survey – The CivilSurv Team has a superior resume for tree surveys. One of our surveyors is also an adjunct professor in the School of Forest Resources and Conservation at the University of Florida. Our Team understands the difference between inventory/mapping surveys, design surveys, and permit compliance work.

Utility (SUE) Surveys – The CivilSurv Design Group Team has extensive experience in Surveying and Mapping services for various utilities. Our SUE team uses the latest electro-detection, GPR, and vacuum extraction equipment. We have completed a number of utility surveys. Recently, we have been working on the SUE locates on the West Pipkin Road Roadway for the City of Lakeland.

As-Built Surveys - As we are also an Engineering and CEI firm, our field personnel are uniquely trained in the importance of mapping completed construction elements for analysis and permit compliance. We strive to meet the needs of project designers and review agencies, avoiding the “it’s just a topo” approach that many surveyors take.

Professional Surveying and Mapping Review Services – Under contracts with various local municipalities, we have a proven track record of THOUSANDS of hours of PSM Review. For Polk County, we served for many years as their Development Review Consultant and provided complete planning, engineering, and surveying agency review services on behalf of the County. For several small communities and currently with Polk County, we have served as Consultant Surveyors for Plat reviews. For the Florida Department of Transportation, we have provided R/W Mapping Peer Reviews for many transportation R/W mapping projects.

Aerial Photogrammetry – We can provide LiDAR, Digital Mapping, Digital Orthophotos, Quantities and more as a faster economical solution to traditional plane/helicopter-based photogrammetry.

As Contract Manager, **Kenneth Glass, PSM** is responsible for ensuring the availability of human resources to provide high-quality services, maintain assignment schedules, control costs, perform job cost accounting, and to develop effective and responsive channels of communication with and between the City and the Team.

For each assignment, Mr. Glass will: 1) Identify the Department’s overall project objective and develop a thorough understanding of the scope; 2) Build project advocacy with the Team by holding internal project meetings to ensure that Team members understand the scope, budget, and schedule requirements; 3) Initiate project documentation procedures, job cost accounting, and project schedule tracking; 4) Coordinate regularly with staff and the Department regarding the status of each assigned task; 5) Implement QA/QC reviews; 6) Submit quality deliverables on time and within budget. Mr. Morris will maintain a constant direct line of communication with the Department’s representative and will supply written status reports on regular agreed upon basis.

Mr. Glass will be the designated point of contact and will handle all coordination with our technical staff, quality control staff, other governmental agencies, utility companies, and permitting agencies. Communication should and will flow freely between all parties involved; however, our contract manager will be kept informed of all communications via email, telephone, minutes of meetings, etc. and will be responsible in keeping a well-updated and organized project file.

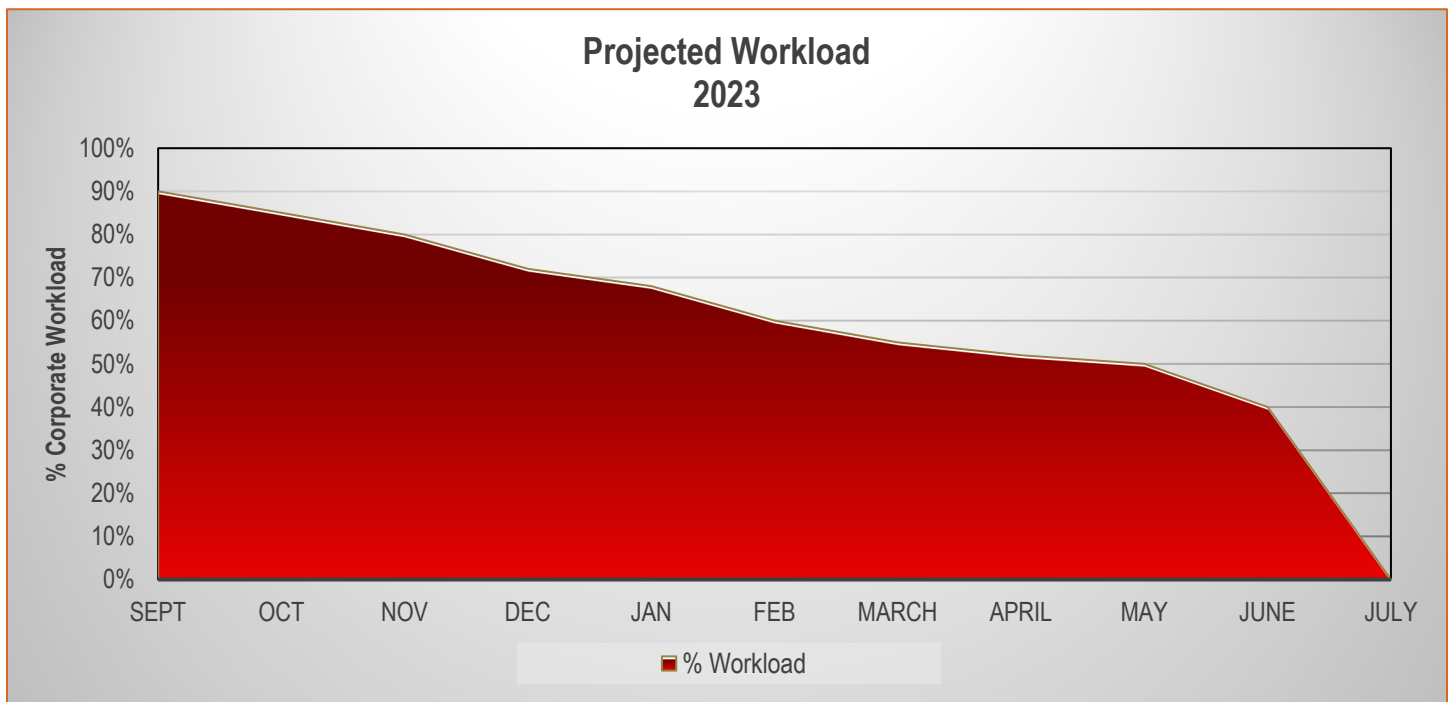
SECTION 6: CURRENT & FUTURE WORKLOAD



CURRENT AND PROJECTED WORKLOAD

We are a firm committed to the timely and cost-efficient delivery of services. We have maintained a solid, multi-discipline workforce. Our endurance is due to our ability to obtain repeat business from our satisfied, long-term clients. Nevertheless, our workload for the foreseeable future in 2023 and forward is strong but with a staff building to meet the challenges. We are well positioned to commit the staff needed to complete projects assigned under this contract.

We are accustomed to supporting the work environment that this contract demands, and have developed several management techniques to ensure staff availability, quality, and timeliness of the work products, particularly as they relate to managing work overloads to prevent delays. For each project to be successful, it must be properly defined and organized, and staffed with qualified personnel. It also must be properly scheduled and budgeted with sufficient hours and time to complete the required tasks, especially QA/QC reviews. Our Team's Project Execution Plan will clearly establish and define the scope, productions goals, schedule, tasks, budget, project staff and any task-specific QA/QC or health and safety requirements necessary for project development and execution of each assignment.



WORKLOAD AND SCHEDULE MANAGEMENT

At CivilSurv, we manage our long and short-term workload fluctuations through a policy of companywide resource/personnel sharing. CivilSurv is one of the largest and most respected consulting firms in the local area, and we will commit the necessary resources to successfully complete any tasks assigned to us under this contract. All personnel discussed in the proposal are available for work under this contract.

We typically manage dozens of ongoing projects throughout the State. At CivilSurv, we are accustomed to supporting the work environment that this contract demands, and have developed several management techniques to ensure staff availability, quality, and timeliness of the work products, particularly as they relate to managing work overloads to prevent delays. These are summarized below.

SECTION 6: CURRENT & FUTURE WORKLOAD



Project Execution Plan: for a project to be successful, it must be properly defined and organized, and staffed with qualified personnel. It also must be properly scheduled and budgeted with sufficient hours and time to complete the required tasks, especially QA/QC reviews. CivilSurv prepares a Project Execution Plan to establish and define the scope, production goals, schedule, tasks, budget, project staff and any task-specific QA/QC or health and safety requirements necessary for project development and execution of the assignment.

Rapid Project Kickoff: Upon notice to proceed for a project or a task within a project, the CivilSurv Project manager immediately assembles the team and develops a critical path schedule. CivilSurv is accustomed to short-duration projects, and our project managers are experienced at rapid project kickoffs. The project manager asks the right questions and acquires the right information on Day 1 so there is not time lost at project start-up.

Comprehensive Range of Disciplines: Our in-house professionals have all areas of expertise needed for success of this contract. CivilSurv is a “one-stop shop” offering the entire range of services that may be required.

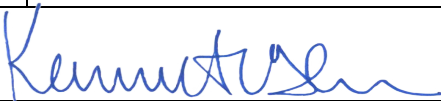
Depth of Resources: With nearly 40 professionals, CivilSurv has the depth of resources to augment the team as needed to meet project goals.

HAINES CITY CONTINUING SERVICE ENGAGEMENTS & STATUS

- Competition of Phase I, Mobility Fee Study - **COMPLETE**
- Land-Use Changes, LDR Updates, and Planning Website Updates - **COMPLETE**
- Clay Pit Road Boundary Surveys - **COMPLETE**
- CDBG Sewer Replacement & Roadway Reconstruction - **COMPLETE**
- Alta Vista School Crossing Modifications - **COMPLETE**
- US 17/92 2.5-Inch Steel Water Main Replacement - **COMPLETE**
- US 17/92 Force Main and Telecommunications Conduit - **COMPLETE**
- Public Works Master Plan - **COMPLETE**
- Johnson Avenue Road Project/Reconstruction - **COMPLETE**
- 20-Inch Water Main to Southern Dunes CEI Services - **COMPLETE**
- Polk City Road 20-Inch Water Main Easement and Extension - **COMPLETE**
- Crest Drive from 544 to Lake Breeze Drive, Right-of-Way Staking - **COMPLETE**
- Wastewater Treatment Plant Cost Benefit Analysis - **COMPLETE**

RFQ #23-04	Due Date & Time: September 12, 2023 @ 9:00 AM ET	Advertised Date: August 8, 2023
Purchasing Coordinator: Vickie Ramsier Phone: 863-421-9961 Email: vickie.ramsier@hainescity.com	Respond to: City of Haines City Attn: Finance 620 E. Main Street Haines City, FL 33844 Phone: (863) 421-3600	
Surveying Continuing Services Agreement		

Attachment B
Addendum Acknowledgment

Acknowledgment is hereby made of receipt of addenda issued during the solicitation period.	Addendum # <u> 1 </u> through # <u> 1 </u> Initial: KTG Date: 9/1/2023
Person Completing RFQ Document (Signature):	
Name (Printed): Kenneth T. Glass, PSM	Title: VP of Survey/Secretary

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**Attachment C Insurance
Requirements**

- A. The successful Bidder/Contractor shall not commence any work in connection with an agreement until it has obtained all of the following types of insurance and has provided proof of same to the CITY, in the form of a certificate prior to the start of any work, nor shall the successful Bidder/Contractor allow any subcontractor to commence work on its subcontract until all similar insurance required of the subcontractor has been so obtained and approved. All insurance policies shall be with insurers qualified and doing business in Florida.
- B. The successful Bidder/Contractor and/or subcontractor shall maintain the following types of insurance, with the respective limits:
1. BODILY INJURY LIABILITY
 - a. \$1,000,000 operations each claim per person
 - b. \$1,000,000 completed operations each claim per person;
 2. AUTOMOBILE PUBLIC LIABILITY
 - a. Bodily Injury:
 - i. \$1,000,000 each claim per person
 - ii. \$1,000,000 aggregate
 - b. Property Damage:
 - i. \$1,000,000 each claim per person
 - ii. \$1,000,000 aggregate;
 3. PROPERTY DAMAGE LIABILITY (other than automobile)
 - a. \$500,000 each claim per person
 - b. \$500,000 operations per claim
 - c. \$500,000 protective per claim (covering automobile)
 - d. \$500,000 contractual per claim;
 4. GENERAL LIABILITY - One Million Dollars (\$1,000,000) any single occurrence;
 5. AGGREGATE – Two Million Dollars (\$2,000,000);
 6. EXCESS COVERAGE – One Million Dollars (\$1,000,000);
 7. PROFESSIONAL LIABILITY – One Million Dollars (\$1,000,000);
 8. PRODUCT LIABILITY – Two Million Dollars (\$2,000,000); and,
 9. WORKER'S COMPENSATION – covering the statutory obligation for all persons engaged in the performance of the work required hereunder and Employers' Liability insurance with limits not less than \$1,000,000 per occurrence. Evidence of qualified self-insurance status will suffice for this subsection. In case any class of employees engaged in hazardous work under an agreement at the site of the project is not protected under the Worker's Compensation statute, the successful Bidder/Contractor shall provide, and cause each subcontractor to provide, adequate insurance, satisfactory to the CITY, for the protection of its employees not otherwise protected.

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Surveying Continuing Services Agreement		

- C. **Certificates of Insurance:** The successful Bidder/Contractor shall provide the CITY's Finance Department with a Certificate of Insurance evidencing such coverage for the duration of the awarded agreement. Said certificate shall be dated and show:
1. The name of the insured Bidder/Contractor,
 2. The specified job by name and job number,
 3. The name of the insurer,
 4. The number of the policy
 5. The effective date
 6. The termination date
 7. A statement that the insurer will mail notice to the CITY at least thirty (30) days prior to any material changes in the provisions or cancellation of the policy
- D. **City as Additional Insured:** The successful Bidder/Contractor shall name the CITY as an additional insured, to the extent of the service to be provided under the agreement, on all required insurance policies, and provide the CITY with proof of same.
- E. **Waiver of Subrogation:** The successful Respondent shall have a waiver of subrogation instead of listing the City as additionally insured for Workers' Compensation coverage.
- F. **Waiver:** Receipt of certificates or other documentation of insurance or policies or copies of policies by the CITY, or by any of its representatives, which indicates less coverage than is required, does not constitute a waiver of the successful Bidder's/Contractor's obligations to fulfill the insurance requirements specified herein.
- G. **Loss Deductible Clause:** The CITY shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the successful Bidder/Contractor and/or subcontractor providing such insurance.

Initials of Signatory: KTG

Date: 9/1/2023

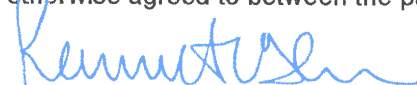
The City reserves the unilateral right to modify the insurance requirements set forth at any time during the process of solicitation or subsequent thereto.

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**Attachment D
Acceptance of Proposal Terms & Conditions**

I/we, the undersigned, do hereby accept in total all the terms and conditions stipulated and referenced in this RFQ Document and do hereby agree that if a contract is offered or negotiated it will abide by the terms and conditions presented in the RFQ document or as negotiated pursuant thereto. The signature(s) below are an acknowledgment of our full understanding and acceptance of all the terms and conditions set forth in this RFQ document or as otherwise agreed to between the parties in writing.


Contracting Party Signature

Kenneth T. Glass, PSM
Contracting Party Printed Name

VP of Survey/Secretary
Title

9/7/2023
Date

Mailing Address: 2525 Drane Field Road, Suite 7 Lakeland, FL 33811

Phone/Fax/E Mail Address: 863-646-4771 / 863-646-3378 / kglass@civilsurv.com

NOTARY:
STATE OF FLORIDA)
COUNTY OF POLK)

Sworn and Subscribed before me this 1st day of September, 20 23

Personally known: Yes

Or Produced Identification: _____

Notary Public - State of: FLORIDA Commission Expires: 8/15/2027



>>>Failure to submit this form may disqualify your response.<<<



Victoria Sarah Brady
Comm.: HH 424680
Expires: Aug. 15, 2027
Notary Public - State of Florida

RFQ #23-04	Due Date & Time: September 12, 2023 @ 9:00 AM ET	Advertised Date: August 8, 2023
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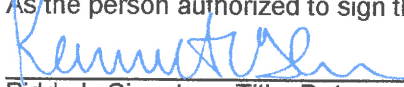
**Attachment E
Drug-Free Workplace Certification**

In case of tie bids, preference must be given to a Bidder submitting a certification with the bid response certifying that the Bidder has a drug-free workplace in accordance with section 287.087, Florida Statutes. The drug-free certification form below must be signed and returned with the bid.

In order to have a drug-free workplace program, a business shall:

- (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- (2) Inform employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- (3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in the first paragraph.
- (4) In the statement specified in the first paragraph, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- (5) Impose a sanction on, or require 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.
- (6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of the foregoing provisions.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.


 VP of Survey/Secretary | 9/1/2023
Bidder's Signature, Title, Date

STATE OF FLORIDA
COUNTY OF POLK

The foregoing instrument was executed before me this 1st day of September, 2023, by Kenneth T. Glass, PSM as VP of Survey/Secretary of CivilSurv Design Group, Inc., who personally swore or affirmed that he/she is authorized to execute this Agreement and thereby bind the Corporation, and **who is personally known to me** OR has produced _____ as identification.



Victoria Sarah Brady
Comm.: HH 424680
Expires: Aug. 15, 2027
Notary Public - State of Florida


NOTARY PUBLIC, State of Florida

(stamp)

**PLEASE COMPLETE AND SUBMIT WITH PROPOSAL
>>>>Failure to submit this form with your PROPOSAL may disqualify your response. <<<<**

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Phone: 863-421-9961 Email: vickie.ramsier@hainescity.com		
Surveying Continuing Services Agreement		

Attachment F

Conflict of Interest Statement

STATE OF FLORIDA)
COUNTY OF POLK)

Before me the undersigned authority personally appeared Kenneth T. Glass, PSM, who was duly sworn, deposes, and states:

- A. I am the VP of Survey/Treasurer of CivilSurv Design Group, Inc. with a local office in Lakeland, Florida and principal office in Lakeland, Florida.
- B. Said entity is submitting this proposal/offer to RFQ #23-04 Surveying Continuing Services Agreement.
- C. The AFFIANT has made diligent inquiry and provided the information in this statement affidavit based upon its full knowledge.
- D. The AFFIANT states that only one submittal for this solicitation has been submitted and tendered by the appropriate date and time and that said above stated entity has no financial interest in other entities submitting a proposal for the work contemplated hereby.
- E. Neither the AFFIANT nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion or collusion activity, or otherwise taken any action which in any way restrict or restraint the competitive nature of this solicitation including but not limited to the prior discussion of terms, conditions, pricing, or other offer parameters required by this solicitation.
- F. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise prohibited from participation in this solicitation or any contracting to follow thereafter by any government.
- G. Neither the entity nor its affiliates, nor anyone associated with them, have any potential conflict of interest because and due to any other clients, contracts, or property interests in this solicitation or the resulting project.
- H. I hereby also certify that no member of the entity's ownership or management or staff has a vested interest in any City Division, Department, or Office.
- I. I certify that no member of the entity's ownership or management is presently applying, actively seeking, or has been selected for an elected position within the City of Haines City government.
- J. In the event that a conflict of interest is identified in the provision of services, I, the undersigned will immediately notify the City in writing.

Dated this 1st day of September, 2023

Kenneth T. Glass
AFFIANT

Kenneth T. Glass, PSM
Typed Name of AFFIANT

Vice President of Survey/Secretary
Title

NOTARY:
STATE OF FLORIDA)
COUNTY OF POLK)



Victoria Sarah Brady
Comm.: HH 424680
Expires: Aug. 15, 2027
Notary Public - State of Florida

Sworn and Subscribed before me this 1st day of September, 2023

Personally known: Yes

Or Produced Identification: _____

Notary Public - State of: FLORIDA Commission Expires: 8/15/2027

Victoria Sarah Brady

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Surveying Continuing Services Agreement		

**Attachment G
PUBLIC ENTITY CRIMES**

SWORN STATEMENT UNDER SECTION 287.133(3) (a), FLORIDA STATUTES: THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal, ITN, or Contract Number RFQ #23-04 for Surveying Continuing Services Agreement.
2. This sworn statement is submitted by CivilSurv Design Group, Inc. whose business address is [Name of entity submitting sworn statement]
2525 Drane Field Road, Suite 7 Lakeland, FL 33811 and (if applicable) its Federal Employer Identification Number (FEIN) is 27-1816201 (if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____).
3. My name is Kenneth T. Glass, PSM and my relationship to the above is [Please print name of individual signing]
Vice President of Survey/Secretary.
4. I understand that a "public entity crime" as defined in section 287.133(l)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in section 287.133(l)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment 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.
6. I understand that "affiliate" as defined in section 287.133(l)(a), Florida Statutes, means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and 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.
7. I understand that a "person" as defined in section 287.133(l)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. [Please indicate which statement applies].

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

_____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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, AND **[Please indicate which additional statement applies]**.

RFQ #23-04	Due Date & Time: September 12, 2023 @ 9:00 AM ET	Advertised Date: August 8, 2023
Purchasing Coordinator: Vickie Ramsier Phone: 863-421-9961 Email: vickie.ramsier@hainescity.com	Respond to: City of Haines City Attn: Finance 620 E. Main Street Haines City, FL 33844 Phone: (863) 421-3600	
Surveying Continuing Services Agreement		

____ There has been a proceeding concerning the conviction before a judge or hearing officer of the State of Florida, Division of Administrative Hearings, or a court of law having proper jurisdiction. The final order entered by the hearing officer or judge did not place the person or affiliate on the convicted contractor list. **[Please attach a copy of the final order.]**

____ The person or affiliate was placed on the convicted contractor list. There has been a subsequent proceeding before a court of law having proper jurisdiction or a judge or hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the judge or hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted contractor list. **[Please attach a copy of the final order.]**

X The person or affiliate has not been placed on any convicted vendor list. **[Please describe any action taken by or pending with the Department of General Services.]**

[Signature] 

Date: 9/1/2023

NOTARY:
STATE OF FLORIDA)
COUNTY OF POLK)

Sworn and Subscribed before me this 12th day of September, 20 23

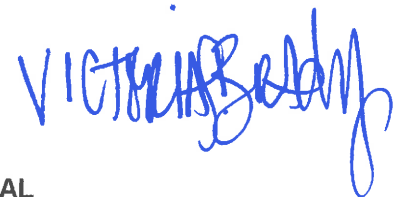
Personally known: Yes

Or Produced Identification: _____

Notary Public - State of: FLORIDA Commission Expires: 8/15/2027



Victoria Sarah Brady
Comm.: HH 424680
Expires: Aug. 15, 2027
Notary Public - State of Florida

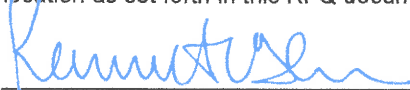


PLEASE COMPLETE AND SUBMIT WITH PROPOSAL
>>>>Failure to submit this form with your Bid may disqualify your response. <<<<

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Surveying Continuing Services Agreement		

**Attachment H
Firm Location**

I/we, affirm that CivilSurv Design Group, Inc. has maintained a x principal, headquarters or, other place of business within the boundaries of Polk County, Florida for more than one (1) year prior to the date of this proposal. The signature(s) below are an acknowledgment of our full understanding and acceptance that evaluation criteria provides points based on firm location as set forth in this RFQ document.


Contracting Party Signature

Kenneth T. Glass, PSM
Contracting Party Printed Name

VP of Survey/Secretary
Title

9/1/2023
Date

Mailing Address: 2525 Drane Field Road, Suite 7 Lakeland, FL 33811
Phone/Fax/E Mail Address: 863-646-4771 p. | 863-646-3378 f. | kglass@civilsurv.com

NOTARY:

STATE OF FLORIDA
COUNTY OF POLK

Sworn and Subscribed before me this 1st day of September, 20 23

Personally known: Yes

Or Produced Identification: _____

Notary Public - State of FLORIDA Commission Expires: 8/15/2027



Victoria Sarah Brady
Comm.: HH 424680
Expires: Aug. 15, 2027
Notary Public - State of Florida



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Attachment J

FEDERAL E-VERIFY COMPLIANCE CERTIFICATION

In accordance with Executive Order Number 11-116 from the Office of the Governor of the State of Florida, Bidder hereby certifies that the U.S. Department of Homeland Security's E-Verify system will be used to verify the employment eligibility of all new employees hired by the respondent during the contract term, and shall expressly require any subcontractors performing work or providing services pursuant to the contract to likewise utilize the U.S. Department of Homeland Securities E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term; and shall provide documentation such verification to the CITY upon request. As the person authorized to sign this statement, I certify that this company complies/will comply fully with the above requirements

DATE: 9/1/23

SIGNATURE: 

COMPANY: CivilSurv Design Group, Inc.

NAME: Kenneth T. Glass, PSM

ADDRESS: 2525 Drane Field Rd., Suite 7
Lakeland, FL 33811

TITLE: VP of Survey/Secretary

E-MAIL: kglass@civilsurv.com

PHONE NO.: 863-646-4771

FAX NO.: 863-646-3378



2525 Drane Field Road, Suite 7 | Lakeland, Florida 33811
Telephone: (863) 646-4771 | Fax: (863) 646-3378 | Toll-Free (866) 397-4771
www.civilsurv.com

POLK COUNTY LOCAL BUSINESS TAX RECEIPT

ACCOUNT NO. 1243

CLASS: B+

EXPIRES:

09/30/2023

OWNER NAME	LOCATION
CRAIG R FULLER	2525 DRANE FIELD RD Suite 7 LAKELAND

BUSINESS NAME AND MAILING ADDRESS

CIVILSURV DESIGN GROUP INC
CIVILSURV DESIGN GROUP INC
2525 DRANE FIELD RD Suite 7
LAKELAND, FL 338111360

CODE

ACTIVITY TYPE

540250

SURVEYOR MAPPER

540190

PROFESSIONAL ENGINEER

PROFESSIONAL LICENSE (IF APPLICABLE)

-



OFFICE OF JOE G. TEDDER, CFC * TAX COLLECTOR

THIS POLK COUNTY LOCAL BUSINESS TAX RECEIPT MUST BE CONSPICUOUSLY
DISPLAYED AT THE BUSINESS LOCATION

PAID - 883182 08/12/2022 HSP

TP 57.75

CIVILSURV DESIGN GROUP INC