

TURNING VISION INTO REALITY



GEORGE F YOUNG

City of Haines City
Request for Qualifications RFQ #23-04
Surveying Continuing Services Agreement



Section 1 Introduction/Cover Letter

September 8, 2023

Electronic Submittal Re: Request for Qualifications – Continuing Services Solicitation RFQ #23-04

Dear Selection Committee,

The George F. Young, Inc. (GFY) team is pleased to present our response to the City of Haines City for Continuing Services.

Founded in 1919, GFY has been in continuous operation for 104 years and has been providing similar surveying services required in this request for qualifications.

The GFY team differentiators in this qualifications statement are:

- GFY is the prime member of this team and will provide all services with our in-house team of professionals
- The GFY team has the experience to provide all services in-house that are listed on page three (3) of the RFQ
- GFY has multiple offices to pull from should it be necessary to enhance our team to fulfill a promised deadline.
- The GFY team also provides drone mapping, laser scanning, subsurface utility engineering (SUE), and Geographic Information Services (GIS) services.
- Our GFY team has the ability and will meet and exceed your expectations.

Mr. Trevor Hatch, PSM is authorized to make representations for GFY and will serve as your project manager. He may be reached at 727.822.4317 or by email at thatch@georgefyoung.com

In closing, the GFY team has diligently provided the information in RFQ #23-04. We thank you for this opportunity to submit our qualifications and be your consultant for surveying services.

Sincerely,
George F. Young, Inc.



Trevor Hatch, PSM, Vice President, Contract/Project Manager

Table of Contents

Section 1 Introduction/Cover Letter	1
Section 2 Firm Information	3
Section 3 Assigned Personnel and Experience.....	5
Section 4 Firm References, Previous/Similar Work Completed	9
Section 5 Assigned Sub-Consultants and Experience	12
Section 6 Current and Future Workload	13
Section 7 Attachments and Required Documents	15

Section 2 Firm Information

In 1919, pioneer surveyor and civil engineer George Fleming Young laid the foundation for GFY with the precepts of quality, integrity, and responsible professional service. Since those early days, GFY has served the public and private sectors of West Central Florida, providing professional, innovative, superior service – always responsive to our client's needs.

GFY is fully equipped and staffed to support Haines City with full land surveying services. Additional in-house services include Subsurface Utility Engineering (SUE) and Geographic Information System (GIS) services. GFY maintains a staff of professional and technical personnel to assist the City with any task assigned under this contract.

Our many decades of local experience, combined with our high-tech software and equipment, enables us to provide the full range of services the City seeks. We are particularly skilled and experienced in boundary, topographic, right-of-way, control, as-built surveys, subsurface utility engineering, GIS development, and asset collection. All required services requested through this RFQ will be provided directly by GFY.

GFY surveyors provide in-house land surveying services for almost every project we engineer. Our engineers and surveyors have worked together for over nine decades on projects around Florida. Our professionals operate as one seamless team – these long-term in-house relationships guarantee the integrity of the background design data utilized to engineer projects for our local government clients.

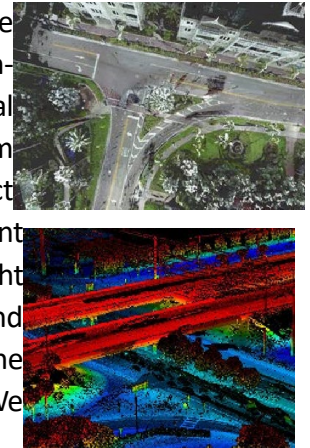
GFY currently has a surveying and SUE staff of over 50 employees dedicated to providing our clients with quality service. Our nine (9) registered professional surveyors and mappers average over twenty-seven (27) years of experience and average over twenty (20) years with GFY. Our staff includes four (4) college graduates with degrees in surveying and mapping or related fields of study.

Our sixteen (16) SUE/survey field crews have experience in working in all environments, from high-traffic urban areas to undeveloped forests and swamps, for both public and private sector clients throughout Florida

Our office technical staff includes twenty-one (21) computer/CADD/GIS technicians. Their software skills include AutoCAD, ERSI ArcGIS, Trimble Business Center, and MicroStation.

Additional services our team is skilled in are:

3D LASER SCANNING/LIDAR: 3D Laser Scanning can quickly capture highly accurate measurements of project sites and buildings. 3D Laser Scanning is a non-contact, non-destructive technology that digitally captures the landscape and structures of the real world using a beam of laser light. 3D laser scanners create "point clouds" of data from the surface of an object, enabling us to capture infrastructure and facilities in their exact size and shape as a 3D computer representation. At GFY, we have the laser equipment and software to perform and process 3D laser scans properly. We utilize static Light Detection and Ranging (LiDAR) systems to accurately determine range, elevation, and other critical mapping data. Our team includes post-processing professionals with the expertise to ensure Quality Control and Quality Assurance for LiDAR deliverables. We provide the Control necessary to ensure "ground truth" for LiDAR projects.



DRONE-BASED PHOTOGRAMMETRY & REMOTE SENSING: Our team has experience providing various photogrammetry mapping services, obtaining required and reliable measurements from digital photographs. We have FAA-licensed drone pilots on staff and access to all types of drones to complete a wide array of projects using drone technology.

DRONE-BASED OBLIQUE PHOTOGRAPHY: Recent developments in digital photography and accurate navigation equipment have brought a new lease of life to oblique imagery to create a unique complimentary dataset to conventional aerial imagery. Our team is fully capable of providing oblique photography to the City.

GEOGRAPHIC INFORMATION SYSTEMS SERVICES: GFY is fully equipped and staffed to support our local government clients with designing, upgrading, and/or implementing GIS technologies—this state-of-the-art tool streamlines workflow, improving data integrity and substantially increasing data collection and access efficiency. GIS is a problem-solving information resource that can be used to answer questions about the location of underground utilities, watershed characteristics, land use attributes, pollution impacts, public health concerns, and locations for several important infrastructural facilities such as water wells, man-holes, traffic devices, etc.



GFY understands the needs of the City and the significance of time constraints and budget limitations and has a hard-earned reputation amongst our clients for being a frugal and respected steward of our client's precious resources.

Our professionals can begin work immediately by meeting with the City's staff to execute projects under this contract. We are committed to exceeding the City's expectations for every project we deliver. Our team is well-balanced technically, focused, highly ethical, energetic, and available. We sincerely appreciate the opportunity to provide our qualifications and look forward to your affirmative response.

Section 3 Assigned Personnel and Experience

Meeting the requirements of an as-needed services contract such as this requires a company with not only a great depth of personnel to provide a quick response but also a company with a staff of skilled managers and specialists to provide all of the services that may be needed from time to time. GFY is very experienced in managing the demands and scheduling of these contracts.

We are committed to providing you with the professional and technical staff required to complete each assignment on time while providing a quality product that you can confidently rely upon.

GFY currently has a surveying and mapping staff of over 50 employees, dedicated to providing our clients with quality and service second to none. Our nine (9) registered professional surveyors and mappers average over twenty-one (21) years of experience and average over 20 years with GFY. Our staff includes 18 college graduates with degrees in surveying and mapping or civil engineering.

We believe that the key to a successful project is a skilled project manager with strong technical and communication skills combined with a staff of professionals and technicians who are not only knowledgeable and experienced but are highly motivated as well; as demonstrated in our past performance, this is our commitment to you for this contract. We are confident in the ability of our staff to meet all critical deadlines and to perform all work professionally by following your procedures and requirements.

Following are brief biographies for each key personnel assigned to this contract. Resumes are included after the organizational chart.

Contract/Project Manager: Trevor Hatch, PSM, Vice President

License #LS7443 – Additional licenses as a licensed surveyor: Utah #9031945, Colorado #0038616, and Arizona #73408

Bachelor of Arts, International Studies, University of Utah and Associate of Science, General Studies with an emphasis on geomatics, Salt Lake Community College

16 Years of Experience and 1 Year of Experience with George F. Young, Inc.

Mr. Hatch started in the field of surveying in 2006 and received his first state licensure in Utah in 2014. He has subsequently become licensed in 3 other states, including Florida. Trevor has worked in both the public and private sectors. Trevor's skills, knowledge, and experience in the field of land surveying cover all aspects of surveying related to civil engineering and land development, as well as surveys for governmental and quasi-governmental agencies.

Principal in Charge: Gregory S Nipper, PSM, Sr. Vice President

License # LS5683 – Bachelor of Science in Surveying and Mapping, University of Florida

34 Years of Experience and 29 Years of Experience with George F. Young, Inc.

Mr. Nipper received his bachelor's degree in surveying and mapping from the University of Florida in 1991 and obtained professional registration in 1997. His experience and expertise include GPS control and mapping, jurisdiction line surveys, GIS data collection and processing, and hydrographic surveys for beach renourishment, maintenance of port facilities, and coastal studies. Mr. Nipper also leads our survey and mapping department in researching and acquiring new technology to aid in more efficient and safer ways to provide survey and mapping services to our clients.

**Topographic/Hydrographic/Laser and Drones Project Surveyor: Shane A. Christy, PSM
License #LS7100 – Bachelor of Science Geomatics, University of Florida
19 Years of Experience and 3 Years of Experience with George F. Young, Inc.**

Mr. Christy's skills, knowledge, and experience in the field of land surveying cover various surveying tasks for federal, state, county, and city agencies, civil engineering firms, land developers, and contractors. These tasks have included ALTA/ACSM boundary surveys, legal sketches, sovereign submerged land leases, multi-beam and single-beam hydrographic surveys, and land surveys for dredge and support equipment on beach fill, land reclamation, channel maintenance, and capital improvements projects.

**Property/Topographic/Boundary/Legal Descriptions Project Surveyor: F. Peter Lutz, PSM
License # LS5683 – Associate in Science Civil Engineering State College of Florida Manatee-Sarasota
40 Years of Experience and 40 Years of Experience with George F. Young, Inc.**

Mr. Lutz joined GFY in 1983 and became a Licensed Professional Surveyor and Mapper in 1985. He is currently a project surveyor and AutoCAD specialist for GFY. Mr. Lutz is responsible for the preparation of boundary and topographic surveys, subdivision and condominium plats, design alignments for the construction of roadways and utilities, right-of-way maps, easement descriptions, construction computations for field layout, and GPS projects. He also prepares permit drawings for dredging, utility installations, seawall construction, and retention areas.

**Easement Descriptions/Right Of Way Survey and Mapping Project Surveyor: Michael J. Curley, PSM
License # LS6361 – 38 Years of Experience and 38 Years of Experience with George F. Young, Inc.**

Mr. Curley began his surveying career with GFY in 1985 as a rod person. His surveying career has been focused on route, topographic, right-of-way surveys, and right-of-way control surveys. Mr. Curley is experienced in boundary, topographical, and construction surveys and is very efficient in the use of CAiCE Visual Transportation 10, Bentley MicroStation Versions J and 8i, GEOPAK, FDOT Site Menu; EFB and EFB3, TDS, SMI, Trimble Geomatics Office, AutoCAD 2014 and AutoCAD Land Development Desktop and CAiCE software for total station electronic data collection and processing since its inception. He has worked on projects throughout Florida for public and private sector clients including the Cities of Largo, St. Petersburg and Clearwater, Pinellas County, Pasco County, and FDOT Districts One, Four, Five, and Seven.

**Subsurface Utility Locations Utility Manager: Kevin Humbert
12 Years of Experience and 10 Years of Experience with George F. Young, Inc.**

Mr. Humbert has been with GFY since 2013, bringing with him two years of experience as a project site foreman in the building construction industry. Mr. Humbert started working in the field as a subsurface utility locator until he was promoted to utility coordination manager working with the utility agency owners. In early 2017 he was promoted to subsurface utility engineering (SUE) manager and handles all facets of utility projects from small site civil projects to managing the Subsurface Utility Engineering on the FDOT Joint Venture Gateway Express Design Build Project.

Subsurface Utility Locations Utility Manager: Lori S. McLaughlin

Bachelor of Science, Public Relations, University of Florida and Bachelor of Arts, Sociology, University of Florida

24 Years of Experience and 3 Years of Experience with George F. Young, Inc.

Mrs. McLaughlin has been with George F. Young, Inc. since 2020. She brought with her five years of experience in the utility industry as the Business Manager at MacSurvey, Inc., a local survey and mapping firm specializing in utility survey projects. She currently works on both utility coordination projects and SUE project management. In addition, she serves as the Meeting Planner for the Florida Utilities Coordinating Committee, an organization made up of public and private utilities, governmental agencies, engineers, and consultants who meet three times a year to develop standards for coexistence in public right-of-way and resolve utility coordination issues.

Utility Coordinator: Henry E. Humbert, Jr.

31 Years of Experience and 11 Years of Experience with George F. Young, Inc.

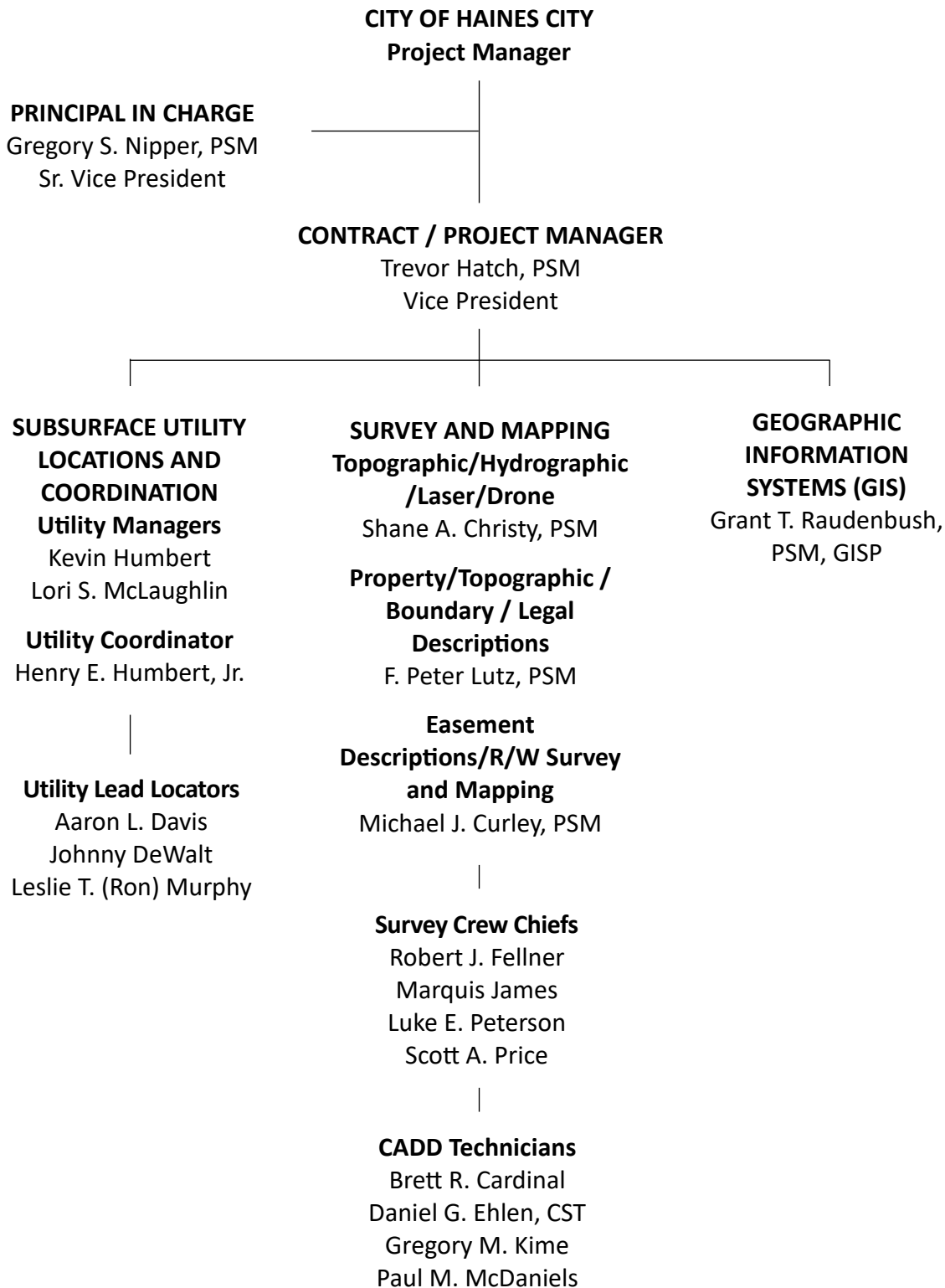
Mr. Humbert is a former FDOT District 7 Utility Administrator. At District 7 he was responsible for the supervision and oversight of both in-house and consultant staff and managed utility coordination contracts for FDOT. These projects included the Project Development and Environmental (PD&E) design production, permit review, and construction management of utility-related issues for the Department's work program. Mr. Humbert is also experienced in the construction, inspection, coordination, and planning of utilities on state, county, and local highway and bridge projects.

GIS Manager: Grant Raudenbush, PSM, GISP

License # LS 5137, GISP Certification #61080

41 Years of Experience and 9 Years of Experience with George F. Young, Inc.

Mr. Raudenbush's 41 years of experience as a mapping professional started in land surveying in 1983. He achieved his Professional Surveying license in 1992 and entered the dynamic world of GIS in 1997. For more than 25 years He has pursued the development and advancement of GIS, particularly in the public sector working with city and county local governments throughout Florida. As a Licensed Surveyor and a Certified GIS Professional, Mr. Raudenbush brings a unique perspective and understanding to geospatial projects such as asset inventory, utility systems, and developing GIS for local government. Mr. Raudenbush is a subject matter expert in GIS for water utility infrastructure facilities with experience in land use, zoning, streets, etc., and has presented papers at AWWA and Esri conferences.



- GFY team members are on-call during normal business hours to respond to City staff and applicant requests.
- GFY team members will consult City staff and applicants, either in person or via email and/or telecommunications
- GFY team members will attend and participate at meetings with City staff and applicants; City staff and other governmental agencies; and City Commission, Planning Commission, Board of Adjustment and technical review Board meetings as needed.

Section 4 Firm References, Previous/Similar Work Completed

Client Name: Pinellas County, Florida

Address: 22211 US 19 N., Clearwater, Florida 33765

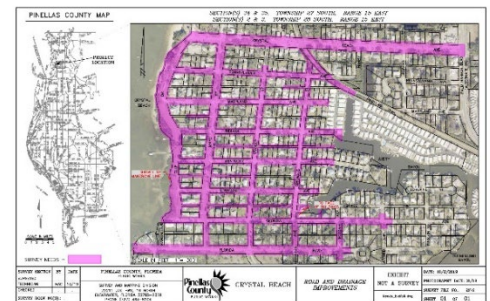
Contact: Jared R. Phillips, PSM **Phone Number:** 727.464.8998

Project Title: Pinellas County Continuing Services Contract

Location: Throughout Pinellas County, Florida

Description of work performed, including project location: GFY has been working with Pinellas County through continuing service contracts for many years. Example projects include various surveys and SUE services.

- 142nd Avenue Pump Station Rehabilitation
- Crystal Beach Drainage Improvements: Locate additional topographic survey
- 102nd Avenue at Starkey Road: Topographic survey and SUE services
- Lealman Drainage Improvements: Topographic survey and SUE services at 142nd Avenue and Bayshore Drive pump station
- Basin 25 (Starkey) Chanel 5: Topographic survey, and SUE services
- Starkey Road – Bryan Dairy to Ulmerton: Topographic and SUE services of Starkey Road from Bryan Dairy to Ulmerton Rd
- Starkey Revision 1: Topographic survey
- South Cross Bayou Water Reclamation Facility: SUE designation, location, survey, and GIS services to map all subsurface infrastructure within the facility
- Business Incubator Site: Boundary, sketch and description, and aerial exhibit
- Upham Beach Stabilization Project – Monitoring: Topographic and hydrographic survey services.
- Mehlenbacher Road: Additional topographic survey of Palm Avenue
- M 10 Starkey Basin: Topographic survey update to facilitate the design of improvements
- Wilds: Conformity plat review
- Pinellas County Jail Detention Wing F: Topographic survey and SUE services for the design of drainage improvements
- Heliport Surveys: Survey services to document existing conditions. Provided survey to document the final paint markings
- Cohens Court: Conformity plat review
- Enclave at Palm Harbor: Conformity plat review
- Harbor Palms: Plat review
- Ozona Village: Conformity plat review
- Roosevelt Creek: Topographic survey and SUE services for the design of improvements to the existing stormwater facility.
- Pinellas County Justice Center Parking Garage: Boundary and topographic survey services



**Crystal Beach
Drainage Improvements**

Year Completed: Ongoing

Contract Amount: Various GFY Project Fees

Client Name: City of St. Pete Beach, Florida

Address: 7581 Boca Ciega Drive, St. Pete Beach, Florida 33706

Contact: Brett Warner, PE, City Engineer

Phone Number: 727.363.9254

Project Title: City of St. Pete Beach Continuing Services Contract

Location: Throughout the City of St. Pete Beach, Florida

Description of work performed, including project location: GFY has been working with the City of St. Pete Beach through continuing service contracts for many years. Example projects include:

- COSPB Don CeSar: Boundary survey
- COSPB Egan Park: As-built survey and construction staking
- COSPB 4700 Gulf Boulevard Parking Lot: Boundary and topographic survey
- COSPB Blind Pass Road: Design survey and subsurface utility locating for roadway and drainage improvements
- COSPB Building Heights: Collect overall building heights (to the roof ridge or parapet wall) for 12 properties along 8th Avenue in Pass-A-Grille.
- COSPB St. John Vianney School: Survey of 445 82nd Ave. field site
- COSPB St. John Vianney School: Relocate sports fields/courts
- COSPB Gulf Boulevard: Prepared easement sketch and legal preparation, and field staking of four corners of existing easement
- COSPB Egan Park Little League Field: Stakeout
- COSPB Public Library: Topographic survey showing elevations as specific locations
- COSPB Don Cesar Boar Ramp: Provided subsurface utility locating and designation
- COSPB 52nd Avenue Drainage: Design survey services for drainage improvements
- COSPB 73rd Avenue Sidewalk: Determine right-of-way on north side of the right-of-way along 73rd Ave between Boca Ciega Dr and Mangrove St. Also provided boundary survey drawing and set right of way line in the field
- COSPB 18th and 19th Alleyway: Provided construction layout for alleyway improvements per on-site coordination meeting
- COSPB 3101 Pass-A-Grille Way: Plat conformity review as required by Chapter 177.081(1) to confirm that a matching title certification letter and a boundary survey are provided by the agency submitting the plat
- COSPB 3319 De Bazan: Boundary survey
- Develop and maintain the City's Public Works GIS
- GIS data development and management for City wide Public Works

Year Completed: Ongoing

Contract Amount: Various GFY Project Fees



Egan Park: As-built survey

City of Haines City
Request for Qualifications – Surveying Continuing Services Agreement
RFQ #23-04

Client Name: City of St. Petersburg, Florida

Address: One 4th Street North, 6th Floor, St. Petersburg, Florida 33701

Contact: Timothy Collins, Survey Project Coordinator

Phone Number: 727.892.5346

Project Title: City of St. Petersburg Continuing Contract

Location: Throughout the City of St. Petersburg, Florida

Description of work performed, including project location: GFY has enjoyed working with the City of St. Petersburg through continuing service contracts for over 25 years. Through these contracts, GFY has provided property surveys, topographic surveys, and hydrographic surveys, prepared easement descriptions, prepared legal descriptions for the acquisition of property, and prepared right-of-way maps as well as other services requested by the City. Below is a short list of projects GFY has provided services for:

- City of St. Petersburg Pier
- City of St. Petersburg Pier Approach
- City of St. Petersburg NWWRF Replat
- City of St. Petersburg Street Enhancements
- City of St. Petersburg Overlook Drive Northeast Bridge
- City of St. Petersburg Downtown Water Main Replacement
- City of St. Petersburg Snell Bridge 157191
- City of St. Petersburg Tinney Creek Dredging
- City of St. Petersburg Inlet Bay Force Main Project
- City of St. Petersburg Waters Resource Lab
- City of St. Petersburg Lift Station 42 Design
- City of St. Petersburg Boyd Hill Nursery Room
- City of St. Petersburg Shore Acres Piping Project
- City of St. Petersburg 28th Street & Gandy Boulevard
- City of St. Petersburg Shore Acres Recreation Center
- City of St. Petersburg Booker Creek Park
- City of St. Petersburg Child's Park
- City of St. Petersburg Drainage Improvements
- City of St. Petersburg Campbell Park Football Field
- City of St. Petersburg Boyd Hill Easement
- City of St. Petersburg Channels C, E & O

Year Completed: Continuing Service Contract ends October 31, 2023

Contract Amount: Various GFY Project Fees

Section 5 Assigned Sub-Consultants and Experience

GFY has the staff and capabilities to provide the requested services in-house:

- Specific tasks may include, but are not limited to, the following:
- Review of submitted surveys for specific projects
- Property surveying
- Topographic surveying
- Hydrographic surveying
- Preparation of easement descriptions
- Preparation of legal descriptions for acquisition/disposal/vacating of City property
- Preparation of right-of-way maps
- On-call availability during normal business hours to respond to City staff and applicant requests
- Consult City staff and applicants, either in person or via email and/or telecommunications
- Attendance and participation at meetings with City staff and applicants; City staff and other governmental agencies; and at City Commission, Planning Commission, Board of Adjustment, and Technical Review Board meetings as needed
- Other surveying services or related tasks, as needed

Section 6 Current and Future Workload

TEAM WORKLOAD

The GFY team has the availability and the resources to respond to the projects under this contract in a timely, efficient, and professional manner. Our Firm and key team members are locally available and locally knowledgeable – we are well-positioned to apply the necessary resources to serve the City in real-time. Our team's availability for this contract will fluctuate based on incoming work. At GFY, we manage our staff resources to ensure any City tasks are staffed accordingly and completed on time and within budget. We will work closely with City staff to manage our production capacity to meet their anticipated production needs.

MANAGING OUR PERSONNEL RESOURCES

Accomplishing the smooth delivery of project deliverables begins with team availability, but additional key factors and considerations are needed to ensure project delivery and success. At GFY, we have developed standard policies and practices for identifying organizational resources and how they apply to each ongoing project.

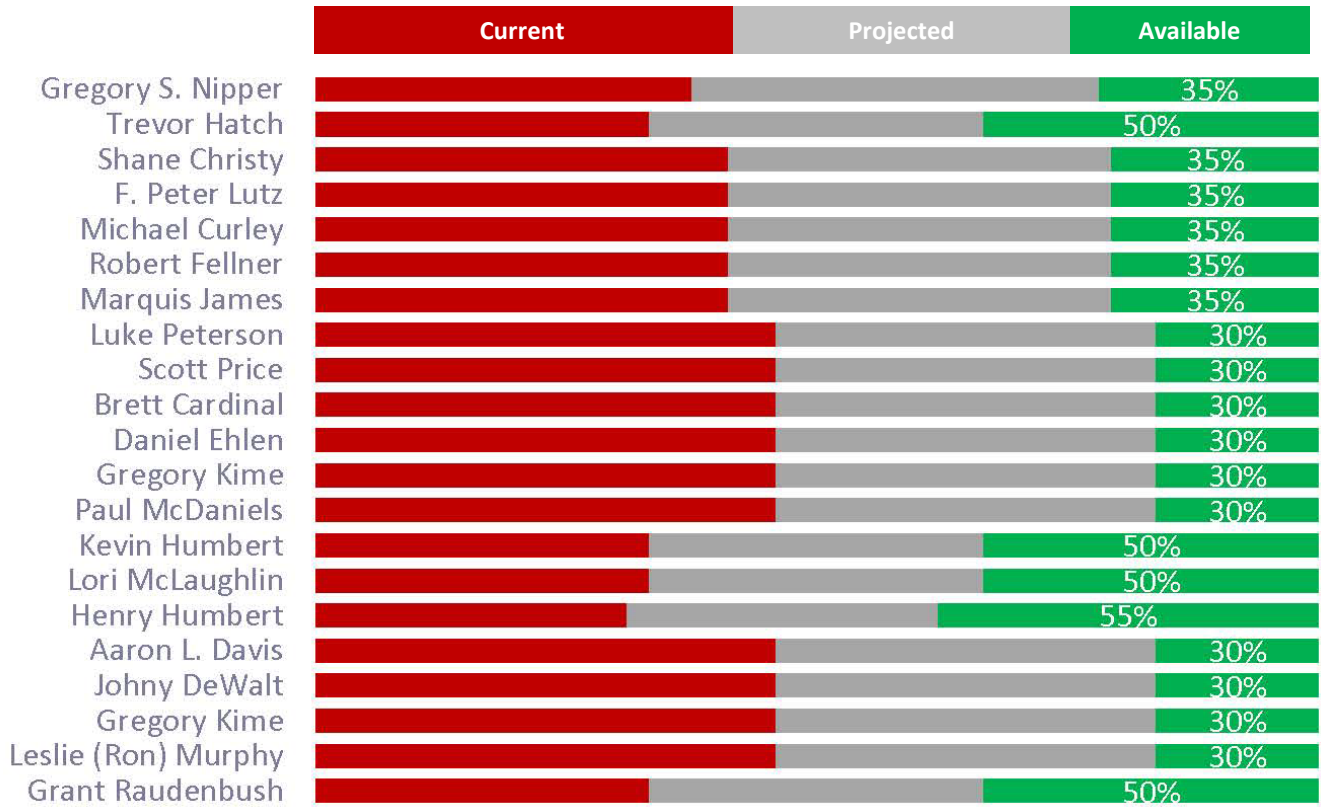
1. Define the lines of authority, control, communication, and coordination among the project teams.
2. Utilize our company and project manager's experience to estimate the resource requirements for all activities on all ongoing and anticipated projects.
3. Select, assemble, and assign work to a project team with the appropriate skill sets to meet the project deliverables identified during the project initiation stage.
4. Monitor the staffing plan regularly, especially the project team roles and responsibilities, and put in place staff tracking controls to guarantee that the staffing plan is accurate and updated throughout the project life cycle.

Our projected workload is monitored in real-time for stability and anticipation of new projects to ensure schedules are adhered to and we meet the commitments established with the City.

We have provided a grid on the following page that shows the availability of each key person listed on the organizational chart on the following page.

City of Haines City
 Request for Qualifications – Surveying Continuing Services Agreement
 RFQ #23-04

Below is GFY's graphic representation of our current commitment over the next one-year period.



Section 7 Attachments and Required Documents

Attachment B Addendum Acknowledgement

Attachment C Insurance Requirements

Attachment D Acceptance of Proposal Terms and Conditions

Attachment E Drug-Free Workplace Certification

Attachment F Conflict of Interest

Attachment G Public Entity Crimes

Attachment H Firm Location

Attachment J Federal E-Verify Compliance Certification

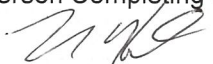
A. Proof of Insurance

B. Financial Requirements

C. Litigation

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:
	Date: September 7, 2023
Person Completing RFQ Document (Signature): 	
Name (Printed): Trevor Hatch, PSM	Title: Vice President of Surveying Services

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

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Phone: 863-421-9961 Email: vickie.ramsier@hainescity.com		
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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: TH

Date: September 7, 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

Trevor Hatch
Contracting Party Printed Name

Vice President of Surveying Services
Title

September 7, 2023
Date

Mailing Address: 299 Dr. Martin Luther King, Jr. Street North, St. Petersburg, Florida 33701

Phone/Fax/E Mail Address: 727.822.4317/727.822.2919/thatch@georgeyoung.com

NOTARY:

STATE OF Florida)
COUNTY OF Pinellas)

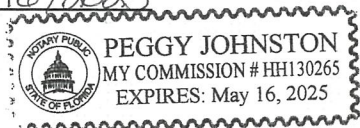
Sworn and Subscribed before me this 7th day of Sept., 20 23

Personally known: Trevor Hatch

Or Produced Identification: _____

Notary Public - State of: Florida Commission Expires: May 16, 2025

Peggy Johnston



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

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

**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:

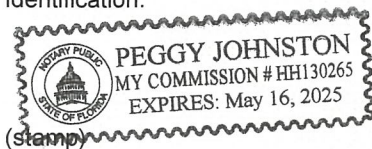
- (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- (2) Inform employees 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.

Trevor Hatch VP Survey, State 9-7-23
Bidder's Signature, Title, Date

STATE OF Florida
COUNTY OF Pinellas

The foregoing instrument was executed before me this 7th day of Sept., 2023, by Trevor Hatch as Vice President of Surveying Services of George F. Young, 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.



Peggy Johnston
NOTARY PUBLIC, State of Florida

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

RFQ #23-04	Due Date & Time: September 12, 2023 @ 9:00 AM ET	Advertised Date: August 8, 2023
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Surveying Continuing Services Agreement		

Attachment F

Conflict of Interest Statement

STATE OF Florida)
COUNTY OF Pinellas)

Before me the undersigned authority personally appeared Trevor Hatch, who was duly sworn, deposes, and states:

- A. I am the Vice President of Surveying of George F. Young, Inc. with a local office in Lake Wales and principal office in St. Petersburg, FL.
- 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 7th day of September 20 23

[Signature]
AFFIANT

Trevor Hatch
Typed Name of AFFIANT

Vice President of Surveying and Mapping
Title

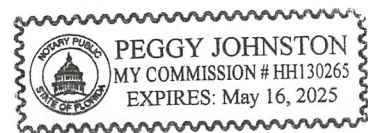
NOTARY:
STATE OF Florida)
COUNTY OF Pinellas)

Sworn and Subscribed before me this 7th day of Sept., 20 23

Personally known: Trevor Hatch

Or Produced Identification: _____

Notary Public - State of: Florida Commission Expires: May 16, 2025



Peggy Johnston

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

RFQ #23-04	Due Date & Time: September 12, 2023 @ 9:00 AM ET	Advertised Date: August 8, 2023
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Phone: 863-421-9961 Email: vickie.ramsier@hainescity.com		
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.

- This sworn statement is submitted with Bid, Proposal, ITN, or Contract Number RFQ #23-04 for Surveying Continuing Services Agreement.
- This sworn statement is submitted by George F. Young, Inc. whose business address is 299 Dr. MLK, Jr, St. N. St. Petersburg, Florida 33701 and (if applicable) its Federal Employer Identification Number (FEIN) is 59-0700570 (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____).
[Name of entity submitting sworn statement]
- My name is Trevor Hatch and my relationship to the above is Vice President of Surveying Services.
[Please print name of individual signing]
- 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.
- 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.
- I understand that "affiliate" as defined in section 287.133(l)(a), Florida Statutes, means:
 - A predecessor or successor of a person convicted of a public entity crime; or
 - 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.
- 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.
- Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. [Please indicate which statement applies].

Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who 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
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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.]**

____ 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: 9-7-23

NOTARY:

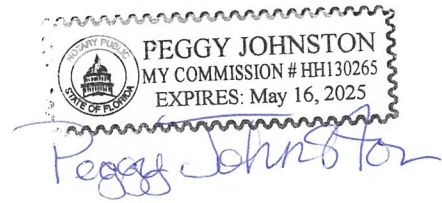
STATE OF Florida)
COUNTY OF Pinellas)

Sworn and Subscribed before me this 7th day of Sept., 20 23

Personally known: Trevor Hatch

Or Produced Identification: _____

Notary Public - State of: Florida Commission Expires: May 16, 2025



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

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

**Attachment H
Firm Location**

I/we, affirm that George F. Young, Inc. has maintained a ___ principal, ___ headquarters or, X 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

Trevor Hatch

Contracting Party Printed Name

Vice President

Title

September 7, 2023

Date

Mailing Address: 299 Dr. Martin Luther King, Jr. Street North, St. Petersburg, Florida 33701

Phone/Fax/E Mail Address: 727.822.4317/727.822.2919/thatch@georgefyoung.com

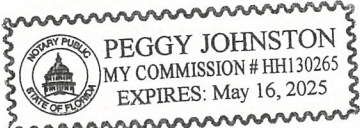
NOTARY:

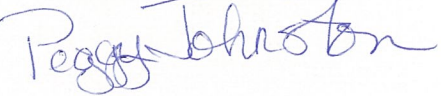
STATE OF Florida
COUNTY OF Pinellas

Sworn and Subscribed before me this 7th day of Sept., 20 23

Personally known: Trevor Hatch

Or Produced Identification: _____



Notary Public - State of: Florida Commission Expires: May 16, 2025 

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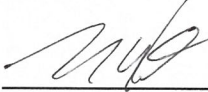
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Surveying Continuing Services Agreement		

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 contact 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: September 7, 2023

SIGNATURE: 

COMPANY: George F. Young, Inc.

NAME: Trevor Hatch

ADDRESS: 299 Dr. MLK, Jr. St. N.
St. Petersburg, Florida 33701

TITLE: Vice President of Surveying Services

E-MAIL: thatch@georgefyoung.com

PHONE NO.: 727.822.4317

FAX NO.: 727.822.2919



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/30/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Wallace Welch & Willingham, Inc. 300 1st Ave. So., 5th Floor Saint Petersburg FL 33701		CONTACT NAME: Certificates/Commercial Lines PHONE (A/C. No. Ext): 727-522-7777 E-MAIL ADDRESS: certificates@w3ins.com		FAX (A/C. No): 727-521-2902
		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: Travelers Casualty & Surety Co		19038
INSURED George F. Young of Florida Inc. George F. Young Inc. 299 Dr. Martin Luther King St N St Petersburg FL 33701		INSURER B: Travelers Casualty Ins Co of Amer.		19046
		INSURER C: Scottsdale Indemnity Co.		15580
		INSURER D:		
		INSURER E:		
		INSURER F:		

COVERAGES

CERTIFICATE NUMBER: 280770835

REVISION NUMBER: 3

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Cross Liab GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:			6604W52608A	4/1/2023	4/1/2024	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> PIP \$10,000 <input checked="" type="checkbox"/> MedPay \$5000			8104W521593	4/1/2023	4/1/2024	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
							Comp/Coll	\$ 1,000 Ded
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP4W527825	4/1/2023	4/1/2024	EACH OCCURRENCE	\$ 6,000,000
							AGGREGATE	\$ 6,000,000
								\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	UB4W519167	4/1/2023	4/1/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
C	<input type="checkbox"/> Protection & Indemnity Liab <input checked="" type="checkbox"/> Professional/Pollution Liab			B5JH26405 107715681	4/1/2023 10/15/2022	4/1/2024 10/15/2023	Per Occurrence Per Claim/Aggregate Prof Retro Date	1,000,000 \$2M/\$4M Full Prior Acts

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Umbrella Coverage is excess of General Liability, Auto and Workers Compensation Coverage.

CERTIFICATE HOLDER**CANCELLATION**

For Information Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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